

University Graduate Council Minutes

Richards Hall, VPAA Conference Room

February 8, 2019

Council Members in Attendance:

Dr. Nicholas Bolden (COLS), Chair

Dr. Ben Blair (TCOB)

Dr. Kevin Burgess (COLS)

Dr. Ryan Lynch (COLS)

Dr. Lisa Oberlander (COA)

Dr. Saoussan Maarouf (COEHP)

Dr. Tammy Condrey

Dr. Heather McKeen for Dr. Margie Yates (COEHP)

Dr. Shamim Khan (TCOB), Secretary

Ex-Officio Members:

Dr. Ellen Roberts (AA), Associate Provost

Ms. Kristin Williams-Griffin, Graduate Admission & Recruitment

Item 1: Welcome, Lunch, and Approval of Minutes

- Following lunch, Dr. Condrey called the meeting to order at 12:20 pm and the Council approved the January minutes with a few amendments.

Item 2: Report from the Associate Provost for Graduate Education

- Dr. Roberts spoke about the first meeting of the Graduate Forum held on Thursday, January 31. Giveaways were used to help increase attendance. At the meeting, students were asked about the topics they would be most interested in. Their topics of interest were resumes, application cover letters, interviewing techniques, internships/externships, and how to improve writing. More of these topics will be included in future meetings. A Volunteer Workday with Habitat for Humanity is to be held on Saturday, February 23 and a Games night is planned for Friday, March 1. A video link may be used to include online graduate students at future meeting. The next Graduate Forum meeting will be held on February 28. COOL is working on an online learning preparation application for students new to online learning. There will be a registration hold for the online graduate orientation in place from summer. Students will automatically have the hold removed after completing the orientation.

Item 3: Old Business: Approval of Graduate Faculty.

- The Council approved five graduate faculty – two of these were full memberships, and three were provisional. One application was tabled for the next meeting to allow information to be sought on the applicant faculty member's rank.

Item 4: New Business

- **Faculty and Graduate Research Conference** Dr. Roberts reported that the conference did not do very well financially and is in need of more sponsorship. She also asked for input from the faculty to make the conference more successful. A suggestion was made by Dr. Condrey for the use of time cards to make presenters finish in time. The question was asked whether, with the participation of students and faculty from other institutions, the conference could be regarded as a regional conference.

- **Graduate Enrolment** Dr. Roberts informed the meeting that on February 7, there were about 1437 graduate students at CSU. This number was down by 6% compared with this time last spring. There were decreases as well as increases in enrolment numbers across the colleges. Graduate Open House events will be held by the colleges of Business (February 28) and COEHP; no dates yet for COLS. Dr. Roberts emphasized the need to focus on the 21-30 age group; EAB is to be used for this purpose. The current version of EAB at CSU can only be used for targeting undergraduate students.
- **Bill Chapel Award** Dr. Roberts reported that the Faculty Awards Committee has decided to allow the previous year's college nominees to remain in the pool of nominees for the current year, although each College can add a second nominee. She will bring the criteria used for selecting the winner back to the council for review at the next meeting.

The meeting adjourned at 2 p.m. with the remaining items in the agenda tabled for the next meeting.

Next meeting: 12 p.m., Friday, March 8, 2019