University Graduate Council
Minutes
Richards Hall, VPAA Conference Room
November 8, 2019, 12:00 PM EST

Council Members
Dr. Kevin Burgess (COLS), Chair
Dr. Ryan Lynch (COLS)
Dr. John Finley (TCOB)
Dr. Saoussan Maarouf (COEHP)
Dr. Tammy Condrey (COEHP)
Dr. Lisa Oberlander (COA)
Dr. Nicholas Bolden for Dr. Kimberly Gill (COLS)
Dr. Brian Tyo (COEHP)
Dr. Shamim Khan (TCOB), Secretary

Ex Officio Members
Dr. Margie Yates, Interim Associate Provost
Dr. Tim Howard, SACSCOC Liaison
Ms. Kristin Williams-Griffin, Graduate Admissions & Recruitment

Item 1: Welcome, Lunch, and Approval of Minutes
- Following lunch, Dr. Burgess called the meeting to order at 12:20 pm and the Council approved the October meeting minutes with some amendments.

Item 2: Report from Dr. Yates, Interim Associate Provost for Graduate Education
- Faculty Research Conference and Graduate Research Conference – Thanks to all who attended, participated and sent students. Amber Dees did a great job organizing the event. There were more participants than in the past. Kennesaw, Clayton State, North GA, Tennessee Tech and Savannah State were among the schools represented.
- Employer Round Table – Businesses, Education, Health, the Arts and Sciences – The roundtable to be held will advise CSU leadership on workforce issues and help with graduate student workforce preparedness. Discussions will focus on four broad themes relevant to graduate education and workforce:
  a. the present and future of work;
  b. industry-higher education collaboration;
  c. diversity and inclusion; and
  d. advocating for graduate education.
- Network and Knowledge Monthly Mingle:
  Katherine Grego from the Center for Global Education to talk about international travel opportunities for graduate students on November 14, Thursday at 12.15 PM in Frank Brown Hall downtown. Suggestions were made to make this event accessible to online students through live streaming or archiving and making them available through the Web. Ideas on this issue are invited through the Google shared drive.
  - McNair Scholars list update - Will be sent out next week.

Item 3: Old Business
- Approval of Graduate Faculty
  The Council reviewed one graduate faculty membership application and approved it for full membership.
Item 4: New Business

- **Approval of Graduate Faculty**
  A draft proposal was presented for discussion and feedback by Dr. Tim Howard - New graduate faculty to be given provisional membership for one year if their credentials have been already reviewed by the Chair and Dean and look reasonable according to the criteria. It would then come to the Graduate Council for review with the record of performance from the first year. A visual representation of the proposal as a process was also presented for comments. Question raised – why this approval could not be at the associate or full levels if the selection committee finds that to be appropriate. Concern raised about fresh PhDs who would not have any track record in teaching, which is one of the criteria. The suggestion that the graduate council could, during the hiring process, review the credentials of the candidate to recommend membership was countered by the comment that the hiring cycle is not that predictable and sometimes time is of the essence for a successful hire. One suggestion was to consider hiring graduate faculty at different levels. Question was raised about SACSCOC requirements – where any details of these can be found and the standards we set ourselves relative to the SACS requirements. Drs. Howard and Yates will attempt to find out more at the coming SACS Liaison and the Reviewers conferences. The draft proposal will be moved to a shared drive for comments.

- **Review of By-laws**
  Dr. Lynch added some language to the bylaws requiring all council members to have an associate or full graduate faculty status. Anyone who does not meet this criterion, but whose presence is deemed essential, could be made an ex-officio member. Another concern about the membership was that members are appointed by the dean of the college instead of some other entity in the college. Related to this was the issue of members selecting someone from their college to replace themselves at a meeting that they are unable to attend. Dr. Tyo raised the issue of the presence, during council deliberations, of ex-officio members, who represent the next step in the process and how that might affect the conversation. Dr. Lynch drew a parallel with the membership of the senate executive committee. One compromise proposed was to bring in the ex-officios for updates after the council has met for a certain period of time. The issue of representation of colleges in the council was discussed; currently it is supposed to be proportional to the number of graduate students with a limit of three. The need for reflecting disciplinary diversity within colleges was discussed as was the possibility of capping numbers. Wording is to be changed to indicate that the council is responsible for making recommendations on overall program and admission process changes – and not curriculum changes. Members will be emailed to review a “cleaned-up” version of the by-laws before the next council meeting.

- **Graduate Assistant Hiring Process**
  Dr. Yates informed members that the current process is lengthy and inefficient. HR is introducing the electronic signature-based process using Docusign, but this may still be cumbersome and needs to be reviewed. Some reservation was expressed about the reliability of the Docusign system itself.

The meeting adjourned at 2:05 pm.

Next Graduate Council Meeting: December 12, 12 pm.