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

Ex Officio Members
Dr. Dr. Margie Yates (COEHP), Interim Associate Provost
Dr. Tim Howard, SACSCOC Liaison
Mr. Gary Bush for 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 August meeting minutes with some amendments.

Item 2: Report from Dr. Yates, Interim Associate Provost for Graduate Education

Graduate enrolment stands at 1373, down by 63 students (4.4%) compared with last year.

Summer advising is an issue because faculty are not on contract during the summer months. Faculty have also lost off-campus access to banner workflow recently, which is problematic for many who are off-campus in summer. Council members were encouraged to talk to their department chairs about the summer advising issue. A meeting between Dr. Yates and the deans and department chairs will take place in October.

Federal student aid received by a student is up to 150% of the student’s program cost which means students can take courses for certificates concurrently when enrolled in 6 hours of program courses. They cannot receive aid for stand-alone certificates. There should be some indication of progress made for IP grades.

The number of graduate assistants hired so far is 102; there are two more vacancies. The firm deadline for hiring is next week.

Twenty-four students attended the recent graduate students’ meeting. The theme for the meeting was networking with each student required to introduce themselves to five other people. There will be guest speakers from Aflac at the October and November meetings.

The recent MBA focus group held with students and alumni is a great way to revive programs.

Graduate recruitment grants (up to $500) are available. The Graduate Admissions & Recruitment Office will give ideas to anyone interested in applying – deadline, October 3.

University grant applications are due September 13 to chairs and September 20 to colleges.

The new program proposal deadline has been extended by a week to Friday, September 20.

A report on low productivity programs and low enrolment new programs is to be submitted.

The new MPH (Mother & Child Health) has been approved by the BOR. Dr. Howard informed the Council that the University is currently waiting for the prospectus to be sent to SACs for approval.

Dr. Nicholas Bolden has invited two guest speakers to speak on September 24 in the library.
**Item 3: New Business**

- **Proposal from the English Language Institute** Susan Wirt, Page Burns and Cindy Hunt from the ELI presented a proposal titled “Advanced Successful Completion Program. Under this proposal, international students from a non-English speaking background with higher level English proficiency will be assessed when they arrive, and if eligible, entered into the program. Successful completion of the program would allow them to avoid repeating TOEFL or IELTS exams. The student must already meet the admission criteria for a graduate program to be eligible for this not for credit program costing about $4100 (including books) plus CSU fees per semester.

  Motion passed: *Accept the ELI program in lieu of the minimum 79 TOEFL requirement with the recommendation to track the success of students who have been through the program.*

- **Review of Graduate Council Bylaws** Motion passed to review the bylaws and come back with suggestions for changes at the next meeting. Dr. Yates to put the bylaws on the shared drive.

- **Domin Graduate and Faculty Research Conference** Dr. Yates reported that 16 faculty presentation proposals have been submitted so far. There has been some faculty concern expressed about non-recognition of this conference at CSU. Also, faculty attendance has been low. Dr. Yates encouraged faculty to attend and show support. She also stated that there will be a faculty focus group held after the conference. The deadline for graduate student proposals is the following week.

- **Task group on graduate faculty membership applications** Dr. Burgess reported that the task group on graduate faculty applications will continue with its work to make the review and approval process more efficient. Dr. Howard mentioned a SACS approval form. It was suggested that a form could be used to avoid a review of CVs at the council. Dr. Gill is to join the task group.

The meeting adjourned at 2 pm.

Next Graduate Council Meeting: October 18, 12 pm