University Graduate Council
Minutes
Richards Hall, VPAA Conference Room
October 18, 2019, 12:00 PM EST

Council Members
Dr. Kevin Burgess (COLS), Chair
Dr. Tammy Condrey (COEHP)
Dr. John Finlay (TCOB)
Dr. Kimberly Gill (COLS)

Dr. Ryan Lynch (COLS)
Dr. Saoussan Maarouf (COEHP)
Dr. Lisa Oberlander (COA)
Dr. Brian Tyo (COEHP)
Dr. Shamim Khan (TCOB), Secretary

Ex Officio Members
Dr. Margie Yates (COEHP), 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 August meeting minutes with some amendments.
- A motion was passed to go paperless at the graduate council.

Item 2: Report from Dr. Yates, Interim Associate Provost for Graduate Education
- A list of McNair Scholars’ names will be distributed among programs for contacting the students for recruitment purposes.
- The upcoming Domin Faculty and Graduate Research conference at CSU will have 21 faculty presenting their research. The Three-Minute Thesis (3MT) contest for graduate students will be held on Wednesday evening at 6 pm. Council members were encouraged to consider moderating presentation sessions.
- Graduate enrolment numbers on census date: 7,877 – down 4% from last year; numbers were up nationally by 1%. Dr. Yates will ask for specific information on graduate enrolment trend at other institutions.
- COLS is going to create a recruitment and retention committee for both undergraduate and graduate students. They suggested a campus-wide graduate open house. Mat Edmunds from Enrolment Marketing Services wants to use a recruitment webinar and chat room. The Graduate School is working with the University to help with marketing of graduate programs. Priority is to be given to improve web presence.
- The Graduate School’s Network & Knowledge Monthly Mingle meeting in September had a guest speaker from Aflac. The Graduate School is to work with Aflac and also the health sector on how they can help with making connections.
- Dr. Yates Asked faculty to let her know if they are going to events and want to promote their programs. Ms. Williams offered to give EOI cards for these events. She also offered to help with communications with prospective students and applicants.
**Item 3: Old Business**

- **Approval of Graduate Faculty** The Council reviewed five graduate faculty membership applications; two were approved for Associate and three for full membership.

- **Review of by-laws** A discussion was held on the representation of colleges in the Graduate Council. Dr. Yates suggested that the task group (members: Dr. Lynch, Dr. Tyo, and Dr. Howard) post recommendations on changes on the google drive and let members know for review before the next meeting to vote on them.

**Item 4: New Business**

- **MPA curriculum and admissions changes** Dr. Gill reported a decrease in MPA enrollment numbers. She presented a review of all MPA tracks and recommended the deactivation of four tracks and other changes.
  
  Motion passed: Accept the recommended changes with the condition that each track has its own learning outcomes (LOs) in addition to the common LOs.

  Motion passed: Accept admission policy changes.

- **Thesis/Dissertation Submission Form** Dean of Libraries, Mr. Alan Karass, informed the Council that only PDF or PDF/A versions of theses and dissertations will be accepted by the library from now on. An updated form with FAQ will be available.

The meeting adjourned at 2:05 pm.

Next Graduate Council Meeting: November 8, 12 pm.