**Graduate Council Meeting**

**September 4, 2015**

**203D DEV**

**Minutes  
(approved on 9/25/15)**

**Faculty Present:**  D. Balfour, A. Booth, S. Choudhuri, D. Eick, M. Harris, C. Leiras, V. Long, S. Lopez-Arias for L. Huang, M. Luttenton, B. Martin, D. Mitchell, P. Ratliff-Miller, M. Shell-Weiss, M. Staves,

**Administrative Ex-Officio Present:** C. Bajema, B. Cole, I. Fountain, T. James-Heer, J. Potteiger, S. Lipnicki, S. Soman, J. Stevenson

**Ex-Officio Students Present**: J. Lawton, B. Showerman

**GSA Officers Present:** L. Presutti, N. Zweifel

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | M. Luttenton called the meeting to order at 9:07 AM. Introductions were made. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Stavesmoved to approve the agenda. C. Leiras seconded. Motion passed unanimously. |
| **III. Approval of Minutes – April 24, 2015** | C. Leiras submitted some minor grammatical corrections. | **Motion:** C. Leirasmoved to approve the April 24, 2015 minutes. B. Martin seconded. Motion passed unanimously. |
| **IV. Chair’s Report – M. Luttenton** | Graduate Council Charges ECS provided the Graduate Council with charges for 2015-16. The faculty workload policy had been a previous charge and the Graduate Council is being asked to address it again. A draft policy on workload for thesis and dissertation with minimum requirements was developed but not approved. GC members are encouraged to speak with faculty in their colleges about what they would perceive to be a fair policy.   Some changes have been made to course registration so that all faculty who can chair theses/dissertations are listed as instructor of record and students can register for variable credits.  Graduate Council members should contact M. Luttenton if they have ideas for new policies or if any existing policies may need to be revised.  Inclusion and equity should be part of the conversation when addressing policies and procedures. This is something GC members should keep in mind even without a formal process for considering such matters. |  |
| **V. Curriculum Subcommittee Report – M. Staves** | There are approximately 40 proposals in SAIL waiting for review. Many are related to the Aud.D. program. The GC-CC will review the proposals and then invite the Aud.D. author to come to a meeting to discuss the program and answer questions. The Dr.O.T. program proposal is currently under review in the OEC, Library, and IT. Graduate Council will likely get it for review later in the Fall 2015 semester. |  |
| **VI. Policy Subcommittee Report – A. Booth** | The GC-PC has several policies for discussion: a faculty workload policy on thesis, dissertation, and project; graduate course withdrawals and accompanying forms; and a dual credit policy which will also cover undergraduates enrolling in 600 level courses. Other items for policy discussion are: students who want to enroll in 2 doctoral programs or master/s/doctoral programs; course withdrawal and program withdrawal policies; and a review of 6 program handbooks and the Policies and Procedures Manual. |  |
| **VII. GSA Report –L. Presutti** | The GSA executive board met in the summer and created a promotional video for the new graduate student orientation which provides an overview of GSA and opportunities for students. They set the funding board schedule, solidified the mandatory attendance policy, and discussed standing committee appointments.  A welcome picnic for graduate students will be held on Friday, September 11 at the hilltop pavilion at the John Ball Zoo. Over 200 students RSVP’d.  This year, the Graduate Chamber has been suspended and Grad Club will no longer be held. Those funds are being reallocated to the grad picnic and a weekly social on Monday nights.  The format for PACES was changed. There will now be fewer sessions but with day long programming with more in-depth coverage of topics. There will be 2 sessions each in the Fall and Winter semesters. Registration is online.  The funding board has made some changes. RSOs will have $100,000 allocated for programming. Processing reimbursements goes through OGS rather than Student Life. Funding board meetings will be held Friday afternoons and it is mandatory for RSOs to send a representative. |  |
| **VIII. Dean’s Report – J. Potteiger** | Graduate Exit Survey J. Potteiger explained the survey and reviewed the handout. Programs with 4 or more respondents will receive survey results, and the Provost and deans receive surveys.  The survey shows that students want more employment assistance and better advising and mentoring. OGS will work with program students to gain a better understanding of what expectations are.  Strategic Plan J. Potteiger recognized D. Balfour for recommending the students from his strategic planning course to work with OGS. Slight revisions were made to the mission, vision, and values statements and a section on how we accomplish our work was added. An OGS network document was created that shows all the areas with whom the OGS interacts. GC members should review the strategic plan for discussion at the subcommittee meetings.  GC members were asked to review the Strategic Plan documents and submit their feedback prior to the next full Graduate Council meeting.  Associate Dean Position Announcement  OGS is accepting applications for the Associate Dean of Graduate Studies position. Review of applications begins October 1. |  |
| **IX. New Business** | Subcommittee Assignments Curriculum Subcommittee members are: A. Bostrom, J. Engelsma, M. Harris, L. Huang, C. Leiras, B. Martin, P. Ratliff-Miller, M. Shell-Weiss, and M. Staves, Chair.  Policy Subcommittee members are: D. Balfour, J. Barry, A. Booth, Chair, S. Choudhuri, D. Eick, F. Kraft, V. Long, M. Luttenton, D. Mitchell. |  |
| **X. Adjournment** |  | **Motion:** M. Harris moved to adjourn. M. Staves seconded. Meeting adjourned at 10:50 AM. |