

## Minutes of the Graduate Council

Date of Meeting: October 17, 2018

The October 17, 2018 meeting of the Graduate Council was called to order at 1:15 p.m. in the Joyce Thompson Lecture Hall, Library Room 101 by Dr. Husny Amerih, Chair of the Graduate Council.

### Attendance:

- **Members:** Genevieve West for Gretchen Busl, Ellina Grigorieva, Parker Hevron, DiAnna Hynds, Dundee Lackey, Ann Wheeler, Jordan Fuchs, Philip Yang, Nerissa Gillum, Laura Trujillo-Jenks, Annette Torres Elias, Hyuk-Jin Lee, Kevin Becker, Pei-Fen Chang, David Nichols, Mindy Menn, Charlene Dickinson for Sneha Bharadwaj, Alisa Woods, Mindy Patterson, Hui-Ting Goh, Paula Clutter, Becky Spencer, Edward Steffek, Emily Schaefer
- **Guests:** Robert Lothringer, Registrar; Korie Hawkins, Associate Director of Admissions and Graduate Recruitment; Terry Senne, Academic Assessment Director; Sully Saucedo, Int'l Admissions Coordinator

### MINUTES APPROVED:

- The meeting minutes for September 19, 2018 were approved.

### ANNOUNCEMENTS:

- **Dr. Carolyn Kapinus reported the following:**
  - Spring Applications:  
Right now overall acceptances are up 80% (214 apps)  
Master's acceptances are up 84% (195 apps)  
Doc is up 130% (8 apps)
  - Recruitment:  
Communicate early and often with your applicants and accepted students.  
The next recruitment workshop is Friday, November 16. More information forthcoming soon.  
The Graduate Recruitment Enhancement Fund is still available. You can find the proposal template in the "Faculty" section of the Graduate School web page.
  - Students:  
Please encourage your students to participate in 3MT. Contact Theresa Lindsay for more information.  
Thesis/Dissertation boot camp is open for registration.
- **Dr. Ruth Johnson reported the following:**
  - Graduate School has three open positions and is currently under staffed.
  - Answered question about who to turn in paperwork to since that person is no longer with us and she asked that they turn in everything to her and she will make sure to assign it to the correct person.

## **GUEST SPEAKER: DR. DIANA ELROD, DIRECTOR FOR THE CENTER FOR STUDENT RESEARCH**

- Dr. Elrod explained the services offered by the Center for Student Research for both graduate and undergraduate students as well as provided some insight on how they can help students and faculty.

## **SUMMARY REPORTS FROM 2018-2019 STANDING COMMITTEE MEMBERS:**

- **Executive Committee- Dr. Husny Amerih, Chair**
  - Dr. Amerih wanted to point out that items brought up at today's meeting are to be discussed within your department and feedback can be reported at the next meeting.
- **Academic Programs Committee - Dr. Parker Hevron, Chair**
  - Discussed feedback from his program about the proposed program revision. (Guest Terry Senne from Academic Assessment pointed out that her office has not been contacted about any revisions)
- **Research Committee – Dr. DiAnna Hynds, Chair**
  - No report.
- **Academic Standards Committee - Dr. Gretchen Busl, Chair**
  - Dr. Busl not available. Ann Wheeler commented that the committee was still reviewing the requests to lower the TOEFL score for GTA's, lower class size, and re-application for enrollment.
- **Membership Committee - Dr. Nerissa Gillum**
  - 10 recommendations were made by committee; 6 Associate and 4 Full.

## **OLD BUSINESS:**

- Discussed and voted to approve Probation and Graduation Policies.

## **NEW BUSINESS:**

- Discussed size and number of members for Graduate Council.
- Need to include representatives from the College of Business. Graduate Council will reassess the membership policy to accommodate College of Business.
- Current policies allows colleagues 1 representative for every 1,500 student credit hours generated by the college.
- Question was asked as to how other universities conduct their Graduate Council meetings and selection of members

- Ad hoc committee was suggested. The Executive Committee will discuss and determine at their next meeting on October 31<sup>st</sup>, 2018.
- Dr. Carolyn Kapinus proposed that we change the election of Graduate Council officers to spring.
- Discussed the criteria and definition of electronic voting. Define “when necessary”.

**ADJOURNMENT: 2:30 pm**