

Minutes of the Graduate Council

Date of Meeting: September 19, 2018

The September 19, 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. Claudia Haag, Chair of the Graduate Council.

Attendance:

- **Members:** Gretchen Busl, Ellina Grigorieva, Parker Hevron, DiAnna Hynds, Dundee Lackey, Ann Wheeler, Jordan Fuchs, Philip Yang, Nerissa Gillum, Laura Trujillo-Jenks, Hyuk-Jin Lee, Husny Amerih, Kevin Becker, Pei-Fen Chang, David Nichols, Mindy Menn, Charlene Dickinson, Alisa Woods, Mindy Patterson, Hui-Ting Goh, Paula Clutter, Becky Spencer, Laura Kubin, Kim Miloch for Christopher Ray, Karen Dunlap, Edward Steffek, Emily Schaefer
- **Guests:** Lynda Murphy, Director of Teaching and Learning with Technology; Jeannie Rickey, Director of Admissions Processing; Robert Lothringer, Registrar; Korie Hawkins, Associate Director of Admissions and Graduate Recruitment

MINUTES APPROVED:

- The meeting minutes for April 18, 2018 were approved.

ANNOUNCEMENTS:

- **Dr. Carolyn Kapinus reported the following:**
 - Enrollment:
 - Increase in new graduate student enrollment
 - 14% increase in new master's enrollment (+137 students)
 - 16% increase in new doctoral enrollment (+27 students)
 - Overall enrollment slightly down (or flat if you round); Master's enrollment is 4,151, down -0.6% (-23 students), Doctoral enrollment is 991, down -0.1% (-1 student)
 - Overall enrollment declined because of two factors: it will take time to backfill previous losses and student retention issues.
 - We need to reduce barriers to persistence and completion – two policy areas I would like us to examine in new business.
 - Continue efforts to streamline and move from paper to digital processing; workflow for graduate faculty applications and use of Google Drive
 - Continue efforts to reduce time to degree, this is related to persistence and completion at the doctoral level. This data is available in the doctoral characteristics report on the webpage.
- **Dr. Ruth Johnson reported the following:**
 - Counting Graduate Assistants. Appointments need to be renewed each term.
 - OnBase is coming. Do not go into GMedia starting September 26th.
 - Degree audit is almost complete for masters programs. Bobby is working on finishing it.

- Graduate School is no longer accepting paper degree applications except for Doctoral Students.
- Graduate School has three open positions and is currently under staffed.

GUEST SPEAKER: DR. RENE PAULSON, EXECUTIVE DIRECTOR FOR THE CENTER FOR RESEARCH DESIGN AND ANALYSIS (CRDA)

- Dr. Paulson explained the services offered by her department and provided some insight on how they can help students and faculty.

SUMMARY REPORTS FROM 2017-2018 STANDING COMMITTEE MEMBERS:

- **Executive Committee- Dr. Claudia Haag, Chair**
 - Dr. Haag voiced her appreciation for working with the members. She said a lot was done and that she learned a lot in the position.
- **Academic Programs Committee - Dr. Husny Amerih, Chair**
 - Described what his committee does to the new members
- **Research Committee – Dr. DiAnna Hynds, Chair**
 - The committee determined the recipients for two research awards. Dr. Kapinus asked for next year that a Dissertation award be given.
- **Academic Standards Committee - Dr. Kimberly Parker, Chair**
 - No report
- **Membership Committee - Dr. Sneha Bharadwaj**
 - A committee member reported that there were several applications to review and that they broke into pairs to review and bring back to the committee as a whole. Dr. Kapinus said that the process would be reviewed and she was proposing two additional members to assist this fall.

NEW BUSINESS:

- Discussed potential changes to Probation and Graduation Policies to reduce barriers to completion. We will have a more thorough discussion and vote at the October meeting.
- Dr. Grigorieva asked Dr. Kapinus to clarify what she is proposing.
- Dr. Nichols expressed concern over the policy for students who stop out for more than 2 years. Will add to docket for the academic standards committee.
- College of Business is missing representatives. Graduate Council will reassess the membership policy to accommodate College of Business.
- Adding two people to the Membership Committee was proposed to temporarily provide more help because that committee has a heavy workload. Currently, each college has one representative on the committee. Two of the proposed extra members are Professional Education and Health Sciences.

- Dr. Amerih was voted in as Chair of Graduate Council and Dr. Busl as Vice Chair.
- The proposal to add two new additional faculty to the membership committee temporarily was passed.

ADJOURNMENT: 2:21 pm