

**Minutes of the Graduate Council**  
**Date of Meeting: January 17, 2024**

The January 17, 2024 meeting of the Graduate Council was called to order at 1:07 p.m. via Zoom by Dr. Randa Keeley, Chair of the Graduate Council.

**Members in Attendance:**

Amanda Arnold, Dayna Averitt, Ale Babino, Patricia Bowyer, Lee Brown, Sandra Cesario, Helen Everts, Alyssa Fiss, Jordan Fuchs, Gretchen Hoffman, Ruth Johnson, Carolyn Kapinus, Randa Keeley, June Levitt, Zhen Li, Rey Manriquez, Rebecca Lucero-Jones, Mindy Menn, Kimberly Mory, Aaron Norton, Mindy Patterson, Catalina Pislariu, Alondra Rayo-Vasquez, Suzanne Sellers, Annette Torres Elias, and Philip Yang.

**MINUTES APPROVED**

- The meeting minutes for November 15, 2023, were approved.

**ANNOUNCEMENTS AND REPORT BY DR. CAROLYN KAPINUS, DEAN OF THE GRADUATE SCHOOL**

Hope you have warmed up from our chilly start to the semester!

**Enrollment**

- New graduate student enrollment (153 students as per the report last week) is up but overall graduate student enrollment is down 6% (-330 students)
  - o Enrollment was down in the fall (-416 students or 7%) so it is going to take a few semesters of new student enrollment increases to bring overall enrollment up to backfill the losses.
  - o It is also important to retain students when possible

**Events for Students, Staff and Faculty**

- The Graduate School is working with CD3 to put together Graduate Teaching Assistant training to supplement what the departments may be doing. We hope to have a day-long event this spring with different sessions that people can choose from. More information forthcoming. Please reach out to me if you have ideas or needs regarding GTA training. GTAs teach many of our first-year classes, and if we want to retain those students, as well as making sure our GTAs have a good experience, training is important.
- The Graduate School is partnering with the Center for Student Research on two events this spring:
  - o February 14 – noon - Why Go To Graduate School and the Role of Research
  - o Wednesday, April 10 – What I Wish I Knew Before Starting Graduate School

Dr. Diana Elrod will be sending out information shortly

- We are also doing a session for our graduate program directors and coordinators (interested staff and faculty are also invited) on Creating Community in Graduate Programs. This has been a topic several people have mentioned to me. If you have ideas about how we can support the work that you do with graduate students and graduate education, please reach out. I would love to hear from you.

## **ANNOUNCEMENTS AND REPORT BY DR. RUTH JOHNSON, ASSOCIATE DEAN OF THE GRADUATE SCHOOL**

- Target X:
  - Target X is up and running. There is currently a glitch that is not in our program but in Salesforce/Target X that is being worked on.
  - Training is currently taking place and additional sessions will be offered.
  - A guidebook will eventually become available.

I am always available to answer your questions. Email me anytime. If I do not have an answer, I will contact someone who can help us.

## **GUEST SPEAKER**

- Kevin Crusier, the Director of Governmental and Legislative Affairs

## **SUMMARY REPORTS FROM STANDING COMMITTEES**

- Executive Committee – Chair Dr. Randa Keeley & Vice Chair Dr. Mindy Menn
  - No Report
- Research Committee – Dr. Patty Bowyer
  - This is the committee’s busiest time of the year with upcoming awards. The submission deadline dates will be shared at the next meeting.
- Academic Standards Committee – Dr. Lee Brown
  - No Report.
- Academic Programs Committee – Dr. June Levitt
  - No Report.
- Membership Committee – Dr. Alyssa Fiss
  - There are issues with applicants needing to enter the correct names for their PRC, Academic Component Administrators, and College Dean. Please remind people in your component to double-check. We will also share this

information with the Council of Chairs. Danita and I are getting many requests to return to the system to edit. Applications are not routing properly and sometimes it only sits in the queue without notifications going out to anyone.

## **NEW BUSINESS**

1. Membership Committee – Dr. Alyssa Fiss
  - Membership Committee recommendations for faculty status listed on page 2 of today’s agenda – **Voted on and approved**

## **OLD BUSINESS**

1. Academic Standards Committee – Dr. Lee Brown
  - A. Accelerated Undergraduate-Graduate Programs Policy - **Voted on and approved**
  - B. Graduate Academic Freshstart Program Policy - Discussion only, no vote
2. Ad Hoc Committee on Variable Dissertation Credit - Dr. Aaron Norton
  - Discussion only, no vote.

**ADJOURNMENT: 2:13 p.m.**