

Minutes Approved at the 630th Meeting – November 7, 2016

GRADUATE COUNCIL MINUTES

629th Meeting

September 12, 2016

MEMBERS PRESENT: Arado, Barnes, Beyer, Bond, Clark Bremer, Collins, Diccar, Gowen, Gaillard, Hoffman, Howell, James, Jones, Kortegast, Luginbill, Majumdar, Mantzke, Olson, Osorio, Polansky, Silver, Smith, Van Wienen, Weier, Wilkins

MEMBERS ABSENT: Gallaher

OTHERS PRESENT: Hughes (Secretary), Smith (Catalog Editor/Curriculum Coordinator)

Bond called the meeting to order at 10:03 a.m. He welcomed Graduate Council members to the first meeting of the academic year and asked them to introduce themselves. Bond thanked everyone, especially the graduate students, for volunteering to serve on the Graduate Council.

Priority Business

Establishment of Standing Committees of the Graduate Council: Graduate Council members were previously asked to choose committees on which they would be interested in serving. Faculty members generally serve on two standing committees and were assigned to at least one of their choice. Graduate students serve on one committee. Additional vacancies will be filled with non-Council members to ensure appropriate representation by college. Howell moved approval of the standing committees list as distributed. The motion was seconded by James and passed unanimously.

Selection of an Assistant Chair of the Graduate Council: This person will serve as acting chair when the chair is absent and assist with creating the agenda when called upon. The assistant chair also serves as an *ex officio* member on the University Council and Faculty Senate. Hoffman volunteered to serve again this year. Van Wienen promptly nominated Hoffman to serve in this capacity. The nomination was unanimously approved in record time.

Selection of Representatives to University Committees: Bond asked members for nominations for the three university committees requiring graduate student representation. Clark Bremer (LEED) volunteered to serve on the Campus Security and Environmental Quality Committee again this year. Van Wienen nominated Kyle Killebrew (ENGL) for the Libraries Advisory Committee. Luginbill (HIST) volunteered to serve on the University Assessment Panel.

Bond asked for volunteers for the faculty vacancies on university committees. Arado volunteered to serve on the Libraries Advisory Committee again. Osorio volunteered to serve on the University Assessment Panel. Wilkins volunteered to serve as the Graduate

School Dean's Office representative on the University Committee on Advanced Non-Teaching Educator Licensure Programs (formerly CAPCE). Bond will continue to represent the Graduate School on the Academic Planning Council and the University Committee on Initial Educator Licensure (formerly CITC).

Mantzke moved approval of the nominations for university committees. Howell seconded the motion, which carried unanimously.

Committee Reports

Criminal Disclosure Review Committee Report: Bond reviewed the report that was distributed prior to the meeting. Applicants must indicate on the Graduate School application whether they have ever been convicted of a felony or have felony charges pending. If an applicant discloses a conviction or pending charge, the applicant is asked to provide court and police documents related to the case, so that the Graduate Council committee can determine if the application can be considered. The committee consists of representatives from the Graduate Council and one representative each from Housing and Residential Services, Community Standards and Student Conduct, and the General Counsel's office. The committee met six times over the past year and reviewed six cases. All six applicants were permitted to proceed with the application process.

Graduate Council Appeals Committee Report: Bond briefly reviewed the report. The committee met four times. The committee reviewed eighty-seven appeals between September 2015 and August 2016. Eighty-two of the appeals were typical reinstatement requests, of which all but seven were approved. Two appeals for a third attempt at a qualifying or comprehensive exam were approved. The committee also granted two appeals requesting permission to apply to a graduate program despite probationary status. One appeal to revalidate transfer coursework was denied.

New Business

Future Agenda Items: Bond asked members if there were any specific topics they would like to discuss at Graduate Council this academic year. Hoffman asked about graduate student enrollments. Bond stated that graduate enrollments were slightly down about 178 students this year, with the bulk being non-degree seeking students. He indicated that new student enrollments were quite strong and graduate student enrollments remain fairly stable. Bond stated that the numbers were high for graduating students and there were approximately 250 more graduates in December 2015 than there were the previous December.

Jones shared a concern on behalf of her department regarding the Graduate Assistant Assignment Approval Form (GAAAF) and Human Resource Services requiring separate job descriptions for each TA. She stated that her department has TAs teaching the exact same course, but HR will not approve job descriptions that have the exact same text. Bond indicated that he would share the concern with HRS. He indicated that he was uncertain about the future of the GAAAF because HRS will eventually be implementing a new software application called PeopleAdmin, which is widely used on college campuses.

Mantzke inquired about the status of the new application process in terms of dealing with the challenges and glitches. She asked if there would be training. Bond stated that the Graduate School was on the verge of resolving all the issues and indicated that training to get an inside view of the application would be available at a later date once the process is running more smoothly. He informed members that inquiries from applicants have decreased significantly and that students seem to be grasping the new application process. Many of them are already familiar with it because they have used it at other schools. Bond reminded members that the process for reviewing applications has not changed, although materials may appear a little differently.

Barnes inquired about the possibility of uploading portfolios for the School of Art and Design. Bond responded that there were file size limitations and other issues that would need to be ironed out.

Wilkins took the opportunity to give kudos to Carolyn Law and the Thesis and Dissertation Office. She said that students in her program get tremendous support from that office and have used words such as, “practical,” “timely,” and “engaging” when describing their experiences. Bond stated that the Thesis and Dissertation Office has reshaped itself over the past couple of years, and Law is to the point where she feels confident about what they are doing. The purpose of the restructuring was to get involved in the thesis and dissertation process earlier rather than at the end of a project.

Bond stated that Law and her team will go out and present to cohorts or groups of students. He said they have been doing it all over campus. The office has regular hours for consulting, useful on-line resources, and is getting more foot traffic than ever before. They have a writer’s group for dissertation and thesis writers, which is a support group for students to hold each other accountable for getting the work done. Clark Bremer stated that the Facebook page has been dynamic and gives the exact information you need at the right time. She suggested sharing the Facebook page with students.

Bond stated that the October meeting would likely be canceled since standing committees will not have met, unless members have specific agenda items. A call for agenda items will go out a few weeks in advance of the meeting and all following meetings.

Meeting adjourned at 10:32 a.m.