

# GRADUATE COUNCIL MINUTES

## February 23, 2018

The Graduate Council met at 2:00 p.m. in Ingram 101. Chair Richard Meeks presided.

### **I. Call to Order**

#### **Members present:**

Vishwas Bedekar, Helen Binkley, Matt Foglia (in place of Bill Crabtree), Norma Dunlap, Amy Elleman, Katie Foss, Richard Meeks, Lynn Nelson, Mischa Renfro, Judith Van Hein, and Dong Ye

#### **Ex-Officio/Guests present:**

Kimberly Douglass, Associate Dean, College of Graduate Studies

### **II. Announcements**

#### **A. Dr. Richard Meeks, Chair**

Dr. Meeks opened the meeting at 2:00 pm.

Dr. Meeks stated that at the last Council meeting there were concerns about 1) effective use of time for the Graduate Council meetings (being less than ten minutes long) and 2) clarifying roles and expectations of each subcommittee. Over the past week, Dr. Meeks met with Dean Butler and Associate Dean Douglass to discuss the Council's concerns. Dr. Meeks noted that in the past years, the Graduate Dean and Associate Dean had given the Council work and items to research and make recommendations upon or recommend policy/policy changes. Also, the Council has served as a sounding board for the Graduate Dean in previous years. Dr. Meeks discussed this with Drs. Butler and Douglass and determined that the Council would like to continue serving in the capacity it has served previously. After some discussion, the Council decided to request that Dr. Butler attend at least two of the Graduate Council meetings per semester.

### **III. Approval of minutes from last meeting—January 26, 2018**

*A motion was made to accept the minutes of the January 26, 2018 meeting. The motion was seconded and passed. Dr. Meeks abstained since he was absent from January meeting due to illness.*

### **IV. Sub-Committee Reports**

**A. Graduate Faculty and Curriculum Review**  
**Dr. Katie Foss, Chair**

- The February Consent Calendar is attached.
- *A motion was made to accept the Consent Calendar. The motion was seconded and passed.*

**B. Student Affairs and Travel**  
**Dr. Norma Dunlap, Chair**

- No report at this time.

**C. Policies and Procedures**  
**Dr. Helen Binkley, Chair**

- No report at this time.

**D. Graduate Program Review**  
**Dr. Vishwas Bedekar, Chair**

- The History M.A. program review was completed.

**V. Old Business**

- Dr. Meeks announced that Dean Butler would be attending the March Graduate Council meeting. Dr. Meeks presented three possible items of discussion for the next meeting. Dr. Butler wanted the Council to decide on whether they would like to hear more about 1) digital marketing, 2) GTA block grants, or 3) the pilot Academic Common Market with Alabama. The Council decided to have Dr. Butler discuss the GTA block grants at the March meeting.

**VI. New Business**

- Dr. Douglass plans to meet with Dr. Foss in the next few weeks to begin planning for Graduate Council 2018-2019.
- Dr. Douglass gave an update on the next steps for the College of Graduate Studies. Last week, Dr. David Butler sent out an email to departments outlining the next steps/phases for Graduate Studies. In phase I, the analysts serviced students by the students' last names. This allowed analysts the ability to cross train and provide

programs with more than one point of contact. During phase II, analysts will now begin providing service to specific graduate programs. Each analyst is assigned certain programs. Graduate program directors will begin receiving email application updates each Monday to allow for improved tracking of applicants. Phase III is planned to begin in mid-March as we change processes and technologies. We plan to migrate all process forms to Dynamic Forms and have DocuShare migrated to BDMS. During phase IV, we would like to get the CGS application and other processes completely online.

- Dr. Douglass asked the Policies and Procedures Committee to begin checking feasibility of charting a pathway for non-degree seeking students to become degree seeking students. Dr. Binkley will begin working with the CGS analysts and with graduate program directors to get more information.
- The CGS scholarship applications are being accepted until April 1<sup>st</sup>. Please direct students to the CGS website for scholarship criteria and submission information. Once all applications have been received and compiled, the Student Affairs and Travel Committee will make award determinations in mid-to-late April.
- Dr. Meeks reminded the Council that a Vice-Chair for the 2018-2019 AY will be voted on at the March or April meeting.

***There being no further business the meeting was adjourned at 2:51pm. The next Graduate Council meeting is scheduled for March 23rd.***

Minutes respectfully submitted by Melissa Hawkins

Feb 2018

## **Graduate Council – Consent Calendar February 23, 2018**

### **Graduate Faculty Membership**

#### **Full**

Stacey Browning / Nursing / DNP  
Tricia Farwell / Journalism / PhD  
Michelle Finch / Nursing / PhD  
David Kelly / Psychology / PhD  
Christopher Weedman / English / PhD

#### **Adjunct**

Mary Duncan / Nursing / MSN  
Lisa Ketner / Elementary and Special Education / MS  
Mekeesha McClure / Nursing / DNP

### **Graduate Curriculum Changes**

#### ***Art and Design***

Graduate Faculty Criteria Proposal

#### ***English***

##### **Program Change**

In the core of the English PhD program, change the number of required credit hours from six (6) to three (3) in each of the following groups:

- British Literature through the Renaissance
- British Literature since the Renaissance
- American Literature

Now elective credit hours change from a total of 24 to 33.

Changes effective Fall 2018