

Graduate Council Meeting MINUTES

October 10, 2013
1:00 PM
FC 177

Council members present: Richard Balkin, JoAnn Canales, Robert Cutshall, Charles Etheridge, Sherrye Garrett, Bryant Griffith, Melissa Jarrell, Scott King, Eve Layman, Thomas Naehr, Patricia Olenick, Anita Reed, Stephanie Rodriguez, Scott Sherman

Council members absent: Claudia McDonald, Chris Shupala, and one to-be-announced committee member from the College of Science & Engineering

Student representative present: Evan Paret

Faculty Senate Ex-officio present: Bryant Griffith

Library Ex-officio absent: Chris Shupala

Note-taker: Lori Shearin

I. Approval of Minutes from September 12, 2013

Motion: To approve the minutes as presented.

Moved: The motion was made by Dr. Sherman.

Second: The motion was seconded by Dr. Griffith. Unanimously approved.

II. Subcommittee Reports

A. Curriculum – Dr. Sherrye Garrett

i. **DNP:** subcommittee recommends that Grad Council approve the degree.
Vote: approved by all, opposed by none, abstention by none

ii. **Master's in CMSS:** subcommittee did not have sufficient info to recommend approval for CMSS

1. Clarification of difference in course offerings between PhD/Master's tracks and

2. Clarification of difference between outcomes for PhD and Master's
Council recommends that these items be cleared up and returned to Dr. Naehr/Dr. Montagna for revisions in time for next Grad Council meeting.

B. Rules and Procedures – Dr. Scott Sherman

i. Graduate Faculty:

New system setup by CGS for vetting before the subcommittee receives the application forms.

All applications reviewed are from College of Education:

4 new T-TT correct apps with all correct info have been approved

Non T-TT apps have been reviewed and have been approved

Special appointments need further review, as they would be better suited as adjunct role due to University rule 12.99.99.C3.01 special appointments are for non-University employees. Dr. Balkin requests for the subcommittee to review the rule.

Vote: approved by all, opposed by none, abstention by none. Dr. Naehr introduced the new Graduate Faculty Status Application Form, which will be

reviewed again by Dr. Canales and Dr. Naehr before being brought to the Council again.

ii. Bylaws Update:

Dr. Sherman will be setting up a DropBox folder with documents/templates from other Universities for use in drafting bylaws. Dr. Reed has requested a timeline.

iii. Graduate Assistantship Handbook:

COE and COB have not been able to provide feedback yet. The Council is asked to provide feedback during the next meeting. Dr. Canales clarified that the only thing new in the handbook is process and it is based on all existing policies. Human Resources already approved.

III. Graduate Marketing Plan – Dr. JoAnn Canales

\$100,000 was designated for a graduate marketing plan as part of a push to increase grad enrollment. Marketing and Communication came up with a plan for print, web, and email advertising. All information for students will be neat, succinct, and uniform. Marketing will be producing a viewbook and a search piece. Emails will be entered into Banner to keep students informed. Advertising will include: digital billboards, Pandora, Spotify, search engine marketing.... More info will be provided as it will become available.

IV. Graduate Scholarship Ad Hoc Committee Report – Dr. Thomas Naehr

Dr. Naehr: Overview of committee: Need arose from financial aid audit in the spring. Areas were identified that needed improvement:

- a. CGS needs management structure for process
- b. COI must be signed by all involved
- c. Required time for records retention

Committee was formed, including: chairs of scholarship committees, associate deans, Paul Meyer, Patricia Cano, Joseph Ruiz, JoAnn Canales, Annisa Longoria and Sandra Kureska. The committee has met twice and is charged to revisit the process and determine how to continue administering the scholarships.

Scholarship committees do not use the criteria set up to award scholarships. They have been asked to provide criteria. A Graduate Scholarship handbook is being developed by CGS to address all things scholarship based on needs and how other universities handle their processes with a deadline of November 30. Audit issues: COI forms are being sent once a year via Echosign and returned. Scholarship office is helping with records retention. Hazelwood funds were one-time refunded for \$800K to be handled \$400K to undergraduate STEM and \$400K to new graduate students, administered by Institutional Enhancement.

There was discussion about admission and scholarship application being paired.

Assistantships increase for Fall 2013 was denied because the raise did not go across the board. Increases are reconsidered for Spring 2014 and beyond.

V. Graduate Student Awards – Dr. JoAnn Canales

Dr. Canales: CGS has been asked to initiate some possible graduate student awards:

Outstanding TA/RA, Thesis/dissertation award. Grad Honor Society suggested... Alpha Chi is limited to top 10% of juniors, seniors and grad students. Texas State and TAMUK are the only participants in this region. There is a \$500 membership fee for the University. Since this includes publication opportunities, networking, can help build identity, benefit community it is worth investigating further. To be discussed next meeting.

VI. Liaison Reports

- A. ITDEC: Dr. Layman – at least 2 reported problems with BlackBoard importing test shell. Students appear on roster but couldn't access course. IT is down 8 people and not able to respond to all requests.
- B. International: Dr. King - committees have met, nothing substantive yet
- C. Library: Dr. Shupala – not present to report.
- D. Faculty Senate: Dr. Griffith – Faculty Senate items must be brought in a timely manner to be considered. Will be organizing an Ad Hoc committee to resolve issues. There may be a raise based on enrollment numbers.
- E. Retention: Dr. Sherman - the committee has not met, will update GC as new information becomes available.

VII. Matters Arising

None

VIII. Adjournment

Meeting was adjourned at 3:03 pm.

TENTATIVE FUTURE MEETING DATES: 10/24, 11/14; 12/12; 1/9; 1/23; 2/13; 2/27; 3/6; 3/27; 4/10; 4/24; 5/8
