



COLLEGE OF GRADUATE STUDIES

Graduate Council Meeting Minutes		1:00 – 3:00 PM LIB-208 April 12, 2018
Attendees:		
<input checked="" type="checkbox"/> Dr. Joseph Mollick	<input checked="" type="checkbox"/> Dr. Alexandra Theodossiou	<input checked="" type="checkbox"/> Dr. A. N. M. Waheeduzzaman
<input checked="" type="checkbox"/> Dr. Frank Spaniol	<input type="checkbox"/> Dr. Lynn Hemmer	<input type="checkbox"/> Dr. Faye Bruun
<input checked="" type="checkbox"/> Dr. Charles “Chuck” Etheridge	<input checked="" type="checkbox"/> Dr. Steven Seidel	<input checked="" type="checkbox"/> Mr. Louis Katz
<input type="checkbox"/> Dr. Pamela Greene	<input type="checkbox"/> Dr. Sara Baldwin	<input checked="" type="checkbox"/> Dr. Susan Dyess
<input type="checkbox"/> Dr. Dulal Kar	<input checked="" type="checkbox"/> Dr. Xiping Hu	<input type="checkbox"/> Dr. Christopher Bird
<input type="checkbox"/> Dr. JoAnn Canales	<input checked="" type="checkbox"/> Dr. Marvarene Oliver	<input checked="" type="checkbox"/> Dr. Catherine Rudowsky

I. Call to Order and Attendance

A. Dr. Seidel called the meeting to order at 1:11 pm. Attendance is reflected above.

II. Approval of Minutes from March 8, 2018 meeting

A. Motion to approve by Professor Katz. Dr. Theodossiou seconded.

B. Motion carried with one abstention and no nay votes.

III. Reports and Updates

A. Graduate Council Chair Update: No report.

B. CGS Update: No report.

C. Committee Reports

i. Curriculum Committee

- a. Dr. Seidel noted there is a new program proposal that has been reviewed by Graduate Council (i.e., Master of Arts in Content Design and Management). He raised questions about whether Graduate Council representatives serving on UCC check Curriculog, receive updates, and discuss proposed changes. Dr. Dyess indicated she does not get regular updates. Dr. Oliver noted that the proposal did not come out until 10 days ago. Dr. Etheridge, as one of the UCC members, discussed context of the current proposal. He noted there are issues in the system that result in UCC members having no way to filter old from new proposals. Dr. Etheridge also indicated he thinks it is important for Graduate Council to go through the approval process of any curriculum changes apart from the UCC process and noted that Graduate Council representatives can vote “reject” in UCC for the reason that Graduate Council has not yet approved particular changes. He suggested that members review the current proposal and vote in the next Graduate Council meeting. Dr. Etheridge indicated that while, in the past, Graduate Council did not complete work on time, it was actually an issue of delays in other offices. Dr. Spaniol suggested talking with Dr. Valadez about concerns. Dr. Oliver stated there needs to be a better way to track the process of curriculum changes.
- b. Professor Katz, prompted by the discussion above as well as the work of the Rules and Procedures Committee, moved to allow electronic voting. Dr. Spaniol seconded. The

motion carried unanimously. Dr. Oliver raised the issue that bylaws may need to be revised.

ii. **Rules and Procedures:** Professor Katz

- a. Professor Katz reported that the committee voted to approve graduate status applications of 73 candidates. He moved that the report be accepted and candidates approved. Council members voted unanimously to approve the report and graduate status of this group of faculty members.
- b. Dr. Oliver inquired about the Graduate Faculty Status applications of 8 candidates. Professor Katz confirmed one person was approved and another candidate is resigning.
- c. General discussion ensued regarding the importance of applicants submitting accurate and complete information in order for the committee to evaluate their materials.

D. Liaison Reports

- i. **ITDEC:** Dr. Spaniol noted that the distance education workshop is coming up.
- ii. **Faculty Senate:** Dr. Spaniol reported that senate elections will be held Friday. He reported on his most recent meeting with President Quintanilla regarding faculty salary structure. He noted that post tenure review for those with administrative responsibilities (50% or greater) will need to be addressed. He noted the idea that promotion should be desirable. He also noted that Faculty Senate successfully addressed 213 academic affairs issues during the current academic year.
- iii. **Library:** Dr. Rudowsky provided an update regarding extended library hours. They will now open at 9 a.m. rather than 10 am and close at 10 pm rather than 1:30 a.m. during summer weekend hours. The change was made after review of the library's gate counts data. Dr. Rudowsky indicated that if it works better, the library can make those changes in the fall as well.
- iv. **International Education Committee:** Dr. Mollick reported that the Parade of Nations was a success.
- v. **Other:** No best practices reported.

IV. Unfinished Business: None

- V. New Business:** Dr. Oliver noted that she sent letters to college Deans and Associate Deans regarding the ending of terms. She noted that only one of the individuals who is rotating off the Graduate Council who is not eligible for another term in the upcoming academic year.

VI. Matters Arising

- A.** Dr. Seidel noted the importance of quorum in order to conduct business, specifically to complete graduate faculty applications this year. Discussion was held regarding meeting times and frequency. Current consensus seems to be that setting one time and ensuring colleges and potential members know the times they will need to be available is the best course of action. There was also a suggestion to send out text messages to remind members of meetings.
- B.** Dr. Oliver reminded council members about the traditional last meeting of each FY and asked for a decision about the best date for the meeting. The meeting will be on Thursday, May 3, at 9:00 a.m. (location pending).

- C. Dr. Spaniol asked if there were any rules regarding electronic voting electronically. Dr. Oliver did not recall any provision in the by-laws regarding that and said she will check. Further discussion ensued regarding the possibility of voting via email, particularly for committees.
- D. Further discussion regarding by-laws was held. Dr. Spaniol suggested a special meeting by the end of semester to discuss (a) changing Graduate Council meetings to once per month; (b) adding electronic voting, at least for committees; and (c) establishing an absence policy.
Dr. Waheeduzzaman: voting electronically is not uncommon. Dr. Seidel suggested that members who would volunteer to help update by-laws meet this summer so that new by-laws will be ready for review at the first meeting of the fall.
- E. Dr. Oliver updated Graduate Council regarding the positive response to the TEDx Talk proposal Dr. Canales presented to the provost and deans. Dr. Spaniol indicated that Faculty Senate also liked the idea.

VII. Adjournment

- A. Dr. Etheridge motioned to adjourn. The motion passed unanimously and the meeting was adjourned at 2:26 pm.

TENTATIVE FUTURE MEETING DATES
2018: 05/03