

# Graduate Council Meeting Minutes

Thursday, October 21, 2021 - ZOOM

## **MEMBERS PRESENT:**

Annette Barnes, DNP/Nursing  
Melissa Bugdal, Fulton Rep  
Celine Carayon, HIST (Acting Chair)  
Heather Diehl, MSW  
Yvonne Downie-Hanley, M.B.A.  
James Fox, EDLD  
Stuart Hamilton, GIS  
Martin Hunter, Registrar  
Carolyn King, At-Large Seat  
Allen Koehler, AVP Enrollment Management  
Jacques Koko, CADR  
Laura Marinaro, MSAT  
Scott Mazzetti, AHPH  
Masoud Moghaddam, CHHS Rep  
John Nieves – ENG, Faculty Senate Liaison  
Jessica Scott, OGS  
Jessica Strange, GSC President

Diana Wagner, EDUC  
Star Weaver, MAT  
Thea Williamson, Seidel Rep

## **MEMBERS ABSENT:**

Jennifer Bergner, MSME  
Christina Bradley, Henson Rep  
Maida Finch, Ed.D./REED  
Elizabeth Geiger, OGS  
Clifton Griffin, Dean of Graduate Studies  
Doug DeWitt, Ed Leadership and Chair (Sabbatical)  
Karen Olmstead, Provost  
Dana Price, BIO  
Vicki Root, CHHS Rep (Sabbatical)

I. Call to Order – 3:30 p.m.

II. Minutes

- J. Nieves asked for one of his statements to be revised.
- J. Koko made a correction on one of his statements.
- A. Barnes abstained. All other members in attendance approved pending the minor changes.

III. English Language Follow-up

- Tabled to November's meeting

IV. Exclusion of Grad Students from Basic Services – D. Wagner

- Navigate
  - D. Wagner - Navigate was being used for advising but no grad students in Education could sign up for appointments. Appears grad students were not included in some upgrade which caused several wasted hours for faculty and students. Software is typically implemented without considering needs of grad students.
  - C. Carayon – A major problem is that there is no point person for Navigate and IT does not support IT issues.
  - D. Wagner – The Help Desk is not equipped to help with issues and the training documents are out of date. Students where were previous undergrads can only see undergrad advising information.
  - S. Hamilton – There is an issue when undergrads become grads because Navigate won't recognize two advisors. And it is a long process to change them over in the system. Navigate and GullNet don't match and if a student skips a semester, they disappear from the system in the next semester.

- J. Scott – Thanks everyone who responded to the Navigate usage questions. All of the concerns and comments were forwarded to Melissa Boog.
- GullNet Functionality
  - D. Wagner – Grad students have limited GullNet access and cannot change their own tracks. They have to download a piece of paper to make a change.
  - J. Nieves – We can't use academic requirement reports so faculty must use checklists and try to substitute courses. All of the different steps are in different places.
  - C. Carayon – The automated audits help but I can't even change a thesis track.
  - D. Wagner - Course substitutions are being submitted on a piece of paper from the early 2000's. Supposedly there is a place for course substitution in GullNet but faculty cannot access it.
    - M. Hunter – Registrar has been working on this and was ready go but Covid happened. Needed some minor tweaks finished and IT had to put it on the backburner. Hope to get it rolled out before end of the year.
  - M. Hunter – Track changes go through the Office of Grad Studies now.
    - J. Scott – This was implemented several years ago at the request of grad faculty. Previously, grad students would switch programs and there was no mechanism in place to notify the Grad Director of the program being changed. Also, students who were struggling would shift programs and incoming directors were not previously aware of the academic issues (probation).
    - C. Carayon – Remembers that conversation but would be helpful if program directors could make easy changes such as tracks.
    - M. Hunter – He will speak to Chris Harr and Ben VanDenBerg to see if that is option.
    - C. Carayon – Realize the Registrar is busy. This is a good opportunity to get more help for that department based on graduate needs.
- Slate
  - D. Wagner - Slate functions are not in real time.
    - A. Koehler – All processes are housed in PeopleSoft. So they must be imported into Slate and it is not instantaneous. It runs the processes periodically.
    - J. Scott – According to Ken Janssen, the processes run every 15 minutes.
  - D. Wagner – There was an info dump to put student records into Slate. Now things are attached to the wrong students. Liz has been notified but it has not been resolved yet.
- PeopleSoft
  - S. Hamilton – Other institutions have gone away from PeopleSoft but we keep adding software and systems that do not fit our needs.
    - C. Carayon – Graduate needs are not considered when new software is being implemented.
    - M. Hunter – In a year and a half we're transitioning away from PS to Workday. HR is first and then student record piece will begin. Should be fully implemented by 2024.
    - J. Koko – I used to have access to transcripts but I don't anymore.
    - M. Hunter – Will request access for program directors.
- Branding

- Grad faculty were consulted and given a chance to offer feedback but graduate studies is still not front and center in the new image. Still seems very focused on undergraduates.
  - J. Strange – She is one of the students used on the front pages but it doesn't identify her as a grad student.
  - J. Scott – Will notify Sue Eagle and see if that can be updated to properly identify Jessica as a grad student.
- T. Williamson – I participated in focus groups and made sure to discuss the importance of graduate education, research and faculty research. Very disappointed with the current branding and it isn't a resource we can use for recruiting. Research page is OURCA with the only mention of grad students is the RAP grant.
- C. Carayon – There needs to be a strategy to make adjustments to the brand. Put back on November agenda

## V. Curriculum

- English M.A. Composition and Rhetoric Track – Change to Program
  - Removing ENGL 537 from checklist and replacing with ENGL 542
  - Move ENGL 567 from optional courses section to core courses section.
  - Move ENGL 508 from core courses section to seminar category.
  - Add ENGL 554 to “Complete 2 of the following” category.
  - ENGL 595 can now be retaken.
  - Recommended for approval by GCC. Seconded by J. Koko. Vote was unanimous.
- HIST 601 – Course Change
  - Description has changed to make it not as Delmarva centric. There is more emphasis on skills, methodologies and historiographical perspectives.
  - Recommended for approval by GCC. Seconded by C. King. Vote was unanimous.
- HIST 631 - Course Change
  - Students can take more time to complete and faculty can be compensated for efforts. Can take 3 semesters at 1 credit each time Now allows 631 to be repeated. Also adds an oral defense requirement.
  - Recommended for approval by GCC. Seconded by M. Bugdal. Vote was unanimous.
- History M.A. – Change to Program
  - Removes the GRE requirement from admissions in catalog description.
  - Recommended for approval by GCC. Seconded by M. Bugdal. Vote was unanimous.
- SOWK 663 and 668 - Course Changes
- SOWK 669 – New Course
  - All three will be required courses for students choosing the new Clinical Social Work and Advocacy specialization.
  - Recommended for approval by GCC. Seconded by C. King. Vote was unanimous.
- SOWK 610, 616, 617, 620, 622, 654, 655
  - Catalog descriptions need to be updated for accreditation purposes.
  - Recommended for approval by GCC. Seconded by T. Williamson. Vote was unanimous.

## VI. Travel Expenses for Grad Students – Carlyne King

- Need to streamline the process to combine grant monies and how to use these to purchase travel costs.
- Huge financial strain for students attending conferences.
- Can they be put on someone else's credit card?
  - S. Hamilton – With international travel, the person who owns the card needs to be in attendance.
- S. Hamilton – There is a policy for travel advances but they are hard to acquire. Creates an equity issues when some students can afford to pay the costs up front and some cannot. Even when using grant funds, students have had to be reimbursed.
- T. Williamson – We worked with J. Scott to put funding places in one place but that doesn't include discretionary funds from the dean or the department.
- J. Nieves/S. Hamilton – Department funds should be used and then reimbursements go to the department.
- C. King – Need more guidance on how students can split hotel costs.

Meeting was adjourned at 4:40 p.m.

Submitted by Jessica Scott