

# Graduate Council Meeting Minutes

Thursday, April 20, 2023 - ZOOM

## **MEMBERS PRESENT:**

Stephanie Bernhard, ENGL  
Melissa Bugdal, Fulton School Rep  
Tom Calo, Perdue School Rep  
Celine Carayon, HIST  
Doug DeWitt, MED  
Memo Diriker, Faculty Senate Liaison  
Yvonne Downie-Hanley, MBA  
Judith Franzak, Ed.D.  
James Fox, EDLD  
Elizabeth Geiger, OGS  
Clifton Griffin, Dean of Graduate Studies  
Shannon Kelly, REED  
Allen Koehler, AVP Enrollment Management  
Eric Liebgold, BIO  
Scott Mazzetti, HHPF  
Stephen Oby, MSW

Nicholas Plummer, GSC President  
Andrea Presotto, GIS  
Jessica Scott, OGS  
Ignaciyas Soosaipillai, CADR  
Diana Wagner, MED  
Thea Williamson, Seidel Rep

## **MEMBERS ABSENT:**

Annette Barnes, DNP, MSN  
Jennifer Bergner, MSME  
Martin Hunter, Registrar  
Erin Stutelberg, MAT

## **MEMBERS ABSENT:**

Robin Hoffman  
Ken Kundell  
Kevin Malone

I. Call to Order – 3:30 p.m.

## II. Minutes

- March minutes were approved as submitted.

## III. Expanding IT Support for Grad Students – Ken Kundell, Kevin Malone, Robin Hoffman

- Types of Support
  - Satellite/Hybrid/Online – Mostly phone/ticket support
  - On Campus – Help Desk, phone/ticket support
  - Help Desk Hours: 7am-9pm for students
  - Classroom Tech Support: 7am-7pm
- What do grad programs need to help with growing graduate enrollment?
  - Students and staff need to know what apps and resources are available to them.
  - Professional development would be helpful in MS Office, SPS and NVivo
  - TA's need emails to work as soon as contracts begin.
  - Technical and email information should be sent in August prior to semester start.
    - J. Scott will add the information to the online orientation for grad students.
- Ken Kundell reviewed list:
  - Inventory of resources available
  - Orientation for new students
  - Inventory of trainings and add more options as needed
  - Performance issue of remote software
  - Upgrading software in a timely manner

#### IV. Curriculum

- BIOL 507 – Course Change – The Biology of Fishes
  - Proximity to many aquatic and marine locations provides an accessible companion for a lecture course to give students experiences in the field, collecting and measuring fish specimens, and the ability to easily bring specimens into the laboratory setting for more investigation. The addition of a lab section with the lecture is a natural fit and will align the course with those at peer institutions. Learning would be greatly enhanced by the addition of a laboratory section. GCC recommends approval. D. DeWitt seconded. GC unanimously approved.
- BIOL 524 – New Course – Medical and Veterinary Entomology
  - This course will fill a valuable niche with both Medical and Veterinary Students. Biology 213 (Zoology) will be required, as Zoology covers some of the same diseases, allowing the student to gain that background before going more in-depth about the vectors of these diseases. Med and Vet will be a resource for students using the Biomedical Science, Environmental Biology, and General Biology Tracks. Furthermore, it can be used as a follow-up course to Parasitology, which delves more into the parasite life cycle and identification.
- BIOL 544 – New Course – Hormones and Behavior
  - Hormones and Behavior (also called Behavioral Endocrinology) is a popular course for those interested in the biomedical field as well as behavioral ecology. As a graduate level course, students taking Hormones and Behavior will gain a comprehensive view of how endocrinology and genetics influence behavior among vertebrates. This would benefit students who are ecology-focused but want to broaden their understanding of physiology, as well as allowing cellular and molecular focused students to consider how these processes affect whole organisms and populations.
- GCC recommends approval. D. DeWitt seconded. GC unanimously approved.
- M.S. GIS – Course Change – Diversity for Ed Leaders
  - Replaces FINA 626 with FINA 601 which will only be taught within the GIS program.
- GCC recommends approval. D. DeWitt seconded. GC unanimously approved.

#### V. GCC Approval Process

- Grad Council wants to reserve the right to review curriculum changes.
- If a course affects another program, all schools should have eyes on it.
  - Everyone should use the Impact report in Curriculog to see which programs will be affected.
- There are issues with getting representation. Many committees have open seats.
- Curriculog is open to all members of GC who may go in and review things at any time.
- J. Scott provided new language.
  - Original Language - The purpose of the committee shall be to make recommendations to and receive suggestions from the Graduate Council for the general coordination and improvement of graduate studies, and to screen all proposed additions, deletions, and changes in the graduate curriculum.

- Proposed Language - The purpose of the committee is to review and make determinations on all proposed additions, deletions, and changes to graduate curriculum and graduate program information housed in the university catalog. This body will provide final approvals but reserves the right to confer with members of the Graduate Council, if necessary. This body will provide curriculum reports at the scheduled Graduate Council meetings.

Justification: This change will align the responsibilities of the Graduate Curriculum Committee (GCC) with the Undergraduate Curriculum Committee (UCC) and remove the Grad Council approval step.

- D. DeWitt made a motion to send language to grad faculty for a vote. C. Carayon seconded.
  - Vote: Yes – 18 No – 1
- J. Scott will send out to grad faculty.

#### VI. Graduate Faculty Eligibility

- Does anyone have issues with the current definition and eligibility?
  - This is a department issue and should not fall under the purview of Grad Council.

#### VII. Grad Resources – Melissa Bugdal

- Attendance at the Boot Camp continues to decline.
- Restructure Boot Camp to have more IT training
- Evaluate current topics to see what should be kept and what can be revised.
- OGS will meet with M. Chakraborty.

#### VIII. Grad School Proposal Update

- C. Griffin will be meeting with Jennifer Martin and Deneen Long-White. If anyone needs old data regarding the new President invited this discussion to be reopened.

#### IX. Students Taking Courses Grad School Proposal Update

- SU does not have an MOU with other institutions.
- Students can use an inter-institutional registration (IIR) but SU has no control over tuition. Host campuses can charge their rate.
- We have an undergraduate agreement with MEES but need something similar at the graduate level.

#### X. GA Hiring, Time to Degree – D. Wagner

- NCAA gave athletes two extra years of eligibility so students only enrolled in programs so they could play sports.
- Quality of some of those students are not good. They lack motivation and rely heavily on Writing Center.
- GA's are being advised to elongate their time to degree to stay in the position longer.
- Believes there is little oversight to GA's and they should be required to complete a timesheet.
- Responses:

- Academic quality control should be handled at program level.
- Writing Center is underutilized by grad students so they should be encouraged to use the resource.

XI. GSC Remarks

- Grad Gala will be May 6th. Will be taking gift baskets for raffles if anyone would like to provide anything.
- J. Fox – Can we get a report on the surveys sent out?
  - Was internal and used for program planning purposes but will send something out to group.

XII. Dean's Remarks

- Thanks to those who volunteered to be readers or marshals at the Commencement.
- Will be focusing on retention and start generic outreach.

Meeting was adjourned at 4:55 p.m.

Submitted by Jessica Scott