MEMBERS PRESENT:
Richard Bowler, History
Michelle Bracken, CHHS Rep.
Christina Bradley, Henson Rep
Doug DeWitt, Ed Leadership and Chair
Jillian Duryea, GSC Rep
Kara French, Fulton Rep
Clifton Griffin, Dean of Graduate Studies
Jennifer Jewell, MSW
Brittany Kesteven, OGS
Laura Marinaro, MSAT
Karen Olmstead, Provost
Dana Price, BIO
Jessica Scott, OGS
Christopher Vilmar, English, Faculty Senate Liaison
Diana Wagner, MED

MEMBERS ABSENT:
Star Weaver, MAT
Joyce Wienczek, REED
Dorothea Winter, DNP/Nursing
Aaron Basko, Admissions
Yvonne Downie Hanley, M.B.A.
Maida Finch, Seidel School Rep
Judith Franzak, Ed.D.
Stuart Hamilton, GIS
Toran Hansen, CADR
Jacqueline Maisel, Registrar
Tom Pellinger, AHPH

I. Call to Order – 3:31pm

II. Introduction of Members

III. Minutes

The May minutes were unanimously approved.

IV. Graduate Curriculum Committee (GCC) Membership

GCC members will be Dana Price (Chair), Michelle Bracken and Diana Wagner. Jackie Maisel, Christine Smith and Jessica Scott will also participate.

V. Curriculum

- BIOLOGY – Change to Graduate Program
  - BIO 501 – Course is not rigorous enough and is being dropped.
  - BIO 508 – Replacing BIO 501.
  - D. Price recommended approval and it was seconded then unanimously approved.
- BIOLOGY – Change to Graduate Program
  - BIO 518/519 – Courses not being taken and are being dropped.
  - BIO 520 – New course which includes CV/Resume writing, library resources, etc. 1 credit
    Not in core but required.
  - D. Price recommended approval and it was seconded then unanimously approved.

VI. TOEFL Scores/International Applicants – Doug DeWitt
• D. DeWitt would like to consider current ELI students. If data shows that ELI participation equals success in our programs, do applicants still need to take the TOEFL?
• There were concerns among GC that the validity of ELI scores have yet to be verified as reliable. There is hesitation about lowering standards until there is proven data that students completing our ELI program can be successful in our programs.
• The Provost will reach out to Brian Stiegler about these concerns. The TOEFL should not be a barrier but we must ensure incoming students can succeed.

IV. GA Hours – Diana Wagner

• There is concern that Graduate Assistants are struggling balancing their work schedule and class schedule and that they may be working more than 20 hours in a week.
• Must have some flexibility, especially with TAs.
• Supervisors may need some refresher on the rules and the limitations to weekly work schedules.

V. Library Facilities and Faculty Support – Diana Wagner/Judith Franzak

• D. Wagner would like an update on the library situation. She has been repeatedly told that a classroom with laptops cannot be used after 5pm because there is no classroom support available after 5pm.
• C. Griffin did follow-up with library staff after last meeting. Wonders if there is some miscommunication since other classes are utilizing the space.
• GC will write a resolution and submit to the library in hopes of a solution.

VI. Incomplete Grades – Michelle Bracken – Tabled by M. Bracken.

VII. Update to GC Bylaws – Doug DeWitt

• Faculty Senate Elections and Membership Committee had questions regarding school representative memberships. Upon the creation of the CHHS, they now identify schools and colleges as “units” which does not match the language in the GC bylaws.
• This was discussed at the time of bylaw review and it was decided to match the Faculty Senate wording. At the time of bylaw voting, Faculty Senate had not made their changes. GC now needs to address the bylaws so all language is consistent.
• D. DeWitt asked J. Scott to work on the online vote to send to all grad faculty.

VIII. Grad Student Research Presentations – Doug DeWitt

There is a strong undergraduate research presence on campus. Is GC satisfied with graduate opportunities?

• GC members confirmed that they are pleased with graduate opportunities with things such as SUSRC, Gallery Walks and Biology “Science On Tap” with some discussion about expanding that to other disciplines.
• Other members agreed that campus research opportunities are nice but they tend to push their students to present research on a national level.
VII. Grad School Update – Doug DeWitt

- The grad school proposal was on the September Faculty Senate agenda. There were several questions but D. DeWitt feel most were answered. It was confirmed that there is no desire to become an R1 but demographics show the potential for growth at the graduate level and this follows the SU Strategic Plan.
- The Provost supports checks and balances for Grad Program Directors who are currently responsible for all facets of the graduate progression from marketing to advising to auditing.
- D. DeWitt will take the information from the September Faculty Senate meeting and write a new motion which he will present to Grad Council at the October meeting.
- The motion will then be back on the Faculty Senate agenda on 11/4 where D. DeWitt will ask for their endorsement.
- Regardless of vote, next step will be to present motion to the Provost.

VIII. Online Curriculum Forms/Policy – D. DeWitt

In May Melissa Thomas submitted documents and policies regarding the curriculum process for online courses. The Distance Learning Advisory Committee recommended the removal of the Online Checklist Form. D. DeWitt made a motion for approval. It was unanimously approved.

IX. Scholarly Work Guide – C. Griffin

- OGS has been working to create a university-wide manual. Original meeting was held with programs requiring a final document but was shared with Grad Council in the spring.
- Further Action
  - Need to establish submission deadlines
  - OGS confirmed that electronic signatures are acceptable for online students.
  - There is a need for technical writing help.
  - Appreciate the creation of a standard but need to evaluate more.
  - GC was asked to review and send revisions to J. Scott.
  - No vote on approval.

X. Dean’s Remarks – C. Griffin

- Thanked members for their continued efforts on enrollment. Headcount is slightly down (-17) but enrollment is considered flat.
- OGS will continue to support marketing efforts by providing at least $3,000 in recruitment funds for each program. If there are certain expenses that surpass that amount, contact the Dean and he will see if he can help additionally. He encouraged all programs to spend the funds as only ½ of the money was spent in FY198.
- The position description for the OGS Admission Specialist (previously filled by Lacie Doyle) was approved by HR and should be posted soon.
- Lynda.com is now available to all graduate students which provides a lot of good training opportunities and modules.
- C. Griffin is working with Procurement and HR to hire a consultant to assist our students with technical writing. There is interest from a current UMES faculty member who is willing to offer training and workshops for grad students.
• There has been discussion about waiving application fees for SU undergrads. This cannot be a wholesale decision. Based on Fall 18, there were 161 applicants = $10,465 in revenue.
• Research Day is 9/21/18. Everyone is invited.

XI. Other Comments

• Website still has several issues
  ▪ Sue Eagle is attending the next Dean’s Council to address website issues. Please send your concerns to C. Griffin.

Meeting was adjourned at 4:42 p.m.
Submitted by Jessica Scott