I. Call to Order – 3:32 p.m.

II. Minutes

The December minutes were unanimously approved.

III. Introduction

Dr. Insley introduced Dr. Tom Pellinger to the committee. Dr. Pellinger will be taking over as Graduate Program Director for the Applied Health Physiology program effective 7/1/18.

IV. Graduate School Proposal Update – D. DeWitt

- Dr. DeWitt presented the draft dated 12/13/17.
- Due to some people unable to attend meeting, the topic will be tabled until the March meeting.
- If endorsed by GC, next steps would be to forward to Faculty Senate.
- Questions:
  - Will this be put on hold until new President is in place?
  - Is there a budget? D. DeWitt will work with Rich Wilkens and Clifton Griffin to develop on prior to March meeting.

V. Parking Permits Update – D. DeWitt

- D. DeWitt sent memo to Provost inquiring about the creation of a graduate permit.
- J. Scott met with Parking Services.
  - Evening permits entries were backed up to 4:45p.m.to allow staff/faculty leaving at 4:30pm to exit premises before evening students arrived.
  - Recent policies now reserve red parking permits for all in-class Teaching Assistants and green permits for all other Graduate Assistants.
  - Graduate students have priority when purchasing permits in the fall.
  - A certain number of permits are released after the conclusion of fall semester. Parking services contacts graduate students about upgrading permits, on a first come, first serve basis.
• There is still concern about students needing access to faculty and Academic Commons during hours not covered by their permit.
• Distance Program students also need access to campus.

VI. Graduate Exchange Update

L. Seldomridge asked for an update. Last discussions were that the idea was endorsed and a pilot of courses would be available in Spring 2018. Would like to see this idea move forward and provide more interdisciplinary opportunities for students. D. DeWitt will talk to C. Griffin and get an update for a future meeting.

VII. Faculty Handbook Update

Dr. Olmstead is asking that the Faculty Handbook be reviewed and updated. Chapter 8, which discusses graduate policies, was initially reviewed by the Office of Graduate Studies and suggested changes sent to D. DeWitt. Since there are necessary changes in the Graduate Council bylaws, the GC Academic Policies Committee will review these and determine what needs to go to a vote. M. Finch will schedule a meeting.

VIII. APC Communication – J. Franzak

J. Franzak recently had a student file an academic grievance against her. She had several concerns:
• After discussing the grievance with C. Griffin, Dr. Franzak received no feedback from the APC regarding the charges.
• Student was given multiple opportunities to add information to her grievance but faculty are not given opportunity to respond.
• She would like to see policies and procedures which allow the faculty and their chair be notified at every step of the grievance process.

D. Wagner provided some history. It was previously agreed that faculty would be copied but not their chair. There is still a question as to why graduate students are using the current APC process which was designed for undergraduates.

D. DeWitt noted this was discussed in Faculty Senate and a single, clear line of communication is needed. Will be discussed as part of the Faculty Handbook revisions.

IX. Dissertation Formatting – Joyce Wiencek

J. Wiencek requested an update on dissertation formatting. Many programs don’t feel the responsibility for formatting should be on the advisor or program director. It should be handled by someone with expertise, who can review documents and work with students.

• Lots of communication between Grad Studies, D. DeWitt and Library.
• There are different procedures amongst schools. At UMES, the Resource Librarian reviews documents. At universities with Graduate Schools, there is often one particular person, with expertise, who can review all formatting.
• Need a position and it should be considered when budgeting/planning for a Graduate School.
• Need a temporary person to handle these responsibilities for now.
• Distance students need to be considered. Who is printing copies? Who is purchasing paper?
• D. DeWitt will send a memo to the Provost outlining need for someone to oversee formatting of academic papers.

X. Matriculation Dates – L. Doyle

All but one program admits on a rolling basis. Currently, when students accept admission, they are matriculated and term activated immediately so they can register for classes. When students are current SU undergrads, this puts them in two careers and causes the audit to fail.

Part of the issue is GullNet looks at the graduate courses and credits those hours to their undergraduate hours. It means that records must be manually corrected to make sure that students are not removed from undergraduate Commencement lists. Would like to delay matriculations to 4/15. At that point, most of the graduation processes have occurred and it will require much less manual work for the Registrar staff.

Jackie will work with programs to tailor their needs. First meeting will involve L. Doyle, J. Maisel and V. Root.

XI. GSC Update – Brittany Kesteven

GSC hosted two welcome back/interest meetings for students. They will be hosting their first social hour of the semester on 2/22, 3-7pm at Specific Gravity.

XII. Other Items

• Nominations are now being accepted for the Outstanding Graduate Student Award.
• Eligible students have been contacted to serve as Graduate Student Commencement Speaker. J. Scott asked Program Directors to encourage their students to apply.
• The Grad School/GRE Prep workshop has been rescheduled for 2/27/18.
• The Pub Night Celebration of the Strategic Plan is scheduled for 2/22/18.
• Graduate Studies is interested in an exit interview for graduate students. A draft of questions is being worked on and there are discussion on how to best disseminate it to the students. This will be shared at the next meeting.
• J. Wiencek – Would like to know if there are databases of information that can be used for accreditation. Y. Downie suggested reaching out to Career Services as they just assisted the MBA program with similar needs.
• J. Maisel – The Registrar’s office has figured out a way to calculate separate GPAs per career so doctoral GPAs will no longer be calculated with masters GPAs. They’re testing now and hope to have this live as soon as possible.
• L. Doyle – It is time for our annual cycle of application changes. Lacie will be contacting program directors to go over their current applications.
• J. Franzak – Ed.D. recently held a virtual open house that was very successful and wanted to give a shout-out to Melissa Thomas for her work.

Next Meeting: March 15, 2018

Meeting was adjourned at 4:34 p.m.
Submitted by Jessica Scott