Minutes
Graduate Council Meeting
Thursday, March 15, 2018 – AC 401

MEMBERS PRESENT:
Rebecca Anthony, Online MSW
Celine Carayon, History
Doug DeWitt, Ed Leadership and Chair
Yvonne Downie Hanley, M.B.A.
Lacie Doyle, OGS
Maida Finch, Seidel School Rep
Judith Franzak, Ed.D.
Clifton Griffin, Dean of Graduate Studies
Brittany Kesteven, GSC President
Jackie Maisel, Registrar
Tom Pellinger, AHPH
Dana Price, BIO
Vicki Root, M.S.W.

MEMBERS ABSENT:
Aaron Basko, Enrollment Management
Jennifer Bergner, M.S.M.E.
Michele Bracken, Henson School Rep.
Kelly Fiala, M.S.A.T.
Stuart Hamilton, GIS
Karen Olmstead, Provost
Vitus Ozoke, CADR
Ignaciyas Soosaipillai, Fulton School Rep
Star Weaver, M.A.T.
Joyce Wiencek, M.Ed. Reading Specialist

I. Call to Order – 3:30 p.m.

II. Minutes

The February minutes were unanimously approved.

III. Writing Center – Melissa Bugdal

There has been a process of rebranding since hired and their goal is to create consistency for students.

Staffing:

- M. Bugdal was hired in July 17 and also serves as an Assistant Professor.
- Has a part-time Assistant Director (which needs to be a PIN position) and an Administrative Assistant.
- Professional Consultant who helps online students and graduate students.
- 14 undergraduate and 2 graduate tutors. They must take and pass a course to tutor.
- Staff breakdown of who assisted grad students:
  - Professional Consultant – 31%
  - Director – 23%
  - Assistant Director – 7%
  - Grad Tutors – 4%
  - Undergrad Tutors – 35%

Sessions:

- Up to 45 minutes long.
- Can do up to 3 sessions per week.
- Sessions are scheduled using web scheduling.
- Online sessions are available for online students.
- Fall 2017
  - 82 appointments (30 students)
18 online appointments (8 students)

- **Visits per student**
  - One – 55%
  - Two – 21%
  - Three – 5%
  - Four – 8%
  - Five – 3%
  - Seven – 3%
  - Ten+ - 5%

- **Breakdown by program**
  - Ed.D. – 34%
  - M.Ed. – 27%
  - CADR – 14%
  - MSW – 13%
  - AHPH – 9%
  - HIST – 1%
  - MBA – 1%
  - MSME – 1%

- **Home Language**
  - English – 54%
  - Spanish – 21%
  - Chinese – 13%
  - Other – 12%

**Other:**
- L. Seldomridge asked if they could get updates on stats (who is using the services?). M. Bugdal assured her she can run the report several times a semester and report back to GC.
- GSC and GC unanimously endorse the creation of a PIN position for Assistant Director.
- Future plans include hiring additional GAs, conducting more workshops on tone/voice/style/grammar and hosting Saturday retreats and Thesis/Dissertation Bootcamps

**IV. Graduate School Proposal Update – D. DeWitt**
- Dean Griffin and Dr. DeWitt presented the committee with a suggested budget.
- They assured committee that even if Grad Council and the Faculty Senate approve of the proposal moving forward, it will be tabled until after 7/1/18, when the new President arrives.
- C. Griffin feels that there was a lot of faculty input during the process but realizes there are a lot of questions regarding approval and resources. He wants to move forward with a plan that meets all needs.
- New target date is Fall 19.
- **Concerns:**
  - Would like more detailed job descriptions.
  - Is $75K enough of a marketing budget to do wide-scale campaigns?
  - Would like a more detailed budget.
  - There are more marketing demands on Grad Program Directors but no increase to marketing budgets.

**V. Bylaw Revisions – Maida Finch**

Grad Council bylaws were reviewed as part of the Provost’s request to have the Faculty Handbook updated. The Grad Council APC met and came up with several revisions which were put before Grad Council:
• Article I, Section 1.
  o Add the Dean of Graduate Studies
• Article I, Section 2.
  o Remove university provost
  o Add the Dean of Graduate Studies
  o Change Dean to Assistant Vice President of Enrollment Management
• Article I, Section 2.b.
  o Remove outdated information. This applied to when schools reps were voted in for the first time.
• Article I, Section 3.g.
  o The chair, with the approval of the Council, shall appoint members of the graduate faculty to fill vacancies created by the resignation or extended absence of elected members. The appointment will be for the unexpired term of the absent member. (This occurs within Faculty Senate, not Grad Council)
• Article I, Section 4.a.
  o Inserted “in attendance”.
• Article I, Section 4.b.
  o Inserted “of Graduate Council”.
• Article I, Section 5.
  o Section 5.d.2. becomes Section 5.a. – Standing Committee Membership and Structure
  o Section 5.a. becomes 5.b. – Academic Policies Committee
  o Section 5.b. becomes 5.c. and name will be revised from Curriculum and Programs to Graduate Curriculum Committee (APC)
  o Section 5.c. becomes 5.d. – Ad Hoc Committees
• Article III, Section 3.
  o Insert “of Graduate Faculty”.
• Article V, Section 1.
  o Remove Dean of Enrollment Management
  o Remove Registrar
  o Add Dean of Graduate Studies
• Article V, Section 2.
  o Replace “and evaluation” with “and reappointment”.
  o Remove “Any member the graduate faculty may be considered for the position of graduate program director”.
• Article V, Section 3.
  o Move current j. – Recruiting students to a.
  o Adjust lettering accordingly.
  o Current number d. – Is that for student retention or record keeping purposes?
• Further Questions
  o What does it mean to be Graduate Faculty?
  o Why do we use certain numbers to determine minimums?
  o School Rep terms should be moved to 3-year terms to keep in line with other Faculty Senate positions.
• APC Motioned to accept these changes. J. Franzak seconded. Motion Passes
• J. Scott will prepare for an electronic vote and send out to graduate faculty members.

VI. Safety Task Force – M. Finch

M. Finch was asked to serve on the SU Safety Task Force which address several topics such as emergency response, student safety, assaults and other campus issues. There is currently no graduate student representation. B. Kesteven will contact Dane Foutz and ask about getting a grad student on that committee.
VII. Graduate Student Mental Health Issues – M. Finch

There seems to be a lack in support for graduate student mental health issues. There are no webinars or resources available. Will invite Dr. Wallace Southerland to a future meeting to discuss ways to address this.

VIII. Other Items

- J. Franzak asked for an update regarding process for submitting thesis/dissertations/scholarly work and who would be reviewing the formatting?
  - Clifton will call a meeting to discuss this.

Next Meeting: April 26, 2018

Meeting was adjourned at 4:43 p.m.
Submitted by Jessica Scott