Minutes  
Graduate Council Meeting  
Thursday, May 11, 2017 – TETC 354A

MEMBERS PRESENT:
Rebecca Anthony, Online MSW  
Aaron Basko, Enrollment Management  
Anita Brown, Faculty Senate Liaison  
Celine Carayon, History  
Doug DeWitt, Ed Leadership and Chair  
Lacie Doyle, OGS  
Clifton Griffin, Dean of Graduate Studies  
Stuart Hamilton, GIS  
Vicki Root, M.S.W.  
Regina Royer, M.A.T.  
Jessica Scott, OGS  
Lisa Seldomridge, M.S.N. and D.N.P.  
Chris Vilmar, English  
Diana Wagner, M.Ed.  
Tim Werner, AHPH (for R. Insley)  
Joyce Wiencek, M.Ed. Reading Specialist  

MEMBERS ABSENT:
William Barron, GSC President  
Jennifer Bergner, M.S.M.E.  
Judith Franzak, Ed.D.  
Yvonne Downie Hanley, M.B.A.  
Mark Holland, BIO  
Randy Insley, AHPH  
Jackie Maisel, Registrar  
Rita Nutt, Henson School Rep.  
Vitus Ozoke, CADR  
Ignaciyas Soosaipillai, Fulton School Rep.  
Jenny Toonstra, M.S.A.T.

I. Call to Order – 3:30 p.m.

II. Minutes

The April 2017 minutes were unanimously approved as submitted.

III. Graduate Curriculum – Vicki Root

1. **REED 500, REED 515, REED 516, REED 517, REED 518, REED 610, REED 611, REED 612, REED 614, REED 620** – The title and course description are being changed to align with current International Reading Association accreditation standards. No changes to course requirements.

   V. Root recommended approval for all courses through a motion. L. Seldomridge seconded. The committee unanimously approved.

IV. Graduate School Proposal Update – Doug DeWitt

The graduate school proposal was presented at Faculty Senate and unanimously approved. The 3 page proposal was given to the Provost who shared it with the President on 5/9/17. It is unknown when it will be discussed with Executive Staff.

Next Steps:
- Full proposal will be drafted showing Graduate Council and Faculty Senate support. It will then come back to GC for further review.
- President may develop a task force and hold open information sessions.
- Upon final review, it will then go to MHEC and USM.

V. Graduate Exchange Program Update – Celine Carayon

The sub-committee met to discuss renamed Graduate Course Exchange. They made some progress in their
discussion. They determined the idea of a graduate minor is not viable but agreed that future certificates, in an effort to increase interdisciplinary studies, could benefit faculty, programs and students.

Things to consider:
- Downloads and compensation for faculty
- Determine how to handle different scales and credit hours between programs

VI. Update on AHPH Accreditation – Tim Werner

Site visit went very well and group received positive feedback. The one area of suggested improvement was how information is delivered on AHPH website. Randy Insley will address that with Publications. AHPH expects the letter of accreditation in a few months and will only be the 8th university in the nation to accomplish this. The committee offered congratulations for their hard work and positive outcome!

VII. Course Evaluations for Independent Study -

The current process provides no way for students in an independent study course, to give an anonymous course evaluation. Certain programs are utilizing Office of Graduate Studies to perform exit interviews.

Next Steps:
- Find out which programs are currently conducting exit interviews.
- Exit Interviews will be added to September agenda.

VIII. PI’s on Student Research Update

Regarding graduate and doctoral students serving as PIs on IRB applications, C. Griffin and D. DeWitt will meet with IRB Chair, Bob Joyner on 5/15/17.

For those with an immediate request, there is a caveat in the current policy where faculty may ask for an exemption.

IX. Election of Officers

Chair
- Maida Finch recommended Doug DeWitt to stay on as Chair
- Richard Hoffman seconded
- Voting was unanimously in favor.

Vice-Chair and Committee Memberships are tabled until the September meeting.

X. Dean’s Remarks – Clifton Griffin

- Thanked D. DeWitt for his leadership during the past year and the entire committee for their work on timely admissions and their help on enrollment management.

XI. Chair’s Remarks – Doug DeWitt

- Thanked committee for their hard work and a productive year.
XII. Other

- L. Doyle reminded the committee that we are in the review cycle for CollegeNet. Any changes to an application, must be turned in within the next two weeks so they can be submitted to our programmers.

Meeting was adjourned at 4:00 p.m.
Submitted by Jessica Scott