MEMBERS PRESENT:
Rebecca Anthony, Online MSW
Michele Bracken, Henson School Rep.
Celine Carayon, History
Doug DeWitt, Ed Leadership and Chair
Yvonne Downie Hanley, M.B.A.
Lacie Doyle, OGS
Michele Bracken, Henson School Rep.
Celine Carayon, History
Doug DeWitt, Ed Leadership and Chair
Yvonne Downie Hanley, M.B.A.
Lacie Doyle, OGS
Michaëlle Martin, Registrar
Laurel Martin, Registrar
Judith Franzak, Ed.D.
Clifton Griffin, Dean of Graduate Studies
Stuart Hamilton, GIS
Toran Hansen, CADR
Randy Insley, AHPH
Brittany Kesteven, GSC President
Dana Price, BIO

MEMBERS ABSENT:
Randy Insley, AHPH
Brittany Kesteven, GSC President
Dana Price, BIO

GUESTS:
Liz Kressin, Registrar (for J. Maisel)
Victoria Martin, Blackwell
Vitus Ozoke (Fulton Rep for C. Vilmar)

I. Call to Order – 3:30 p.m.

II. Minutes

The September minutes were unanimously approved as submitted.

III. Curriculum

- BIOL 510
  - Name change from Estuarine Biology to Estuarine Ecology
  - Going from 3 to 4 credits
  - Adds an hour of lab and lecture and more field trips.
  - Motion to approve by D. Price. M. Finch seconded. Unanimously approved.

IV. Thesis/Dissertation Procedures – Victoria Martin

Ms. Martin started in June. She is the primary contact for copyright as well as thesis, dissertation and doctoral projects. She created three project guides (Thesis, Dissertation and D.N.P.) which can be found under “Presenting Research” on library website.

CURRENT PROCESS:
- Students must give one copy to the library for binding.
- All additional copies are $15. OGS has offered to pay for four copies.
- Library gives students a receipt that goes back to program director.

SOAR @ SU:
- SU repository. Students are encouraged to participate but not required. It is free to submit and students own their copyright. There was discussion about making this mandatory but several programs prefer their students publish in journals first. D.N.P. requires their students to submit to the Henderson Repository.
PROQUEST:
- Doctoral students are required to submit to ProQuest. Masters students are not. Students submit it themselves.
- Submission Fees: Electronic – Free, Paper – There’s a fee
- Other Fees: Traditional – Free, Open Access - $95, Copyright registration - $55.

NEXT STEPS/QUESTIONS:
- Each program with a thesis, dissertation or final project should provide their guidelines to the library.
- Discuss how to handle online programs. Should project be emailed to V. Martin? Will it be printed out by library?
- Can we add information to submission page which includes place to indicate how many copies should be bound and an account number/signature line for departments willing to help with costs?
- Should a deadline be established for completion of coursework to guarantee timely submission to library?
- Should this be a milestone on the student’s audit? Program Director would have to populate milestone. Student couldn’t graduate until it’s been submitted to library.
- Discuss further at future meeting.

V. Graduate School Proposal Update – Doug DeWitt

A formal proposal was drafted. Rich Wilkens, C. Griffin and D. DeWitt are reviewing it. Once approved, it will come back to Grad Council and be reviewed at the next meeting.

VI. Online/Hybrid Forms – Stuart Hamilton

S. Hamilton provided the group with a copy of the Hybrid Course Form. He asked GC to consider eliminating the form since all the information required is already found on the syllabus. D. DeWitt agreed to review the form and discuss at a future meeting.

VII. Online Information Button – Stuart Hamilton

The “Request More Information” button has stopped working on two occasions in the last eight months resulting in a lapse of time before potential applicants received any contact from SU. There seems to be little concern on the part of IT or the web office to make sure it’s in working order. Would like Dean to consider using an outside vendor to serve this function. It is crucial to make contact with these people as quickly as possible.

VIII. AHPH Update – Randy Insley

Accreditation is complete. They will be making changes to curriculum and internships soon. Randy’s three years are complete as of June 30th. He thanked the Office of Graduate Studies and Grad Council for their help during his term. He will now be operating as a site visitor for the accreditation body in addition to teaching. Dr. Tom Pellinger will be taking over as Grad Program Director for AHPH effective July 1st.

IX. Commencement Hoods/Gowns – Judith Franzak

J. Franzak informed GC that the issue was resolved and asked it be removed from the agenda.
X. GSC Events – Brittany Kesteven

- The current GSC is very active and is interested in fostering relationships between programs and with Grad Program Directors.
- First social event was held at Specific Gravity. Over seven programs participated. Next event will be on Halloween.
- GSC will be meeting with the Office of Diversity and Inclusion to send out a survey to get feedback from each program regarding their resources and needs.
- Grad Council was asked to follow their social media accounts on Facebook, Twitter and Instagram.
- GSC will stress academics as well. Would like to develop research sharing mechanism and establish events tailored to program strengths.

XI. Dean’s Remarks – Clifton Griffin

- In continuing conversations regarding how to use limited resources, OGS is looking for ways to enhance graduate studies. C. Griffin recognizes we need more than the new website and current marketing strategies.
- OGS is working with CollegeNet, the vendor who provides the current grad application. J. Scott and L. Doyle reviewed their Prospect and Admit tools which would provide us a CRM and assist, in not only marketing, but the review and approval of applications. Both can be tailored to individual programs. C. Griffin is working with Procurement to see possibility of moving on this soon and starting implementation.
- On 12/5/17, OGS is partnering with Career Services to offer a workshop on completing the grad application and tips to be successful on the GRE. A Kaplan rep has been invited to speak as well.

XII. Other

- M. Finch asked for an update on Qualtrics. C. Griffin and D. DeWitt met with Ken Kundell. They’re developing process for students to have access and was told it would be available soon.
- D. DeWitt invited group to honor his 60th birthday by participating in a food drive on 11/18, 3-5pm at Halo.

Meeting was adjourned at 4:36 p.m.
Submitted by Jessica Scott