Graduate Council Meeting Minutes
Thursday, October 11, 2018 – AC 401

MEMBERS PRESENT:
Richard Bowler, History
Michelle Bracken, CHHS Rep.
Christina Bradley, Henson Rep.
Doug DeWitt, Ed Leadership and Chair
Yvonne Downie Hanley, M.B.A.
Jillian Duryea, GSC Rep.
Kara French, Fulton Rep.
Clifton Griffin, Dean of Graduate Studies
Toran Hansen, CADR
Jennifer Jewell, MSW
Brittany Kesteven, OGS
Jacqueline Maisel, Registrar
Dana Price, BIO
Donna Ritenour (for L. Marinaro)

Jessica Scott, OGS
Sid Schneider, AHPH (For T. Pellinger)
Christopher Vilmar, English, Faculty Senate Liaison
Star Weaver, MAT
Joyce Wiencek, REED
Dorothea Winter, DNP/Nursing

MEMBERS ABSENT:
Aaron Basko, Admissions
Laura Marinaro, MSAT
Karen Olmstead, Provost
Judith Franzak, Ed.D.
Stuart Hamilton, GIS
Tom Pellinger, AHPH
Diana Wagner, MED

I. Call to Order – 3:30pm

II. Minutes

The May minutes were unanimously approved.

III. Scholarly Work Guide (Deadlines)

- OGS would like documents submitted for technical review one week prior to Commencement.
- Documents will have been checked for content and defended to committee.
- Issues discovered during technical review must be corrected by noon the day before Commencement.
- Degree is not conferred until everything is submitted.
- Guide will be updated to reflect this information
  - Instructions for “Appendices” section should be fixed.
- Motion to approve was seconded by D. Price and approved.

IV. Grad School Update – Doug DeWitt

- D. DeWitt provided a copy of the Faculty Senate Motion submitted by C. Vilmar on behalf of Grad Council.
- Some Faculty Senate members had questions regarding the finances involved.
- D. DeWitt will create a conservative fiscal model.
- With growth in enrollment, it can be revenue neutral in 4-5 years.
- D. DeWitt thanked C. Vilmar for his work.
- D. DeWitt and C. Vilmar will present the motion at the 11/6 meeting of Faculty Senate.
V. Emergency Absence Policy – D. DeWitt

- D. DeWitt wanted to make sure that Grad Council was aware of the recently-approved Emergency Absence Policy.
- It should have minimum effect on graduate students but was approved and is now policy.

VI. Graduate Curriculum Forms – Joyce Wiencek

- J. Wiencek wanted to bring two areas of concern regarding the graduate curriculum forms.
  - Appendix A is mentioned with no directions on where to find Appendix A.
  - There is a field that says “Name” but does not specify that this should be “Course Name”.
  - J. Scott will work on addressing these issues and update the forms.

IV. Chapter 8 – Faculty Handbook Review – D. DeWitt

- When asked to do a final review of Chapter 8 of the Faculty Handbook, none of the recently approved changes (through Grad Faculty vote) were included.
- J. Scott contacted Priscilla Davis and it was discovered that she was working on the project using an outdated copy.
- D. DeWitt will tell Provost our revised copy looks complete with the exception of the word change of “school” to “unit” occurring in the next vote.

V. Other Items

- D. DeWitt - Last year Faculty Senate approved counting time served as Chair towards the tenure promotion process. Grad Program Directors were not considered. Should they?
  - Responses:
    - Scholarly work and research should be valued on campus.
    - Grad Program Directors do a lot of work and should be valued – but it is not scholarship.
    - Associate Professors are not compensated well and retention is an issue
    - Downloads are inconsistent across programs.
    - Tenure requires only 2 of the 3 – Teaching, Scholarship and Service.
    - Undergrad Program Directors need to be included in conversation.
    - Some are uncomfortable with the erosion of scholarship on campus.
  - D. DeWitt will speak with Faculty Senate President, Chrys Egan, and have a bigger conversation.
- J. Scott – Working with web office and bylaw vote should be live soon.

Meeting was adjourned at 4:48 p.m.
Submitted by Jessica Scott

Next Meeting: Thursday, November 15 at 3:30pm in AC 401