I. Call to Order – 3:32pm

II. Announcement
   - D. DeWitt recognized Y. Downie for completing her doctorate degree. The entire committee congratulated her accomplishment.

III. Minutes
   - The September minutes were unanimously approved with no changes.

IV. Follow Up
   - Should Grad Council Members still submit concerns about new operating hours?
     - Yes. Send to D. DeWitt and copy C. Griffin.
   - Decision was made based on budget concerns and to assist staff with flexibility.

V. Graduate School Update – D. DeWitt
   - Provost will be in attendance at November meeting and will be on the agenda to discuss graduate school proposal and the current strategic plan.
   - Comments:
     - Provost visited nursing faculty and was not aware that grad services and resources were lacking.
     - How can strategic plan call for graduate enrollment growth without resources?
     - SU does a good job taking care of specific populations, such as ADA, International, etc. Grad students should also be considered a special population.
     - Graduate school is listed as a tactic under a strategy.
     - Can Grad Council review current strategic plan and make recommendations?
       - Yes. All comments should be sent to J. Scott by 11/15. D. DeWitt will then prepare them for a documents to be sent to the Provost.
Programs still need to determine value of graduate education. C. Griffin will discuss this with T. Pasquariello and B. Zimmerman

VI. Curriculum

- **Biology 500 - Course changes**
  - Update course description.
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous

- **Biology 502 - Course changes**
  - Converts course from Lab/Lec to Lecture only to better align with BIO core.
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous

- **EMAT 542 – New Course Proposal – Teaching Literacy in the Content Areas II**
  - Allows grad students to fulfill MSDE 6 credit obligation.
  - Only serves M.A.T. students because it is for certification.
  - Why does it allow credits to be obtained after graduation?
    - That is an MSDE policy. If they do not earn 6 credits in semester, degree will not be conferred.
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous

- **AHPH – Program Change**
  - Add AHPH 558 in option in lieu of AHPH 557.
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous

- **AHPH 558 – New Course Proposal – Advances Strength and Conditioning**
  - Enhances current program study.
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous

- **GIS – Program Change**
  - Multiple UMUC courses were dropped and are to replaced with SU courses.
  - Update credit numbers
  - Changes electives and core courses
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous

- **GIS 519 – Course Change**
  - New course description
  - D. Winter recommended approval. It was seconded.
  - Vote: Unanimous
• GIS 515 – Course Change
  o Changes variable course hours from 1-3 to 1-4.
  o D. Winter recommended approval. It was seconded.
  o Vote: Unanimous

VII. TOEFL – C. Griffin

• Are Grad Program Directors satisfied with the language in the catalog? Specifically relating to other ways students can provide English proficiency?
• J. Scott got a list of approved B. Stiegler provided a list of approved substitutions for proof of proficiency to be used at undergraduate level.
• Concerns:
  o Other evidence is not sufficient for TAs in the English program.
  o Nursing is not comfortable waiving required proficiency tests.
  o GIS lost a student who had lived and worked in US for years because he was being forced to take TOEFL
• CPG Response:
  o Graduate Program Directors and departments determine admission standards, including language proficiency for their respective program.
  o Current graduate policy indicates applying students should contact Office of International Education for TOEFL questions. J. Scott will submit a catalog request to indicate students should contact the appropriate Graduate Program Director.

VIII. Vice-Chair Elections
• Yvonne Downie volunteered to serve as Vice-Chair was received a unanimous vote.

IX. External Agencies – D. Winter
• DNP students perform a SWOT analysis on agencies in their final project. This is published as part of their dissertation.
• PRMC (and possibly other institutions) want to cease publication until they have been vetted by the institution.
• Both Robert Joyner and Roger Follebout would need to review the project and this would apply to all students, not just those in Nursing.
• Comments/Responses:
  o Can institution be anonymous?
  o Can publication be delayed until after they have reviewed it?
    ▪ Current affiliation degree does not include language on publishing.
  o If we are agreeing to perform research there, we should honor their privacy policy.
  o Are they looking for accuracy?
    ▪ They are looking for anything that could cause a liability.
  o Student should include statement that their document has been reviewed by PRMC.
  o Students are required to publish.
    ▪ There are various legal reasons why a student would want a permanent sequester.
  o Certain masters programs would not want to publish due to copyright.
  o Students should honor the rules on publishing per the program policies.
    ▪ SU policy says manuscripts must be submitted to SOAR and ProQuest but that policy can be waived on case-by-case basis.
• C. Griffin will look at articulation agreement and discuss with Robert Joyner.

X. Dean’s Remarks

• Program Value
  o Need to determine how programs will be valued using different models and budget structures.

• Marketing
  o Public Relations has worked on a report going over current marketing campaigns.
  o E. Walk has met with almost all programs to discuss their current processes.
  o OGS is forging ahead with marketing efforts regardless of strategic plan.

• CRM Tool
  o RFP has been sent and waiting for companies to respond.
  o OGS staff submitted a list of needs to be considered during product review.
  o Each program will need the tool to be specialized to suit needs.

XI. Other Remarks

• Please send your December speaker nominees to J. Scott at your earliest convenience.
• Make sure to review the strategic plan and get your comments submitted to J. Scott.
• The SU Grad Fair and Grad/GRE Prep is scheduled for November 11th.

Meeting was adjourned at 4:28 p.m.
Submitted by Jessica Scott