Graduate Council Meeting Minutes
Thursday, February 14, 2019 – AC 401

MEMBERS PRESENT:
Richard Bowler, History
Michelle Bracken, CHHS Rep.
Christina Bradley, Henson Rep
Melissa Bugdal, At-Large Seat
Doug DeWitt, Ed Leadership and Chair
Yvonne Downie Hanley, M.B.A.
Jillian Duryea, GSC Rep
Ashley Faubion, OGS
Kara French, Fulton Rep
Clifton Griffin, Dean of Graduate Studies
Toran Hansen, CADR
Jennifer Jewell, MSW
Jacqueline Maisel, Registrar
Laura Marinaro, MSAT
Tom Pellinger, AHPH
Dana Price, BIO

Jessica Scott, OGS
Christopher Vilmar, ENG, Faculty Senate Liaison
Joyce Wiencek, REED
Dorothea Winter, DNP/Nursing

MEMBERS ABSENT:
Aaron Basko, Admissions
Maida Finch, Seidel School Rep
Stuart Hamilton, GIS
Karen Olmstead, Provost
Judith Franzak, Ed.D.
Diana Wagner, MED
Star Weaver, MAT

I. Call to Order – 3:35pm

II. Minutes

The December minutes were unanimously approved with one change.

III. Curriculum

- REED – Program Change
  - REED 500, REED 510, REED 515, REED 516, REED 517, REED 518, REED 610, REED 611, REED 612, REED 614, REED 620 – Course Changes
  - Rationale: Update catalog description to align with language in the field of literacy
  - D. Price recommended approval. It was seconded by C. Bradley.
  - Vote: Unanimous

- REED 590 – New Course
  - New Course Offering for Special Topics
  - Rationale: Will allow topics to be taught in summer.
  - D. Price recommended approval. It was seconded by R. Bowler.
  - Vote: Unanimous

- REED 650 – New Course
  - Rationale: New Independent Study Course
  - D. Price recommended approval. It was seconded by C. Bradley.
  - Vote: Unanimous

- Ed.D. 801 – Course Change
  - Changing from Graded to P/F
Rationale: Projects are planned well in advanced and results are not guaranteed. Student should not be penalized for poor results.

D. Price recommended approval. It was seconded by C. Bradley.

Vote: Unanimous

IV. Grad School Update – D. DeWitt

- D. DeWitt asked C. Vilmar to postpone proceeding with Faculty Senate Review.
- General consensus is Faculty Senate support the resources but question funding and necessity.
- D. DeWitt will strategize and work to get it back on the Faculty Senate agenda after spring break.

V. Application Fee Waivers – C. Griffin

- Last year OGS gave out 110 waivers equaling $7,150.
  - There is no current process to review and approve these requests.
  - Are these being used for financial reasons?
  - There has been some early conversations about allowing OGS to keep application fee revenue.
- Several Program Directors indicated that they use these at recruiting events.
- C. Griffin and J. Scott will review current application structure and see if is alternative (ex: allow the $65 to be counted as a deposit if they student is matriculated).

VI. Commencement – J. Wiencek

- The REED students would like to be grouped together at Commencement. It is important to them to share that experience with their peers.
- C. Griffin will support request.
- Grad Council will send a formal request and show of support to the Provost and Kim Meyer.

VII. More Tab Information – J. Scott

- With the start of several marketing campaigns, OGS was asked to review the “More Information” Button found on our website.
- Research has shown that people do not complete these forms if they require more than 3 or fields.
- OGS would like to limit fields to First Name, Last Name, phone number and Email address.
- Committee members were receptive to the change.
- J. Scott will work with Web Office to revise form.

VIII. Graduate Housing Update – C. Griffin

- There is a joint project between Dave Gutosky and Brian Stiegler to offer create a Global Village Housing opportunity.
- Graduate students will be able to apply for housing there as well.
- It will be on shuttle route and close to SU.
- Hope to make public announcement soon.
  - Responses:
    - Second Bachelors should be considered.
    - Lease times will need to be considered as graduate and international students are often here year-round.
IX. Strategic Planning – D. DeWitt
- The President’s Office emailed the campus to participate in a Strategic Planning session.
- Topics are heavily undergraduate but Grad Council members should look at focus groups and participate on one related to graduate programming.
- C. Griffin has volunteered to be on as many as possible but Program Directors should attend to make sure graduate programs are not overlooked
- GC members requested some bullet points to use so message is consistent.

X. GSC Update – Jillian Duryea
- GSC is trying new times in hopes of increasing attendance.
- Meetings will now be ½ hour and will be held around lunch time. This will hopefully accommodate those with evening courses and enable those who work to attend during their lunch.
- GSC hosted the USM
- Their social events continue be successful and have decent turnout.

XI. Other Items
- APC - D. Winters
  - DNP student appealed a grade. The DNP program supported the faculty.
  - Student then took appeal to APC where they won their appeal.
  - The result is a determination that goes against DNP policy.
  - Dr. Winters is concerned that there is no doctoral representation on APC and DNP faculty are frustrated with the decision.
  - C. Griffin’s response:
    - This was a single situation where APC sided with students.
    - D. Winters and J. Willey should meet with the Provost and discuss the unintended consequences which has occurred due to the APC decision.
- CADR Essay Contest – T. Hansen
  - CADR application numbers are low.
  - To help garner interest in the program, CADR is having an essay contest.
  - Dr. Hansen distributed information and asked all Program Directors to hand out.
- Parking Permits for Grad Assistants – D. Price
  - There is questions over why a TA is charged $110 for a red permit while faculty and staff only pay $90.
  - J. Scott’s response:
    - At one time, no parking passes were reserved for Graduate Assistants
    - OGS worked with Tony Pasquariello to guarantee green permits for all GA’s. Later, they agreed to reserve red permits for Teaching Assistants but felt all Grad Assistants should pay the same fee - $110 – for equity reasons.

XII. Dean’s Remarks – C. Griffin
- Application Count Report
  - Still limited in report generating process but it is better than it was.
  - OGS staff will continue to work towards improvement of data.
- Application Process
  - OGS is continuing to streamline application processes.
  - Why do we still need paper transcripts sent across campus
  - OGS will process and image all transcripts in a timely manner. Programs can then access transcripts via WebXtender.
• Expectations of Grad Programs
  o Should plan on growing.
  o President wants 10K students by 2028 and 12% of them should be graduate.
  o Currently a little over 10% and most of that was growth due to new programs/delivery models.
  o Some new programs are being discussed.
  o OGS will support graduate programs with or without a Graduate School.
  o There has been a cost analysis done for all undergrad and grad programs.
  o Will need feasibility studies on new ideas including certificates.

• Graduate Assistants
  o There has not been a stipend increase since 2013. GSC should consider a resolution.

• Technical Writing Workshop
  o OGS is working with Courtney Harned (UMES Faculty and Ed.D. graduate) to hold a technical writing workshop.
  o A list of topics were sent to Grad Council.
  o OGS will pay her hourly.
  o M. Bugdal offered assistance by the Writing Center.

Meeting was adjourned at 4:41 p.m.
Submitted by Jessica Scott