Graduate Council Meeting Minutes  
Thursday, September 19, 2019 – AC 401

**MEMBERS PRESENT:**
Gwen Beegle, MAT  
Jennifer Bergner, MSME  
Melissa Bugdal, At-Large Seat  
Celine Carayon, HIST  
Doug DeWitt, Ed Leadership and Chair  
Maida Finch, Seidel School Rep  
Clifton Griffin, Dean of Graduate Studies  
Mary Hylton, MSW  
Laura Marinaro, MSAT  
John Nieves – ENG, Faculty Senate Liaison  
Jennifer Nyland, Henson Rep  
Tom Pellinger, AHPH  
Dana Price, BIO  
Jessica Scott, OGS  
Keetha Soosaipillai, CADR  
Elizabeth Walk, OGS  
Dorothea Winter, DNP/Nursing

**MEMBERS ABSENT:**
Aaron Basko, Admissions  
Yvonne Downie Hanley, M.B.A.  
Judith Franzak, Ed.D.  
Karen Olmstead, Provost  
Cearrah Sherman, GSC Rep  
Joyce Wiencek, REED

I. Call to Order – 3:30pm

II. Introduction of members

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

IV. Curriculum

- Master of Arts in Higher Education
  - Updates and re-packages the Post-Secondary Track
    - C. Griffin – Why M.A. and not M.S.?
    - Doug DeWitt – Did not want another M.Ed. Rich Wilkins was consulted and there is no delineation per COMAR. Can still be thesis-option.
  - D. Price recommended approval. It was seconded.
  - Vote: Unanimous

- EDUC 621 – New Course Proposal – Higher Education Management
  - Created for new M.A. in Higher Education Program
    - Needs Writing Center Statement
    - D. DeWitt – Writing Center Statement will be corrected.
  - D. Price recommended approval pending correction. It was seconded.
  - Vote: Unanimous

- EDUC 505 – New Course Proposal – Applied Research Methods
  - Created for new M.A. in Higher Education Program
    - Needs Writing Center Statement and Disability Support Statement
    - D. DeWitt – Both statements will be corrected.
  - D. Price recommended approval pending correction. It was seconded.
  - Vote: Unanimous
• Other
  o T. Pellinger - Inquired about the status of AHPH proposals.
  o J. Scott – Those proposals were submitted over summer months while GCC was not meeting due to membership change.

V. Graduate School Update – D. DeWitt
• Faculty senate passed the motion to endorse administration to provide necessary resources.
• Provost will include it in the 5-year Strategic Plan.

VI. CELL Status - D. DeWitt
• The Center for Extended & Lifelong Learning no longer reports to the President. CELL is now part of the Office of Graduate Studies and Research and will report to Dr. Clifton Griffin.

VII. Graduate Program Budgeting – D. DeWitt
• With new budgeting process, should GC develop a separate budget model for grad programs?
• Program costs
  o Difficult to determine with cross-listed courses.
  o Ever since purchase of EAB, cost per course has been reviewed with no consideration for loads or career.
  o Program Directors are governing enrollment based on their knowledge of capacity and other factors (workload, research mentors, etc).
  o C. Griffin – Better to start the conversation and establish data regarding program cost.
    ▪ Can we determine cost based on cycle or credit?
    ▪ Are there common principals?
  o J. Bergner – Trend towards measuring success with monetary metric does not allow account for positive effects on community.
  o J. Nieves – Outcomes should be education-oriented, not money-driven.
  o C. Carayon – Humanities departments defined their own outcomes and measures.
  o T. Pellinger – Numbers have dropped since going through accreditation process but outcomes are through the roof. Must incorporate these successes.
  o D. DeWitt – Agree success metric will be different for each program. Start thinking about what your success would look like. Discuss with your Chairs. What are challenges? What are advantages?

VIII. New Operating Hours – M. Finch
• Part of the decision for this change involved alleviating parking issues.
• Many of our graduate students are professionals and cannot get to offices before 4:30pm and parking permits do not allow parking until 5pm.
• Some suggestions:
  o Flexible hours for staff
  o Extended hours
  o More technology
• D. DeWitt – GC should put together a list of concerns that can be shared with Executive Staff.

IX. TOEFL Policy – C. Griffin
• Are programs comfortable with TOEFL and IELTS being the only way to prove English language proficiency?
• Should we be more open to accepting ELI?
D. Winter – Can we confirm what the International Education staff is telling grad applicants?
G. Beegle – Look at in-house graded TOEFL as part of ELI.
J. Nieves – Is there another tool that is cheaper than TOEFL?

- J. Scott will get language from International Education staff and share with GC.
- Will put back on October agenda.

X. Exit Interviews – C. Griffin
- Some programs are doing exit interviews and some are not.
- Are there a set of questions we would like to know about all graduate students?
- Alumni are doing a survey for those 1-year-outs. Can that be modified for graduate students?
- Look at undergrad survey and see if there is anything we can use.

XI. Grad Council Elections
- VICE-CHAIR
  - There were no nominations. Election will be tabled until October.

- Graduate Curriculum Committee (GCC) Membership
  - Dana Price agreed to continue service.
  - John Nieves and Dorothea Winter also volunteered.
  - D. Winter will serve as Chair

XII. GSC Update
- C. Sherman was unable to attend.

XIII. Dean’s Remarks
- Enrollment
  - Thanks to all programs for their efforts.
  - Strategic Enrollment suggests 1250 grad enrollment by 2028 but no real plan in regards to strategies or types (online, satellite).
- Thanks to J. Scott for all her efforts on admissions while going through the search process for the new GEM position.
- CRM Tool
  - EMAS will no longer be available after summer 2020.
  - RFP is already in process.
  - OGS staff will be involved in reviewing the product and can work with each program to determine a strategic communication plan.
- Marketing
  - Be more sophisticated and continue digital marketing efforts.
  - C. Griffin is also willing to fund some initiatives for programs (t-shirts, food, etc.)
- Metrics
  - Grad Programs need to be able to influence decisions.
    - Example: Reduced hours and library closing early due to budget constraints.
    - Example: Money spent on products, such as Navigate, that don’t help or apply to grad students

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