

Graduate Council

October 12, 2017

Draft Minutes

Attendees: Sourabe Apte, Ryan Contrares, Maureen Childers, Steph Bernell, Jim Coakley, Lisa Ganio, George Waldbusser, Bill Bogley, Jullie Gess-Newsome, Jennifer Brown; Marie Harvey
Absent: Lisa Price, Rebekah Elliott, Theresa Filtz

1. Introductions and brief orientation to Graduate Council for new members

Introduction of members

Review of major responsibilities

- Conduct reviews of graduate programs, approximately 8 per year.
- Review Actions plans that result from grad program review
- Determine and develop policies around graduate education, bring recommended changes to the Faculty Senate for approval.
- Bring issues to graduate council that arise from our constituencies

2. How to have Grad Council representation when a College's representative cannot attend scheduled meetings.

- It was noted that one council person cannot attend meetings this term and we discussed how to make sure that there is adequate representation. It was suggested that Ryan ask the Executive Committee of Faculty Senate how to proceed.

3. Graduate program review process and assignments for upcoming year (*discussion to update guidelines*) – need to get GC assignments confirmed for reviews. What happens to the grad review.

- Ryan reviewed the assignment of GC members to this year's proposed 10-yr and 5-yr graduate program reviews and scholarship and award committee.
- A discussion ensued about a Graduate School revision to the process for the 10 yr reviews. The revision was prompted by the fact that the Graduate Council has not received timely action plans from programs after their 10-yr review and the process for accepting the plan and following a program's implementation of the plan was unclear.

Currently, once the 10-yr review team has submitted their report to the Graduate School and the program has had a chance to review and correct factual errors in the report, the Graduate Council reviews and approves the report. The program then writes an Action Plan to implement changes suggested in the review report.

The revision to the process occurs at this point. Under the revision, at this point the responsibility for the process moves to the Grad School/Vice Provost. The Vice Provost

and Graduate School Dean, academic college dean(s), a representative of the Graduate Council and the program director meet to review and accept the review and action plan.

- It was noted that figures in the “Graduate Program Review Guidelines” document need to be updated to reflect the changes.
- There was a short discussion about the proposed 5 yr review for PhD for Business Administration and Accountancy is coming up. Slated for next term – winter. It was noted that they hope to be (or are?) a Ph.D only program that accepts student every other year so there may not be full answers to the questions posed in the 5 year review.
 - **Clarification was provided after the fact by Jim Coakley, as follows: “We have a PhD in Business Administration. It has two options - Accounting and innovation/commercialization. We admit students every other year. We admitted five students in 2014, who are now through comps, and six students in 2016 who are in their second year of coursework. We are fine with moving ahead with the five year review this winter.”**
- *A topic for future discussion is how to coordinate the timing of reviews to correspond the accreditation reviews that programs may be required to do.*
- Jennifer agreed to seek out additional qualified faculty to serve on 10-yr review teams since there a large number of reviews to do.

4. Policy to establish major advisor and committees for graduate students (*needs vote*)

- Discussed the history of the policy and the text that was approved by the GC last year. After presentation to EC last spring, small wording changes were suggested to Graduate Council to reflect the fact that summer term should not be included in the time limits for the process.

A motion was made to accept the changes, the motion was seconded. It passed unanimously.

5. Update on policy on disallowance of undergraduate courses in the calculation of the final student GPA (*informational item*)

- This was passed last year. This is being discussed at Faculty Senate today