

Graduate Council Meeting Minutes

March 20, 2018

Members Present: Beorkrem, Chris – School of Architecture
Boyd, Suzanne – School of Social Work
Fitchett, Paul – Middle, Secondary, and K-12 Education
Godev, Concepción – Languages & Culture Studies
Haynes, Christine – History
Mauer, David – Finance
McCloud, Sean – Religious Studies
Reynolds, Tom – Graduate School
Su, Zhengchang – Computer Science
Valley, Taylor – GPSG Representative, Public Administration

Also Attending: Clark, Kimberly – Kinesiology
D’Amico, Mark – Educational Leadership
Freitag, Alan – Graduate School
Hall-Hertel, Katherine – Graduate School
Watson, Johnna – Graduate School
Zenk, Leslie, Academic Affairs

Absent: Barth, Tom – Political Science & Public Administration
Sanders, Bridgette – Atkins Library
Wu, Jay – Infrastructure & Environmental Systems (INES)

I. Report of the Chair – Chair Christine Haynes

- **Approval of the February 20, 2018, Meeting Minutes:** Chair Haynes called for a motion to approve the February 20, 2018, Graduate Council meeting minutes as submitted. Mauer made the motion with a second from Fitchett. The motion was approved unanimously.

II. Report of the Dean – Dean Tom Reynolds

- **Revision of the Graduate Faculty Membership Policies and Procedures – Proposal:** Dean Reynolds went over proposed changes to the Graduate Faculty Bylaws that were identified by the bylaws subcommittee to improve the process for appointing and re-appointing Graduate Faculty. He discussed the three areas of change.
 1. Departments will have the ability to appointment faculty hired into tenure or tenure-track positions to the Graduate Faculty at the time they are hired.
 2. Appointment to the Graduate Faculty will be concurrent with reappointment/tenure/post-tenure review.
 3. Associate faculty appointment terms will be for 5 years instead of 3 years.

The bylaws subcommittee did not revise the bylaws, just the procedures for handling appointment and re-appointment of graduate faculty. The bylaws subcommittee made a

motion to approve this proposal as submitted and McCloud seconded the motion. The motion was unanimously approved.

- **Graduate Applications Update:** Graduate Admissions is currently seeing a downward trend for fall applications. Compared to this time last year, applications are down by 800, admitted students are down by 105, and intent to enroll is down by 47. There are currently over 9,000 incomplete applications and Graduate Admissions is attempting to contact as many of these applicants to encourage them to submit.
- **New Program Review and Approval Proposal:** Dean Reynolds and Chair Haynes will collaborate with Rich Leeman, the Faculty Council President, over the summer on the logistics of modifying the review and approval process of new degree programs to include Graduate Council. Dean Reynolds hopes to have the details worked out and ready for the Council to review when meetings resume in September.

III. Discussion Topics and other Items of Business

- **Dean of the Graduate School Annual Evaluation Subcommittee:** Sean McCloud, Conception Godev, and Suzanne Boyd have agreed to facilitate the annual review of the Dean of the Graduate School.

IV. Course and Curriculum Proposal

1. **Degree Name Change:** M.Ed. in Middle and Secondary Grades (current) to **M.Ed. in Curriculum and Instruction (proposed):** Discussion of the proposal took place and generated no revisions. Fitchett agreed to follow up with the college on changing the CIP code. McCloud made the motion to approve as submitted and Beorkrem seconded the motion. The motion was approved unanimously.
2. **Degree Name Change:** Master's in Fire Protection and Administration (current) to **MS in Fire Protection and Safety Management (proposed):** Discussion of the proposal took place and generated no revisions. Mauer made the motion to approve as submitted and Beorkrem seconded the motion. The motion was approved unanimously.
3. **Respiratory Care, M.S. [Graduate Program Revision]:**
Sent to the Graduate Council Chair, she is requesting full Council review.
Kim Clark, from the Department of Kinesiology, was present to answer questions and give a brief overview of the graduate program revision. Discussion of the proposal took place and generated no revisions. Godev made the motion to approve as submitted and Mauer seconded the motion. The motion was approved unanimously.
4. **RESP 6803 [New Graduate Course] – Respiratory Care Capstone I:** Kim Clark, from the Department of Kinesiology, was present to answer questions and give a brief overview of the new graduate course. Discussion of the proposal took place and generated no revisions. Mauer made the motion to approve as submitted and McCloud seconded the motion. The motion was approved unanimously.
5. **RESP 6804 [New Graduate Course] – Respiratory Care Capstone II:** Kim Clark, from the Department of Kinesiology, was present to answer questions and give a brief overview of the new graduate course. Discussion of the proposal took place and generated no revisions.

Mauer made the motion to approve as submitted and McCloud seconded the motion. The motion was approved unanimously.

6. ADMIN 6176/8176 [New Graduate Course] – Women in Higher Education:

Mark D’Amico, from the Department of Educational Leadership, and Leslie Zenk, from Academic Affairs, were present to answer questions and give a brief overview of the new graduate course. Discussion of the proposal took place and generated no revisions. Boyd made the motion to approve as submitted and Mauer seconded the motion. The motion was approved unanimously.

7. DSBA 6165 [New Graduate Course] – Artificial Intelligence and Deep Learning:

Discussion of the proposal took place and generated no revisions. Su made the motion to approve as submitted and Mauer seconded the motion. The motion was approved unanimously.

8. DSBA 6170 [New Graduate Course] – Ethics, Privacy, Security and Governance of Big Data:

Discussion of the proposal took place and generated no revisions. McCloud made the motion to approve as submitted and Beorkrem seconded the motion. The motion was approved unanimously.

9. ETGR 5301 [New Graduate Course] – Environmental Pollution Control:

Discussion of this proposal took place and the following comments were shared and revisions requested.

- The syllabus is incomplete.
- Does not contain a breakdown of assignments/activities.
- Description of the course agenda is thin.
- Basic information about the course is unclear.
 - Ex: 3 Graduate Credits, Wednesdays 6-7:00 pm, on-line
- Faculty information is missing. Who will teach the class?
- Missing University Policies and Procedures, such as academic integrity, special needs, diversity statement, religious accommodations, etc.

The Council suggested inviting representatives from this department/college to attend a Graduate Council meeting to answer questions. Mauer made a motion to table this proposal until these concerns were addressed and McCloud seconded the motion. The motion was approved unanimously.

10. ETGR 5302 - [New Graduate Course] – Industrial Hygiene:

Discussion of this proposal took place and the following comments were shared and revisions requested.

- The syllabus is incomplete.
- Does not contain a breakdown of assignments/activities.
- Description of the course agenda is thin.
- Basic information about the course is unclear.
 - Ex: 3 Graduate Credits, Wednesdays 6-7:00 pm, on-line

- Faculty information is missing. Who will teach the class?
- Missing University Policies and Procedures, such as academic integrity, special needs, diversity statement, religious accommodations, etc.

The Council suggested inviting representatives from this department/college to attend a Graduate Council meeting to answer questions. Mauer made a motion to table this proposal until these concerns were addressed and McCloud seconded the motion. The motion was approved unanimously.

11. ETGR 5303 - [New Graduate Course] – Applied Ergonomics & Human Factors:

Discussion of this proposal took place and the following comments were shared and revisions requested.

- The syllabus is incomplete.
- Does not contain a breakdown of assignments/activities.
- Description of the course agenda is thin.
- Basic information about the course is unclear.
 - Ex: 3 Graduate Credits, Wednesdays 6-7:00 pm, on-line
- Faculty information is missing. Who will teach the class?
- Missing University Policies and Procedures, such as academic integrity, special needs, diversity statement, religious accommodations, etc.

The Council suggested inviting representatives from this department/college to attend a Graduate Council meeting to answer questions. Mauer made a motion to table this proposal until these concerns were addressed and McCloud seconded the motion. The motion was approved unanimously.

12. FINN 6800 - [New Graduate Course] – Directed Study in Finance:

Discussion of the proposal took place and the following revisions were requested.

- Include a sample syllabus.
- There needs to be a sentence or two distinguishing the difference between 1, 2, and 3 credit hour versions of the course.

Mauer made a motion to table this proposal until revisions were address. McCloud seconded the motion. The motion was approved unanimously.

13. Public Health and Anthropology, MPH/M.A., Dual Degree – [New Graduate Program]:

Deferred to April 17, 2018.

The meeting adjourned at 1:30 pm.

Respectfully submitted,



Secretary to the Graduate Council