

# Graduate Council Meeting Minutes

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February 1, 2022

## Members Present:

Dalton, David, (Chair), Languages & Culture Studies  
Brintnall, Kent, Religious Studies  
Canevello, Amy – Psychological Science  
Chakrabarti, Kausik – BIOL, alternate for Nicole Peterson  
Cooke, Sekou – School of Architecture  
Fenwick, Abbey – Kinesiology  
Lachance, Joan – Middle, Secondary and K-12 Education  
Lai, Gene – Finance  
Morse, Ed – Mechanical Engineering and Engineering Science  
Reynolds, Tom – Associate Provost and Graduate School Dean  
Smithwick, Jake – Alternate, Engineering Technology & Constr Mgmt.  
Truesdale, Angel – Atkins Library  
Udeubor, Mike – PhD Candidate, Civil Engr/Grad Student Rep (GPSG)  
(attending for Dylan Turner)  
Watson, Johnna – attending for Dean Tom Reynolds

## Guests Present:

D’Amico, Mark – Educational Leadership  
Goodliffe, Julie – Graduate School  
Hall-Hertel, Katherine – Graduate School  
Hancock, Cynthia – Director, Graduate Certificate in Gerontology  
Krause, Sandy – Graduate School  
Lawton, Kevin – Mechanical Engineering  
Miller, Ryan – Educational Leadership  
Morse, Janet – Graduate School  
Names-Mattefs, Alaina – CLAS  
Vetter, Lara - English  
White, Brian – Graduate School  
Wyse, Matt – Faculty Governance

## Absent:

Mostafavi, Taghi – Computer Science

## I. Report of the Chair – Dr. David Dalton

### A. Approval of the November 2, 2021 Meeting Minutes

Morse made a motion to approve the minutes as submitted with a second from Canevello. The motion was approved by a unanimous vote.

### B. Approval of the December 7, 2021 Meeting Minutes

Lai made a motion to approve the minutes as submitted with a second from Canevello. The motion was approved by a unanimous vote.

### C. Graduate School Dean's Performance Review Subcommittee Assignment

Chair Dalton asked for three volunteers to serve on the performance review subcommittee. Lai, Canevello and Brintnall volunteered.

## II. Report of the Graduate School Dean – Johnna Watson for Dean Reynolds

- Watson recognized Janet Morse, Graduate School, to report on fall graduation stats:
  - 57 doctoral students
  - 508 Master's
  - 269 Certificates  
834This number is slightly higher than fall 2020 (810).
- Watson reported on Spring 2022 enrollment numbers
  - New enrollment numbers are down 125 students as compared to 2021.
  - One of the largest programs, Certificate in Teaching is seeing some volatility due to legislative changes and attrition in the school systems.
  - Overall, our graduate numbers are good, but fall 2022 will be a challenge to meet our goal because of a large number of students who will be graduating.
  - Doctoral research numbers are still strong.

## III. **Course and Curriculum Proposals**

### A. ADMN 6177 – Student Affairs in Higher Education

Originator: Ryan Miller, Educational Leadership

**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

### B. ADMN 6178 – Higher Education Policy and Governance

Originator: Ryan Miller, Educational Leadership

**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

### C. ADMN 6179 – Contemporary Issues in Higher Education

Originator: Ryan Miller, Educational Leadership

**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

- D. ADMN 6430 – Internship in Higher Education  
Originator: Ryan Miller, Educational Leadership  
**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

- E. ADMN 8177 – Student Affairs in Higher Education  
Originator: Ryan Miller, Educational Leadership  
**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

- F. ADMN 8178 – Higher Education Policy and Governance  
Originator: Ryan Miller, Educational Leadership  
**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

- G. ADMN 8179 – Contemporary Issues in Higher Education  
Originator: Ryan Miller, Educational Leadership  
**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

Lachance made a motion to approve as submitted with a second from Lai. The motion was approved by a unanimous vote.

- H. CEGR 6223 - Introduction to Structures in Fire  
Originator: Dr. Nicole Braxtan, Instructor, CEGR  
**Graduate Council Assignments: Cooke, Mostafavi, Uduebor**

One suggestion - the proposal in Curriculog states that the course is Face 2 Face while the syllabus references online. Those should match.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

- I. CEGR 8223 – Introduction to Structures in Fire  
Originator: Dr. Nicole Braxtan, Instructor, CEGR  
**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

One suggestion - the proposal in Curriculog states that the course is Face 2 Face while the syllabus references online. Those should match.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

J. CEGR 6224 – Introduction to Power Transmission Structure Designs  
Originator: Dr. Shen-En Chen, Civil and Environmental Engineering  
**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- There is a prerequisite listed. Is it a course? If so, it should include a course number. Or is it background knowledge? If so, it should be explicit.
- Syllabus also references another course (MEGR2141)- that should be changed to the appropriate course number.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

K. CEGR 8224 – Introduction to Power Transmission Structure Designs  
Originator: Dr. Shen-En Chen, Civil and Environmental Engineering  
**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- There is a prerequisite listed. Is it a course? If so, it should include a course number. Or is it background knowledge? If so, it should be explicit.
- Syllabus also references another course (MEGR2141)- that should be changed to the appropriate course number.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

L. CEGR 6262 – Connected and Autonomous Vehicles  
Originator: Dr. Wei (David) Fan, Civil and Environmental Engineering  
**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- The syllabus contains no topical outline of subject material to be covered.
- In the paragraph below the grade breakdown box, the letter grades A, B, C, D, F are listed, that should be revised to be consistent with Graduate Grading Scheme.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

M. CEGR 8262 – Connected and Autonomous Vehicles  
Originator: Dr. Wei (David) Fan, Civil and Environmental Engineering  
**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- The syllabus contains no topical outline of subject material to be covered.
- In the paragraph below the grade breakdown box, the letter grades A, B, C, D, F are listed, that should be revised to be consistent with Graduate Grading Scheme.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

N. ENGL 5262 – Language and Diversity

Originator: Lara Vetter, English

**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- Link to the Title IX policy is missing.
- Undergraduate and Graduate syllabi should be in two separate documents.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

O. ENGL 5272 – Studies in the Politics of Language and Writing

Originator: Lara Vetter, English

**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- Link to the Title IX policy is missing. Looks good otherwise.
- Undergraduate and Graduate syllabi should be in two separate documents.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

P. ESCI 5214 – Global Ecosystems: Human Dimensions & Environmental Dynamics

Originator: Patricia Fall, Geography and Earth Sciences

**Graduate Council Assignments: Brintnall, Canevello, Fenwick**

- Revised syllabus was uploaded to separate Undergraduate syllabus from graduate syllabus.
- Proposal communicates a term which has already passed (Fall 2021, Section A4.a)

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

Q. GEOG 5190 – Contemporary Environmental Issues

Originator: William Garcia, Geography and Earth Sciences

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- Syllabus has the title of ESCI 4000/5000, rather than ESCI 4190 / GEOG 5190.
- Grading is not appropriate for a graduate course (ABCDF instead of ABCU).
- No Title IX link given.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

R. GRAD 6350 – Leadership Essentials

Originator: Katherine Hall-Hertel, Graduate School

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- Editorial suggestion: Email example should be specific to this course, not "GRAD 6000 - Question About Conflict Types"

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

S. GRAD 6351 – Understanding Diversity, Equity and Inclusion

Originator: Katherine Hall-Hertel, Graduate School

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- Syllabus uploaded is incomplete – no dates, policies, grading, etc.

Canevello made a motion to approve pending the submission of a completed syllabus with a second from Brintnall. The motion was approved by a unanimous vote.

T. GRAD 8350 – Leadership Essentials

Originator: Katherine Hall-Hertel, Graduate School

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- Editorial suggestion: Email example should be specific to this course, not "GRAD 6000 - Question About Conflict Types"

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

U. GRAD 8351 – Understanding Diversity, Equity and Inclusion

Originator: Katherine Hall-Hertel, Graduate School

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- Syllabus uploaded is incomplete – no dates, policies, grading, etc.

Canevello made a motion to approve pending the submission of a completed syllabus with a second from Brintnall. The motion was approved by a unanimous vote.

V. GRNT 5290 – The Experience of Loneliness

Originator: Cynthia Hancock, SOCY, Gerontology Program Director

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- For a Fall course, the schedule should be partitioned for 14 weeks.
- The course grading is not appropriate for a graduate course.

- For a 4000/5000-level cross-list, the syllabus should be clear regarding the difference in content/difficulty. Since this syllabus is for 5000-level only, this may not be needed (although the proposal is for a cross-listed course).
- It would be helpful if the course schedule is in the syllabus.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

#### W. HIST 5600 – Research Seminar in History

Originator: Ritika Prasad, History

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

Option 1 Syllabus (Andrés):

- Needs Title IX reference.
- A graduate grading scale is needed.

Option 2 Syllabus (Buchenau):

- The correspondence between final percentage and letter grades is missing.
- Links to university policies such as academic integrity and non-discrimination are needed.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

#### X. SOCY 5290 – The Experience of Loneliness

Originator: Stephanie Moller Smith, Sociology

**Graduate Council Assignments: Lai, Morse, Chakrabarti**

- For a Fall course, the schedule should be partitioned for 14 weeks.
- The course grading is not appropriate for a graduate course.
- For a 4000/5000-level cross-list, the syllabus should be clear regarding the difference in content/difficulty. Since this syllabus is for 5000-level only, this may not be needed (although the proposal is for a cross-listed course).
- It would be helpful if the course schedule is in the syllabus.

Canevello made a motion to approve pending changes with a second from Brintnall. The motion was approved by a unanimous vote.

### IV. **Discussion Items**

#### A. Transfer Credit Proposal – Second Reading, Katherine Hall-Hertel/Sandy Krause, Graduate School

Krause asked the Council at the December 7, 2021 meeting to take this proposal back to their programs/colleges for feedback. This proposal sets a benchmark for programs to follow but all programs can set more strict guidelines if appropriate.



Lachance made a motion to approve the proposal with a second from Morse. The motion was approved by a unanimous vote.

## B. Continuous Registration/Leave of Absence – Sandy Krause and Katherine Hall-Hertel, Graduate School

The Graduate Policy Equity Working Group is looking at graduate policies with an unbiased lens.

- University policy states that after 12 months of no activity, a student becomes inactivated.
- There are challenges to the current policies and more clarification is needed for continuous registration/leave of absence.
  - Need clarification and guidelines for 7800/9800 courses and progress toward degree completion.
  - SEVIS Immigration status – new students must be enrolled to get access to library and other systems.
  - Summer enrollment status is challenging. Students must be enrolled if applying to graduate. If first semester students are in “leave of absence”, then second semester the students is made inactive.
  - Students in GASP do not have funding during the summer.
  - Need clarification of “in person” for electronic access.
  - When students are on leave, they are treated like any member of the community as we are state supported school.

The Council discussed this proposal at large and decided to hold off on taking a vote for more clarification on a few items. Will revisit this topic at a future meeting.

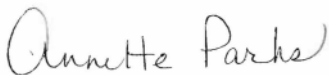
## V. Other Business

Brintnall asked that the Council review the Graduate Course Syllabus Guidelines (Checklist) document for the most current version. Chair Dalton communicated that this will be added to the March 1, 2022 agenda.

**Meeting Adjourned:** Lai made a motion to adjourn the meeting with a second from Canevello.

**Next Meeting:** Tuesday, March 1, 2022, 12:30-2:00pm via Zoom

Respectfully,



Annette Parks  
Graduate Council Secretary