Graduate Council Meeting Minutes
September 3, 2013

Members Present: Anderson, Kelly – Special Ed and Child Development
Davis, Christine – Communication Studies
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Graduate Council Chair
Gray, Lee – Architecture
Hicks, Cheryl – History
Howarth, T. Joe – GPSG Student Representative
McCarter, Susan – Social Work
Ogundiran, Akin – Africana Studies and alternate for Angela Davies, PHOS
Reynolds, Tom – Associate Provost for Graduate Programs and Dean
Wiggins, Casper – Accounting and alternate for Peter Schwarz, ECON
Zhou, Aixi – Engineering Tech and Construction Mgmt

Absent: Walker, Judy – Atkins Library

Also Attending: Susan Sell – Graduate School
Johnna Watson – Graduate School
Matt Wyse – Academic Affairs
Leslie Zenk – Academic Affairs

I. <u>Approval for the May 7 and August 13, 2013 Meeting Minutes</u>
Chair Freitag called the meeting to order. Chair Freitag called for a motion to approve the May 7, 2013 meeting minutes as submitted. Davis made the motion with a second from Anderson. There being no further discussion, the motion was approved unanimously. Chair Freitag called for a motion to approve the August 13, 2013 meeting minutes as submitted.   Wiggins made the motion with a second from McCarter. There being no further discussion, the motion was approved unanimously.

II. <u>Report of the Chair</u>
- <u>Graduate Faculty Bylaws review discussion</u>
  o The Graduate Faculty bylaws were last revised in 2003.
  o At the September 13, 2013 Graduate Council Meeting, Chair Freitag asked for volunteers to serve on a subcommittee to review these bylaws.
    ▪ Susan McCarter, Alan Freitag, Joe Howarth and Aixi Zhou will serve on this subcommittee.
    ▪ Chair Freitag would like to make sure that the revisions to the bylaws are completed in this term.
  o Asked Secretary Parks to upload current bylaws in ActiveCollab
- <u>Procedures for Course and Curriculum Proposals</u> –
  o Chair Freitag has seen a lot of variations in short and long forms.
  o This process needs to be streamlined.
  o Chair Freitag would like a subcommittee to review website material.

- Change pdf forms to Word document formats
- Anderson to share College's protocol for course and curriculum proposals.
- Subcommittee for the Dean's Review
  - Annual review of the Graduate School Dean

III. Report of the Dean
  - Census was on Friday, August 30.
  - Fall enrollment numbers – 26,551 total students with 5061 graduate students.
  - First Citizens Bank Scholars Faculty Nominations – deadline is Nov. 8
  - Harshini V. deSilva Graduate Mentor Faculty Nominations – deadline is Nov. 1
  - Sept. 13 is the Fall Graduate Program Directors meeting - Harris Alumni Center, 9:30am
  - Early Entry Program – departments can recruit highly competent students into graduate programs early, usually in their junior year. The department of Engineering Technology has submitted an early entry request for the M.S. in Construction and Facilities Management.
  - Capital Campaign – handout covers the Chancellor's announcement of the plan for the next comprehensive campaign. The campaign's case will rest on four pillars:
    - The Power of Education
    - Building Upon the Past, Ensuring the Future
    - New Horizons and Big Ideas
    - The Complete College Experience
    - Dean Reynolds presented a draft of the funding priorities for the Graduate School. He asked members of the Council to discuss these with their faculty and invited comments and suggestions. This draft was sent to the Council electronically.
    - Unit funding priorities are due to the Foundation by September 15.

IV. GRAD 7999/9999 permit discussion/Degree Audit Project - Susan Sell
   The Graduate School proposes the introduction of registration controls for GRAD 7999 and GRAD 9999 beginning with the Spring 2014 term. According to University policy implemented in the summer of 2012, students are restricted to enrolling in GRAD 7999 or 9999 no more than twice. However, as these are non-credit-bearing courses, Banner's repeat function does not prevent students from enrolling in either GRAD 7999 or GRAD 9999 for a third time. The creation of registration controls for these courses will enable the Graduate School to manage enrollment in GRAD 7999 and GRAD 9999.

   Degree Audit Project – handout
   - Currently working with a vendor for a web-based tool called Degree Works.
   - This software facilitates degree mapping and graduation clearance for students.
   - Have given demonstrations which received good responses from graduate program directors.
   - Seeking approval from ITS to go forward with the project.

V.   Other Business

Chair Freitag called for the meeting to be adjourned. Howarth made the motion with a second from McCarter. The motion was approved unanimously.

The next meeting will be held on Tuesday, October 1, 2013, at 12 noon in Cato 228.
The meeting adjourned at 12:53pm.

Respectfully submitted,

Annette Parks
Secretary to the Graduate Council