

Graduate Council Meeting Minutes

Tuesday, February 6, 2024

Members/Alternates Present:

Godev, Concepcion, Chair – Languages & Culture Studies
Allan, Craig – Geography and Earth Sciences
Cooper, Liz – Bioinformatics and Genomics
Lachance, Joan - Middle, Secondary and K-12 Ed - Traveling
Lai, Gene – Finance
McAdams, Jeff – Atkins Library
Moller, Stephanie - Sociology
Montanaro, Erika – Psychological Science
Mukherjee, Pinku – Interim Dean, Graduate School
Rasmussen, Monica – GPSG Student Representative
Reitzel, Adam – Biological Sciences
Sarkar, Kaus - Dance

Also Attending: Beete, Deborah – Public Health Sciences
Hall Hertel, Katherine – Graduate School (attended virtually)
Watson, Johnna – Graduate School (attended virtually)
Wyse, Matt – Faculty Governance

Absent: Brown, Dace – Public Health Sciences

I. Report of the Chair – Dr. Concepcion Godev

Chair Godev welcomed everyone to the meeting.

A. Approval of the January 16, 2024 meeting minutes

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

B. Annual Performance review – Dean of the Graduate School

Chair Godev thanked the members who have agreed to serve on the subcommittee.

Stephanie Moller – Chair
Candace (Dace) Brown - Member
Jake Smithwick – Member

Chair Godev communicated that since she had secured the current subcommittee for the Dean’s Review, she has now been informed that last year (2023) the subcommittee was also tasked with doing reviews for the Assistant and Associate Deans of the Graduate School by the former Provost, Alecia Bertone.

- Chair Godev has expressed concern to the Faculty Council Chair (Xiaoxia Newton) and to the Dean of the Graduate School (Pinku Mukherjee) that there is no precedence for this body (subcommittee) to take on this task.
- The Graduate Faculty Bylaws only state that the Graduate Council is responsible for the annual review of the Dean of the Graduate School.
- Colleges have administrative councils – a committee is formed within the colleges.
- It is not following faculty governance in asking this subcommittee to take on this additional task.
- The Assistant and Associate Deans of the Graduate School do not work that closely with all faculty.
- Their surveys need to have a more targeted audience for the work/assistance that they provide.
- Chair Godev will communicate the final decision with regard to the final process for these additional reviews.

II. **Report of the Graduate School Dean – Dr. Pinku Mukherjee**

No report from Dean Mukherjee.

III. **Discussion Topics**

A. **Report from the Syllabus Review Committee – Joan Lachance and Kaus Sarkar**

Background: a subcommittee was formed in the fall 2023 to look at the redundancy in Graduate Council members reviewing information in the Curriculog proposal and then looking at the same information in the uploaded syllabus.

In an effort to be more efficient, subcommittee members Lachance and Sarkar are proposing to eliminate the Council from reviewing the syllabus and concentrating on what is entered in the proposal.

- The Graduate Faculty Bylaws and the Standing Rules do not state that reviewing syllabi is required.
- A statement of attestation could be added in Curriculog and signed by the Originator/Department/Program that the syllabus will include all of the elements listed in the proposal.
- Some links would need to be revised in Curriculog.
- There may be a need for a graduate course template that is separate from Undergraduate in Curriculog.
- Canvas has a syllabus template. Faculty have to present their syllabi to their chair prior to the course being taught.
- There was a discussion surrounding requiring programs to include an AI statement but is being deferred to guidance from the Provost's office.
- A draft of the proposal will be presented to the Council for a vote at the March meeting.

IV. Course and Curriculum Proposals

A. Cognitive Science Graduate Certificate Renewal

Originator: Doug Markant, Psychological Science

Committee Member Assignments: Lachance, Lai, Rasmussen, Sarkar

Moller made a motion to approve the proposal as submitted with a second from Allan. The motion was approved by a unanimous vote.

B. Crime Analysis – Graduate Certificate Renewal

Originator: Janne Gaub, Criminal Justice and Criminology

Committee Member Assignments: Lachance, Lai, Rasmussen, Sarkar

Moller made a motion to approve the proposal as submitted with a second from Allan. The motion was approved by a unanimous vote.

C. HLTH 6241 – Quantitative Analysis of Health Policy

Originator: Jan Warren-Findlow, Public Health Sciences

Committee Member Assignments: Lachance, Lai, Rasmussen, Sarkar

Moller made a motion to approve the proposal as submitted with a second from Allan. The motion was approved by a unanimous vote.

D. HLTH 6243 – Advocacy and Social Change

Originator: Deborah Beete, Public Health Sciences

Committee Member Assignments: Allan, Cooper, Montanaro, Moller

Moller made a motion to approve the proposal as submitted with a second from Allan. The motion was approved by a unanimous vote.

E. HLTH 6250 – Health Policy Capstone

Originator: Deborah Beete, Public Health Sciences

Committee Member Assignments: Allan, Cooper, Montanaro, Moller

Moller made a motion to approve the proposal as submitted with a second from Allan. The motion was approved by a unanimous vote.

F. MDLG 6470 – Middle Grades Education Student Teaching Education

Originator: Adam Myers, Middle Grades, Secondary and K-12

Committee Member Assignments: Allan, Cooper, Montanaro, Moller

The Council asked that the department upload a draft of the proposed syllabus for the course.

A motion was made by Lai to approve pending this revision with a second from Allan. The motion was approved by a unanimous vote.

G. MDSK 6252 – Differentiated Instruction for Diverse Adolescent Learners

Originator: Adam Myers, Middle Grades, Secondary and K-12

Committee Member Assignments: Brown, Reitzel, Smithwick

The syllabus submitted contained the wrong grading scale and references to undergraduate education. The Council asked that these two areas be corrected.

A motion was made by Moller to approve pending revisions with a second from Montanaro. The motion was approved by a unanimous vote.

H. SECD 6470 – Secondary Education Student Teaching Internship

Originator: Adam Myers, Middle Grades, Secondary and K-12

Committee Member Assignments: Brown, Reitzel, Smithwick

In the proposal, Section B8.a was answered “yes” but with no explanation in B8.b. The Council has asked that details be submitted and entered into B8.b.

A motion was made by Lai to approve pending revisions with a second from Smithwick. The motion was approved by a unanimous vote.

I. School Administration – Post-Master’s Certificate – Graduate Certificate Renewal

Originator: Debra Morris, Educational Leadership

Committee Member Assignments: Brown, Reitzel, Smithwick

A motion was made by Moller with a second from Allan to approve the proposal as submitted. The motion was approved by a unanimous vote.

V. Other Business

A motion was made to adjourn the meeting by Allan with a second from Sarkar. The motion was approved by a unanimous vote.

The meeting adjourned at 1:45pm.

The next scheduled meeting is on Tuesday, March 12, 2024 at 12:30pm in Reese 211.

Respectfully,



Annette Parks
Graduate Council Secretary