

1 Meeting Minutes of the Graduate Council

2
3 September 11, 2018

4
5 Members Present: S. Duke-Sylvester (BIOL), E. Habib (CIVE), D. White-Jefferson (NURS), J. Lemoine
6 (NURS), H. Damico (CODI), H. Chu (CMIX), L. Bourdeau (MODL), R. Hernandez (CHEE), J. Martinez (BIOL
7 SREB), C. Roche-Wallace (MUS), C. Ratliff (ENGL), F. Del Favero (EDFL), G. Davis (KNES), K. Hermann-
8 Turner (COUE), T. Cline (ARCH), T. Wilson (ACCT), D. Khey (CJUS), M. Mokhtari (PETE), A. Petculescu
9 (PHYS), H. Stone (EDCI), C. Matherne (MGMT), B. Schubert (GEOL), P. Lanier (MGMT) M. Farmer-Kaiser
10 (ex-officio)

11
12 Members Absent: C. Lenahan (NURS), K. Smith (ARCH), J. McManus (GSO PSYC)

13
14 Guests Present: Dr. Jamie Hebert, Provost and Vice President for Academic Affairs, and R. Ellison (Allied
15 Health)

16
17 P. Lanier called the meeting to order at 2:03 pm and asked that the Provost's welcome and remarks be
18 moved to the front of the agenda.

19
20 J. Hebert thanked the members of the Council for volunteering their time and emphasized the
21 importance of shared governance in higher education. He also discussed how investing in graduate
22 education and in research is part of the university's goal to continue to build upon its growing
23 reputation. He then invited questions. Discussion focused on the need for budget stabilization and what
24 the Provost sees as the challenges and opportunities for graduate education at our University and higher
25 education more broadly.

26
27 Motion made to accept the May 8, 2018 meeting minutes of the Graduate Council. Motion seconded
28 and carried.

29
30 **Announcements**

31
32 Update on approval of Graduate Student Appeals Catalog Change

33 P. Lanier reported that the recommended changes the Council had made to update the policies in the
34 Catalog regarding the appeals process was approved and will appear in the new catalog. M. Farmer-
35 Kaiser added that they had asked for consideration in the 2018-2019 Catalog and that first meeting for
36 appeals in August operated with the updated guidelines.

37
38 Motion made to accept the applicants to candidacy. Motion seconded and carried.

39
40 **Committee Reports**

41
42 Student Appeals

43 The Graduate Student Appeals Committee met on Friday, August 17, 2018 and considered 31 graduate
44 student appeals with appeals concerning assistantships, admissions, re-entry/academic amnesty,
45 reinstatement with and without an assistantship, and use of transfer credit. All 31 appeals were
46 confirmed. Motion made to accept the student appeals committee report. Motion seconded and
47 carried.

48

1 Curriculum Committee
2 In September, the Graduate Curriculum Committee reviewed twenty-seven graduate course change
3 forms. Of these twenty-seven course change requests, six were recommended for approval, while
4 twenty were recommended for approval with changes. Declination of one course change request was
5 recommended. Motion made to accept the curriculum committee's report. Motion seconded and
6 carried.

7
8 Fellowships Committee
9 No report.

10
11 Graduate Faculty Membership
12 No report.

13
14 **Old Business**

15
16 **Review of Summer Graduate Council Actions**

17 P. Lanier presented information on the actions taken on behalf of the Council during the summer by the
18 past-Chair of the council, the Dean of the Graduate School and the incoming Chair of the council. The
19 actions presented were as follows: 1) Applicants to candidacy for summer graduation were approved; 2)
20 An extension was granted for a faculty member to continue as co-chair and member of the committee
21 of a finishing PhD student.; and 3) An exception was granted for a biology master's fellow to continue
22 limited work at the Wetlands Center while maintaining his fellowship.

23
24 **Update on Proposed Catalog Change for Language Requirements in Requirements for Master's**
25 **Degrees**

26 P. Lanier reminded members of the Council that the University Catalog had been revised to make
27 changes to the foreign language requirement for Master's degrees in a way that removed the reference
28 to "native tongue." She then provided a summary of the remaining considerations at issue and the
29 recommendations made by an ad hoc committee at the May meeting. She asked the Council to review
30 the minutes to ensure that they accurately reflected our discussions. M. Farmer-Kaiser added that, if the
31 minutes are accurate, she would initiate a request for Catalog revisions from the departments of English
32 and Modern Languages to update their individual curriculum pages for the masters of English and
33 French and prepare a formal request from the Graduate School to remove the requirement from the
34 "Requirements for Master's Degrees" section. C. Ratliff added that the English Department's graduate
35 handbook had been changed to say that they need to have a knowledge of two languages appropriate
36 to their intended research field of the student. She offered to work with the Department to make the
37 necessary Catalog revisions.

38
39 **May 2018 Fellowships Committee Recommendations**

40 The Council reviewed the recommendations of the Fellowships Committee made in May and invited
41 feedback from members who reviewed them with their colleges and individual departments. These
42 recommendations called for the removal of GRE scores from consideration for University master's
43 fellowship awards and, for doctoral University fellowships, that individual programs be allowed to
44 continue considering GRE scores as appropriate. The Council reviewed the rationale offered by the
45 committee for these changes. Given the number of new members of the Council, some consideration
46 was given to delaying action and returning again to colleges and departments for more review. M.
47 Farmer-Kaiser noted that applications for the Fall 2019 term would be opening prior to the next meeting
48 and that, if we decided to delay, the Council would potentially be changing the fellowship requirements
49 after people have already applied for admission. M. Farmer Kaiser also encouraged that, instead of

1 referring to GRE “minimums,” we refer instead to GRE “scores.” Discussion continued. Motion made to
2 accept the recommendation of the fellowships committee. Motion seconded and carried.

3 4 **New Business**

5 6 **Request for Curriculum Committee to act on behalf of Graduate Council on Course Changes**

7 P. Lanier introduced for the Council’s consideration an inquiry that came from Dr. Paul Leberg,
8 department head of Biology, asking if the Graduate School might consider allowing the Curriculum
9 Committee to act on behalf of the Graduate Council to approve course change requests. She reported
10 that both she as Chair of the Graduate Council and the Dean of the Graduate School had reviewed the
11 suggestion and recognized potential benefits. The Council reviewed the approval process for
12 undergraduate versus graduate courses as outlined on the Academic Affairs website. Members further
13 discussed the timeline for course change requests, with H. Stone and J. Lemoine (current and former
14 chairs of the Curriculum Committee) offering more insight to the review and approval process. The
15 Council also reviewed its own handbook, which notes the following: “The Council may authorize a
16 committee to act independently on behalf of the Council, except in matters involving policies or
17 regulations. In such matters, a committee may make recommendations to the Council, which may
18 accept, modify, or reject them.” By allowing the Curriculum Committee to act on the Council’s behalf (as
19 we do for student appeals), members concluded, we may shorten and/or streamline the course change
20 approval process for 4XXG and graduate courses. A motion was made to give the curriculum committee
21 the power to approve courses on the Council’s behalf. Motion was seconded and carried.

22 23 **Request for Late Application Fee Exemption for Online Accelerated Graduate Programs**

24 The Council then moved to consider a request from Claire Arabie (Interim Director, Office of Distance
25 Learning), Bob Viguerie (MBA Program Coordinator), and Peter Sheppard (Head, Department of
26 Curriculum and Instructions) on behalf of graduate programs that offer online accelerated deliver
27 formats. Acting on behalf of their programs and also any future accelerated graduate programs that
28 offer five starts per academic year, they requested “exemption from the assessment of application late
29 fees” as required in the University Catalog. The request explained that, even though applicants meet the
30 published program-specific application deadlines, they are being assessed a late fee for not meeting the
31 Graduate School deadline; discussion further clarified that no applications are accepted after these
32 program-specific application deadlines. With due deliberation, and with the understanding that these
33 deadlines are truly hard deadlines (i.e., that no applications are being accepted after the application
34 deadlines for these programs), a motion was made to exempt applicants to these accelerated, multiple-
35 start graduate programs from the required late fee. Motion was seconded and carried.

36 37 **Review of 2018-2019 Call for Grand Marshal Nominations**

38 M. Farmer-Kaiser asked that the Council review the proposed call for Grand Marshal nominations.
39 Members of the Council did so and took note of the added statement that noted “requests for
40 recognition at a particular commencement ceremony are discouraged and, if considered by the
41 Graduate Council, shall be considered only for academic considerations.”

42 43 **Request for Continuation of Thesis Committee Chair/Membership for Departing Faculty Member**

44 The Council considered a request for continuation of thesis committee chair/membership for departing
45 faculty member. M. Farmer-Kaiser explained that this faculty member had taken a position at another
46 university and thus had requested permission to remain the chair of one master’s thesis students who is
47 expected to finish the degree in Summer 2019. The Council reviewed the formal request and an
48 accompanying request from this former faculty member’s department head. P. Lanier provided
49 institutional history by explaining the different ways that the Council has considered such requests in

1 the past. Motion made to allow the faculty member to continue serving on the committee as a co-chair
2 and count as one of the three required voting committee members for the individual student identified.
3 Motion seconded and carried.

4
5 **Request for Early Approval to Admit with Unofficial Transcripts for Spring and Summer 2019**
6 **Applicants (using admission policy adopted for implementation in 2019-2020)**

7 M. Farmer-Kaiser reported on the progress made to implement the new admission policy adopted for
8 implementation in 2019-2020. As part of the approved policy changes, unofficial transcripts will be
9 accepted for use during the application evaluation, review, and admission process with official
10 transcripts only being required upon admission (or, for international students, prior to issuance of an I-
11 20). So as to avoid applicant confusion and differing processes internally per term of application, she
12 requested permission from the Council to implement the policy change to use unofficial transcripts for
13 the review of all applications open (i.e., not only Fall 2019 but also Spring 2019 and Summer 2019
14 applications). She noted that the challenges posed by the changing policy had been discussed with
15 graduate coordinators, who offered general support for this request. Motion made to accept the
16 request that early approval for unofficial transcripts begin with those applying for Spring 2019 forward.
17 Motion seconded and carried.

18
19 Meeting adjourned at 3:45