

1 Meeting Minutes of the Graduate Council

2
3 October 10, 2017

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5 Members Present: C. Belden (NURS), C. Browne (MATH), T. Cline (ARCH), H. Damico (CODI), G. Davis
6 (KNES), S. Duke-Sylvester (BIOL), M. Farmer-Kaiser (ex-officio member), K. Ford (BIOL), H. Hurst (NURS),
7 M. Kightley (ENGL), P. Lanier (MGMT), J. Lemoine (NURS), M. Mokhtari (PETE), D. Olivier (EDFL), C. Ratliff
8 (ENGL), P. Sheppard (EDCI), A. Stearns (CJUS), D. Stevens (MGMT), W. Xu (CHEM)

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10 Members Absent: P. Das (ECON), M. DeWitt (MUS), E. Habib (CIVE), K. Hermann-Turner (COUE), R.
11 Hernandez (CHEE), C. Richter (GEOL), K. Smith (ARCH), S. Subedi (MATH, GSO)

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13 Guests: Arturo Magidin (MATH)

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15 D. Olivier called the meeting to order at 2:05pm.

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17 K. Ford noted several errors on the September 12, 2017 meeting minutes in regards to the attendance
18 of Council members. Motion made to accept the September 12, 2017 meeting minutes of the Graduate
19 Council with those errors corrected. Motion seconded and carried.

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21 **Announcements**

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23 D. Olivier presented the names of students who have applied for candidacy to the Council. Motion made
24 to accept the Applicants to Candidacy report. Motion seconded and carried.

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26 M. Farmer-Kaiser provided a brief update on the call for nominations for Grand Marshal, explaining that
27 that email invite for nominations will be sent out to all department heads, graduate coordinators, deans
28 and graduate faculty soon.

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30 **Committee reports**

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32 Student Appeals – No report.

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34 Curriculum – No report provided, though S. Thibodeaux explained that the Committee had been quite
35 active and would have a large numbers of course changes to report on for the November meeting.

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37 Fellowships – While there was no report, M. Kightley, chair of the Fellowships committee, updated the
38 Council on the committee’s work this semester. The Committee is reviewing their own processes while
39 also reviewing how fellowship funding is used in the various graduate programs. A survey is being
40 prepared to be sent out to all graduate coordinators asking about funding sources. This review process
41 will extend into the next semester.

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43 Graduate Faculty – No report.

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45 **Old Business**

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47 No old business to consider.

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1 **New Business**

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3 D. Oliver and M. Farmer-Kaiser presented a working draft of previously discussed revisions to the
4 Graduate Council handbook that address meeting dates and summer commencement approval
5 authority through an executive committee. M. Farmer-Kaiser walked the Council through the working
6 draft and noted where the Council's feedback from the September 12, 2017 meeting was incorporated.
7 M. Kightley suggested adding a requirement that the chair of the proposed executive committee would
8 have to report to the Graduate Council in the September Graduate Council meeting each year. The
9 Council agreed that such a requirement should be added. M. Kightley also raised questions regarding
10 the election process for such a committee, noting that there would be no obvious way to do it that
11 would be fair and equitable each year because of the rotation off the Council of appointed versus
12 elected members. H. Hurst and other Council members argued that any type of election process would
13 be irrelevant, as summer involvement would depend on summer availability. Several members of the
14 Council also noted that the business addressed in the summer would be relatively minor, relating only to
15 graduation clearance, and thus, the setup to handle that business should not be complicated. P. Lanier
16 suggested allowing the Council representatives from each college to decide among themselves who
17 would serve on this committee. P. Sheppard proposed sending everything out through email and
18 conducting business, with remote quorum, electronically. In situations where further deliberation would
19 be needed, he suggested that the Council chair and the Dean of the Graduate School could use their
20 discretion. T. Cline further suggested letting the Council chair and the Dean of the Graduate School use
21 their judgement in dealing with summer issues by encouraging consultation with graduate program
22 leadership when necessary. The Council continued to discuss the various options. Motion made to
23 require both the incoming and out-going Graduate Council Chairpersons, in consultation with the Dean
24 of the Graduate School, to discuss and make decisions on urgent issues pertaining to summer
25 graduation clearance. The wording in the Graduate Council Handbook for the proposed motion reads as
26 follows: "The Chair, in consultation with the outgoing Chair and Dean of the Graduate School, shall be
27 empowered to act on behalf of the Council during the summer months. Actions taken shall be limited to
28 those of an urgent nature and shall not include Catalog policy or governance changes. A report on all
29 summer actions taken shall be provided to the Council at the September Council meeting." Motion
30 seconded and carried. D. Olivier asked that the Council consider the additional edits to the handbook as
31 well as the inclusion of a provision for moving Council meeting dates when the University is closed for
32 holidays. Motion made to accept the proposed edits and provision to move meeting dates when
33 necessary. Motion seconded and carried.

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35 The Council considered a request for continuation of dissertation committee chair/membership for a
36 departing faculty member. Arturo Magidin joined the Council meeting as an invited guest to explain the
37 request and offer additional input. The Council had questions regarding the timeline for completion for
38 the two students identified in the request, with A. Magidin explaining that the first student is essentially
39 finished with the dissertation while the second student is expected to finish in 2018. He also explained
40 that the departing faculty member requests to continue serving as Co-chair for this second student with
41 a continuing faculty member stepping in to serve as a Co-chair here on campus. With the timelines and
42 committee makeup explained, a motion was made to approve the request to continue to serve as
43 Committee Chair for the first student, to be allowed to serve as a Co-chair for the second student
44 through Spring 2018 and to continue to count as one of the required, voting members of the Graduate
45 Faculty for both students. Motion seconded and carried. A. Magidin thanked the Council for its time and
46 exited.

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48 M. Farmer-Kaiser presented a request from the Graduate School to increase the thesis, dissertation, and

1 synthesis project binding fee from \$10 to \$15. In going over the formal request, she explained that the
2 current fee no longer covers the University's cost of having these documents bound. Recent increases
3 (e.g., fuel charges, processing charges, and minimum order requirements) led the Graduate School to
4 explore other bindery options and to review practices by our peers. This research resulted in the
5 conclusion that it is time for this relatively small increase. In addition, she reported that the last time
6 this fee was increased was 37 years ago, in 1981, when it was increased from \$6 to \$10, our current fee.
7 D. Stevens asked why the Graduate School would not raise the fee to \$20 to be safe. M. Farmer-Kaiser
8 assured the Council that \$15 was sufficient and that she had discovered no justification at this time for a
9 higher fee. If approved, the proposed increase would not go into effect until Fall 2018. Motion made to
10 accept the proposed increase to the thesis, dissertation, and synthesis project binding fee. Motion
11 seconded and carried.

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13 Motion to adjourn the meeting. Motion seconded and carried.

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15 The meeting adjourned at 3:15pm.