

1 Meeting Minutes of the Graduate Council

2  
3 November 14, 2017

4  
5 Members Present: C. Belden (NURS), C. Browne (MATH), T. Cline (ARCH), H. Damico (CODI), P. Das  
6 (ECON), G. Davis (KNES), M. DeWitt (MUS), S. Duke-Sylvester (BIOL), M. Farmer-Kaiser (ex-officio  
7 member), K. Ford (BIOL), K. Hermann-Turner (COUE), R. Hernandez (CHEE), H. Hurst (NURS), M. Kightley  
8 (ENGL), P. Lanier (MGMT), J. Lemoine (NURS), M. Mokhtari (PETE), D. Olivier (EDFL), K. Smith (ARCH), A.  
9 Stearns (CJUS), S. Subedi (MATH, GSO), W. Xu (CHEM)

10  
11 Members Absent: E. Habib (CIVE), C. Ratliff (ENGL), C. Richter (GEOL), P. Sheppard (EDCI), D. Stevens  
12 (MGMT)

13  
14 Guests: Fabrice Leroy, Assistant VP of Academic Affairs, Academic Programs  
15 David Bellar, Chair of the Ad Hoc Committee on Graduate Student Admissions

16  
17 D. Olivier called the meeting to order at 2:07pm.

18  
19 M. Kightley noted an error on the October 10, 2017 meeting minutes in regards to his providing a  
20 written report on the Fellowship Committee. Motion made to accept the October 10, 2017 meeting  
21 minutes of the Graduate Council with the noted correction. Motion seconded and carried.

22  
23 **Announcements**

24  
25 D. Olivier offered the floor to Fabrice Leroy, speaking on behalf of Dean Jordan Kellman. F. Leroy  
26 discussed the Quality Enhancement Plan for the University as part of the 10-year SACS review. He  
27 provided an overview of the QEP implementation task force's mission and charge along with a summary  
28 of the work they have conducted to date. The Task Force solicited proposals for QEPs from the  
29 University community and received 31, from which eight finalists were chosen. From these eight, the  
30 University community will vote on which proposal the University will implement. F. Leroy then offered a  
31 brief overview of each proposal and encouraged the Council to read the full proposals online before  
32 voting. F. Leroy thanked the Council for their time and exited the meeting at 2:27pm.

33  
34 D. Olivier presented to the Council applicants to candidacy. Motion made to accept the Applicants to  
35 Candidacy report. Motion seconded and carried.

36  
37 D. Oliver brought the Council's attention the Graduate Council Handbook Revision that had been  
38 approved by the Council earlier that semester. Those changes have been approved by the Provost and  
39 are now incorporated into the handbook.

40  
41 M. Farmer-Kaiser updated the Council on the increase to Thesis, Dissertation, and Synthesis Project  
42 binding fees. The Provost has approved the increase, with this change to be incorporated into the 2018-  
43 2019 academic catalog. The Graduate School will begin informing graduate coordinators, faculty, and  
44 students of the change moving forward.

45  
46 **Old Business**

47  
48 D. Olivier asked the Council to amend the agenda to allow David Bellar to provide his report from the Ad  
49 Hoc Committee on Graduate Admissions. The Council agreed. D. Bellar provided a written report to the

1 Council of the Ad Hoc Committees' recommendations along with an explanation of the Committee's  
2 mission, charge, and work. He also took a moment to recognize the hard work of all Committee  
3 members who participated. M. Farmer-Kaiser added the Committee reviewed the policies and processes  
4 at peer, aspirational peer, and Louisiana institutions and that its recommendations are in line with what  
5 other graduate schools are doing, especially in regards to regarding the GRE/GMAT requirement as a  
6 program-specific, rather than graduate school, application requirement. H. Hurst asked when these  
7 changes would go into effect. M. Farmer-Kaiser explained that they would not be implemented until Fall  
8 2019, so that graduate programs would have to time to adjust their own application and admission  
9 requirements via a catalog revision. M. Kightley asked whether the GRE/GMAT requirement is default  
10 opt in or default opt out for graduate programs, to which D. Bellar replied that programs would choose  
11 to opt in to requiring the GRE/GMAT. M. Kightley then asked if programs opting in would have to keep  
12 all portions of the GRE? D. Bellar replied that, yes, with these recommendations the Committee  
13 expected that the Graduate School would still require all parts in keeping with current thresholds for  
14 regular and conditional status. M. Kightley expressed concern that this approach might deter programs  
15 that may otherwise want to use the GRE in their admissions process. He asked if it were possible to  
16 exclude the GRE/GMAT as a threshold item that defines regular versus conditional admission and,  
17 instead, to use it in a way similar to program-specific application requirements (e.g., portfolios, writing  
18 samples) and/or letters of reference. D. Bellar and M. Farmer-Kaiser conceded that the Committee had  
19 not considered that perspective. Motion made to accept the report of the Ad Hoc Committee on  
20 Graduate Admissions. Motion seconded and carried with a majority. D. Bellar exited the meeting at  
21 2:45pm. The Council then discussed the report, with an understanding that the Council members would  
22 seek input on these recommendations from their colleges before the December Council meeting. M.  
23 Farmer-Kaiser also expressed a desire to consult with her Admissions staff and graduate coordinators  
24 about the recommendations. The Council agreed to seek more feedback and input and be ready to  
25 discuss at the December Council meeting.

26  
27 The Council resumed the agenda with Committee Reports.

## 28 29 **Committee Reports**

30  
31 Student Appeals – No report.

32  
33 Curriculum – Report provided by H. Stone, not present. J. Lemoine noted that the report and the action  
34 sheets did not match in terms of numbers of reviewed courses. Other Council members also noticed the  
35 discrepancies and requested clarification from the Curriculum Committee before making a motion to  
36 approve. D. Olivier assured the Council that she would reach out to the H. Stone for a revised report. No  
37 action was taken.

38  
39 Fellowships – Oral report presented by M. Kightley on the work of the Fellowships committee. The  
40 Committee is continuing their review of policies and is meeting soon to draft a list of possible  
41 recommendations. When finalized, the Council will be provided with those recommendations.

42  
43 Graduate Faculty – Two reports provided by W. Ferguson, not present. D. Olivier explained that the first  
44 report detailed those graduate faculty applications that did not require Committee review as all three  
45 independent review entities (College Dean, Department Head, and College Peer Review Committee)  
46 were in agreement. The second report detailed those graduate faculty applications that required review  
47 by the Graduate Faculty Membership Committee. Motion made to approve all applicants on the first  
48 report and all applicants on the second report that the Committee approved unanimously, except for  
49 one application that required additional clarification. Motion seconded and carried. Discussion was

1 conducted for an application for which the report seemed to misidentify the appointment level. Upon  
2 review of the original application and determination that the report contained a typo, motion made to  
3 approve the appointment at level two. Motion seconded and carried. The Council then considered an  
4 additional five applications and the various recommendations for appointment that the Committee  
5 recommended appointment at level one as applied for. The Council discussed, and noted agreement  
6 with the assessment of the committee that four of these applicants should be encouraged to consult  
7 with their department leadership and consider reapplying for a level two appointment, with a motion  
8 made to accept all five graduate faculty applications at the level recommended by the Committee.  
9 Motion seconded and carried. The Council then discussed a special situation wherein a new hire applied  
10 for level one membership originally, and later requested that the application be considered for a level  
11 two appointment. Further, the Committee's recommendation was dependent upon receipt of additional  
12 information from the department. The Council discussed the application, confirmed additional  
13 information provided by the department, with a motion made to approve this application at level two.  
14 Motion seconded and carried. The Council next considered three applicants who were recommended  
15 for appointment at level one rather than level two, as had been requested by the individual applicants.  
16 The Council reviewed the applications (including the recommendations of the various review entities)  
17 individually. After much discussion, three motions were made to accept the standing Committee's  
18 recommendations to deny level two membership and instead appoint with level one membership. In  
19 each instance, the motion was seconded and carried. The Council requested that care be taken with  
20 each appointment letter to include language encouraging reapplication with additional documentation  
21 of scholarly activities. The Council then reviewed the closing comments and recommendations from W.  
22 Ferguson, with M. Farmer-Kaiser offering to discuss these reoccurring items with the academic deans.

#### 23 24 **New Business**

25  
26 M. Farmer-Kaiser explained that when the Council approved a former faculty member's request to  
27 remain as chair and a voting member of the Graduate Faculty for a group of students, one student's  
28 name was inadvertently left off that list. M. Farmer-Kaiser asked the Council to retroactively grant  
29 approval, as defined by the Council in its September meeting, for the departing faculty member to  
30 remain on this student's committee and thus to clear the way for the student to graduate. Motion made  
31 to approve the Graduate School's request. Motion second and carried.

32  
33 D. Olivier asked the Council to consider the nominations for Grand Marshal, along with the list of recent  
34 retirees. K. Ford asked if the Grand Marshal needed to be a retiree. M. Farmer-Kaiser explained that  
35 traditionally retirees have been selected although that is not a requirement. Individual members of the  
36 Council offered their own support for the nominations and the Council discussed. The Council then  
37 voted by secret ballot, which was collected and tallied by Shawn Thibodeaux of the Graduate School  
38 with M. Farmer-Kaiser double checking. The votes were read aloud with Dr. Ellen Cook, Dean Gail  
39 Poirier, and Dr. Glen Watson being selected as the three Grand Marshals for the 2017-2018 academic  
40 year commencements.

41  
42 The Council tabled the request from the English Graduate Committee until the next meeting, citing a  
43 lack of time to sufficiently discuss the request.

44  
45 Motion to adjourn the meeting. Motion seconded and carried.

46  
47 The meeting adjourned at 4:37pm.