

**Meeting Minutes of the Graduate Council
February 9, 2021**

Members Present: Jennifer Lemoine (Chair NURS), James Albert (BIOL), Alan Barhorst (MCHE), Joshua Bendickson (MGMT), Brian Bolton (ECON), Terrence Chambers (MCHE), Frank Del Favero (EDFL), Eric Ferré (GEOL), Sarfraz Khan (ACCT), David Khey (CJUS), Ashlie Latiolais (ARCH), Christy Lenahan (NURS), Manyu Li (PSYC), Amanda Shuford Mayeaux (EDFL), Chad Parker (HIST), Roger Rholdon (NURS), Catherine Roche-Wallace (MUS), David Squires (ENGL), Heather Stone (EDCI), Michael Totaro (CMIX), Bruce Wade (MATH), Benjamin Yates (MUS), Sarah Smith (GSO, PhD MODL), M. Farmer-Kaiser (ex-officio)

Members Absent: Brittany Grissom (SREB, PhD BIOL), Andi Petculescu (PHYS), Mark Zappi (CHEE)

J. Lemoine called the meeting to order at 2:03pm.

Approvals

Motion made to accept the December 3, 2020 meeting minutes. Motion seconded and carried.

Presentation of Applicants to Candidacy

Motion made to accept presentation of applicants to candidacy Motion seconded and carried.

Committee Reports

Student Appeals – A report was submitted by Y. Wu that provided information on the January 8, 2021 meeting. It reported 5 appeals approved for admission, 44 appeals approved and 4 denied for reinstatement, and 7 appeals approved for transfer of foreign credit. Motion made to accept student appeal report. Motion seconded and carried.

Curriculum Committee – Report provided by Dr. Sarah Young stating that, in December, the committee reviewed 38 curriculum forms, 19 were approved, 19 were approved with changes, and no courses were declined.

Fellowships Committee – No report.

Graduate Faculty Membership Committee – C. Ratliff provided an overview and update on the Graduate Faculty Membership committee’s review of the university-level guidelines for graduate faculty status. A discussion followed concerning the committee’s review of membership criteria, particularly those in response to a commitment made in the Graduate School’s Statement of Solidarity to require applicants for graduate faculty membership to demonstrate their ability to work constructively with all graduate students, including those from underrepresented backgrounds. Members agreed that, given the great variation among disciplines, colleges be encouraged to incorporate the strong examples provided into the college criteria. J. Lemoine noted that feedback after the meeting can be shared with C. Ratliff directly. M. Farmer-Kaiser added that the deans have been formally asked to initiate discussion at the college level to incorporate into the individual college criteria.

Diversity and Inclusion Committee – No report.

1 **Old Business**

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3 **Updates from the Graduate School**

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5 M. Farmer-Kaiser reported that the Graduate School is reviewing guidance to graduate faculty and
6 graduate students for the graduation clearance process this semester, particularly the submission of
7 comprehensive exams final reports, defense notifications, preliminary approval forms, and manuscript
8 approval pages. She noted that while the Graduate School will continue to not require physical
9 committee signatures for Spring 2021 manuscripts, it will also recommend doing away with the
10 signatures entirely. P. de Mahy added that along with the student workshops that are being held to
11 outline the manuscript review process, he will be offering workshops for graduate faculty in the coming
12 month to discuss this process along with the newly recommended changes discussed.

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14 **New Business**

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16 **Report on Graduate Council Executive Committee Actions**

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18 J. Lemoine reported that over the winter break, 20 course change forms were reviewed by herself, M.
19 Farmer-Kaiser, and P. Lanier. This review was necessary to meet the catalog deadline. She thanked the
20 executive committee for their support and noted that of the 20 change forms, 7 were approved as
21 submitted and the remaining 13 were approved with changes with no denials. M. Farmer-Kaiser thanked
22 J. Lemoine for her work that made it possible to allow the curriculum committee to avoid being asked to
23 review changes over the break.

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25 **Graduate Faculty Membership COVID-19 Term Extension Request**

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27 J. Lemoine discussed a proposal suggesting two options for extending Graduate Faculty membership in
28 response to the disruptions caused by the COVID-19 pandemic. The draft proposal stated:

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30 *In response to the disruptions caused by the COVID-19 pandemic, the Graduate Council authorizes the*
31 *Graduate School to extend the five-year term of appointment for any current member of the Graduate*
32 *Faculty by one calendar year. To opt into this one-year extension of a current term of membership, a*
33 *graduate faculty member must submit formal notification to the Dean of the Graduate School by May*
34 *14, 2021. Upon review and verification of Graduate Faculty membership, the Graduate School will*
35 *provide an updated letter of appointment, with the adjusted term of appointment identified, to the*
36 *faculty member with their academic college dean and department head copied on the letter.*

37
38 Members discussed both the option of requiring individual faculty members to opt into this one-year
39 extension by a specific date or simply making the one-year extension universal with the clarification that
40 a member can apply for a different level and/or reappointment early if they so desired. Consensus was
41 reached that it would be more effective to not require graduate faculty members to opt-in to an
42 extension but rather for the Graduate Council to implement a blanket extension for one year. Motion
43 made to accept this proposal. Motion seconded and carried.

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45 **Open Discussion: Better Engaging and Supporting Graduate Faculty**

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47 J. Lemoine asked the members of the Graduate Council to consider how more faculty engaged in
48 graduate education. C. Parker suggested requesting that department heads include a list of faculty who

1 are interested in serving on committees but have not yet had the chance to participate in one. M.
2 Farmer-Kaiser agreed and said that also offering other opportunities that do not require as much as a
3 time commitment would be helpful. There was a general agreement that while there are many graduate
4 faculty members who are regularly asked to serve on committees, there is also a large pool of faculty
5 who would be interested in engaging in more work with graduate education generally.
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7 Motion made to adjourn at 2:59. Motion seconded and carried.