

MINUTES OF THE GRADUATE COUNCIL MEETING
March 25, 2008

Meeting convened at 2:57 PM – Interim Vice Provost and Interim Dean William Pierce presiding.

Members present: Annette Allen, Timothy Brauch, David Dubofsky, Evelyne Gozal, Ruth Huber, Carolyn Klinge, George Pack, David Scott, Nancy Theriot, and Deborah Thomas.

Ex officio: Paul DeMarco

Members Absent: Namok Choi, Susan Griffin, Carlton Hornung, Mehmed Kantardzic, Ann Larson, Steven Myers, John Naber, Seow-Chin Ong, Rammohan Ragade, Ron Sahoo, Joseph Steffen and James Wittliff.

Guests: Beth Boehm (for Susan Griffin), Wendy Pfeffer (A&S Modern Languages), Connie Shumake, Andrew Rabin, Blake Beattie, Robert Kimball and David Doukas.

1. **Approval of the Minutes** from the February 26, 2008 meeting.
MOTION: To approve the minutes of the previous meeting. Motion made by George Pack and seconded by Carolyn Klinge.
PASSED.

2. Committee Reports

- a. Certificate in Medieval and Renaissance Studies (Drs. Andrew Rabin and Blake Beattie) Dr. Rabin recapped the certificate program. This is an add-on program. Dr. David Dubofsky spoke on behalf of the Curriculum Committee to support this certificate program. No new courses would be needed, and has a relatively low budget, and is meritorious. MOTION and second by curriculum committee. PASSED.

- b. 5-yr MD-MA in Bioethics and Medical Humanities (Drs. Robert Kimball and David Doukas). Dr. Doukas recapped this interdisciplinary program. Dr. Dubofsky reported on behalf of the curriculum committee. The courses are already being taught, and this is already part of the existing budget. There is also anticipated donor interest for funding. An honors track is being added to this program to enhance students' education. MOTION and second by curriculum committee PASSED.

3. Redbook Changes

Dr. Pierce mentioned that things still stand until changes to the Redbook and Bylaws are approved by the Board of Trustees. He reviewed suggested changes to the Redbook. These will be dealt with by Faculty Senate, Student Government Association (SGA), University Counsel, etc and are minimal changes.

He reviewed the following items in the “Materials for discussion – Graduate Council” document:

Item 3.36 – Postdoctoral Fellows – under VPR office, not Grad Council

Section 6.8.3 – Grievance Committee for students. Tim Brauch spoke on behalf of SGA. Students felt the need to have an outside observer to handle grievances. David Dubofsky said academic affairs committee could handle.

4. **SIGS Bylaws Drafting Committee** – (plus couple of student representatives). Dr. Pierce presented a proposed timeline.

- The faculty listed on the committee need to hold the April 29 date on the timeline for a special graduate council meetings (if necessary). Graduate Council can vote or send to all graduate faculty to vote on the revised bylaw changes.
- Page 4. Discussed number of graduate council seats per academic unit; no more than 4 per unit or fewer than one.
- Reviewed the Standing Committees of SIGS

-No Membership Committee is needed if guidelines for grad faculty are in place.

-Faculty Professional Development Opportunities Committee: A group that identifies opportunities for graduate students.

-Academic affairs would make recommendations to graduate council regarding academic issues

-Faculty participation in Graduate education (II). Dr. Pfeffer mentioned Digital Measures, a software package that College of Business and also the College of Education and Human Development are using. It interfaces with Peoplesoft to maintain an on-line vitae, including research projects, committees served on, etc and assembles the info. There is a possibility of university-wide access.

Dr. Pierce asked for discussion or approval for the use of the SIGS drafting committee. Dr. Wendy Pfeffer interjected a correction to the first page under Section 3.3.5.A (Duties and Responsibilities) a typo last line of paragraph ‘Dean of the School [insert “of”] Interdisciplinary and Graduate Studies.’

Nancy Theriot suggested using “revising” committee instead of ‘drafting’ since the document (Bylaws) already exists. Dr. Pierce suggested just “SIGS Bylaws Committee.”

5. Old Business (none)

6. New Business – Dr. Pierce just received word that Dr. Dan Mahony will be leaving the Provost’s office as of July 1, 2008 to take the position as dean of the College of Education at Kent State. Although we are sorry to see him leave, we are happy for his new opportunity.

Dr. Deborah Thomas noted a correction to Feb 26 minutes: noted a correction to be made to the minutes: (Page 2) “students may not receive more than one abstention.” The council accepted this correction.

7. Announcements:

Drs. Pierce, DeMarco and Graduate School staff will meet with graduate program directors on Belknap Campus on Mach 27. Another meeting might take place on HSC later in April. This is a “go to” team, a rapid response team, to go to a web page, or get a quick answer and listen and talk to. These folks will help with recruiting, orientation, across the units. Graduate School will still do the catalog, orientation and GTA instruction.

Connie Shumake (Provost’s Office) offered as a suggestion for orientation, units need to do a regular (annual?) evaluation of graduate assistants. This is a SACS requirement and must be done. Someone asked for guidelines. Nursing has been using a good model. Connie will send what she has to Dr. Pierce. [Connie also noted to Jan that on the 2nd page of the Feb. minutes the sentence saying “The first wave of applicants” should perhaps say “the first wave of “awards” will go out Feb 27.

Motion to adjourn meeting and seconded at 4 P.M.

Respectfully submitted
By Jan Link
3/26/08