

MINUTES OF THE GRADUATE COUNCIL MEETING
February 24, 2009

Meeting convened at 3:00 PM –Vice Provost and Interim Dean William Pierce presiding.

Members present:, Ray Austin, Amber Carrier, Jean Christensen, Barbara Clark, Carrie Daniels, Eileen Estes, Jim Fiet, Ruth Huber, Mary Hums, Mehmed Kantardzic, Scott LaJoie, Luke Milligan, Pooja Palimar, Susan Ryan, Joe Steffen, Deborah Thomas and Christopher Tillquist, Gennaro Vito, and Pam Yankeelov.

Ex officio: Beth Boehm, Paul DeMarco

Members Absent: Annette Allen, Haribabu Bodduluri, Nefertiti Burton, John Naber, David Scott, Sam Stringfield, and Thomas Tretter

Guests: Tyler Goldberg, Library Technical Services

1. Welcome

Dr. Bill Pierce opened the meeting of the Graduate Council.

2. ACTION: Approval of Minutes—November and December 2008

Dr. Pierce asked for consideration of the November and December meeting minutes. MOTION to approve both as distributed. Seconded by Joe Steffen. APPROVED.

3. ACTION: Council Organizational Terms of Office (Appendix 1)

Dr. Pierce deviated a bit from the structured meeting to explain Appendix 1 that was distributed with the agenda (Graduate Council Terms of Office). This new council was reinstated with different by-laws and council. One set of minutes that represented the old meeting could not be approved, since that council has disbanded. Dr. Pierce asked the council if the council should “post as notes” and make available. It was decided by council that the minutes should be “posted as notes” from that meeting.

Dr. Pierce recapped the Terms of Office and offered them for approval by the Council for approval, or to be decided upon by subcommittees. MOTION by **Carrie Daniels;** Seconded by Joe Steffen to accept as is. APPROVED.

All appointed members’ terms are one year; all others are three-year terms. There are two non-voting members from departments that do not have stand alone graduate programs, but give substantial input to the council. One Graduate student Council representative might be replaced since her schedule does not allow her to attend.

4. ACTION: Consideration of dissertation preparation guidelines

Dr. Pierce asked Dr. Ray Austin (chair of the Academic Affairs committee) to bring the MOTION from the committee to the council. Dr. Beth Boehm commented that

the changes reflected the UMI guidelines for publishing and redoing the table of contents on this document. There are minor changes and they will be effective as soon as they are approved. The only substantial change that will affect students is where their dissertations are submitted. They used to be approved through the Graduate School, now they will be approved through the units. Carrie Daniels, representative from the Libraries, commented that the Libraries prefer an electronic version, not a paper copy. Dr. Boehm said that the Graduate School (SIGS) has always accepted a paper copy. An electronic/digital version is not required; however units can require this and make it known to their students. There was some discussion regarding signature pages. They should not be included in a PDF file. Signatures can be kept on file elsewhere. Students are required to submit three bound copies and the cost is not always feasible. The library will accept any version and convert it to PDF.

Ms. (?) Goldberg, who handles collection of these files, commented that digital submission is becoming the norm, but signature pages are NOT protected by ProQuest. This creates a security problem. It also takes ProQuest 9 months to a year to post some of the theses/dissertations. Dr. Kantardzic (Speed School) commented that the electronic is very important and reflects a good image on the university. Dr. Steffen suggested that we refer this back to the committee to discuss and present options to Council. Requirements for theses/dissertation guidelines can be made on the unit level. Dr. Boehm asked if the current overall wording be approved with a promise that the committee will revisit this issue. A motion (Dr. Steffen?) was made and seconded with the amendment to refer back to the committee. APPROVED Amber will help get the word out to students.

5. Committee Reports

a.) Scholarship and Awards Committee – It was noted that the committee did not yet have a chair, and Dr. Barbara Clark volunteered to do this. Drs. DeMarco and Boehm reported that the committee met and reviewed 37 nominations for fellowships. These were submitted to Dr. Pierce for consideration. Dr. Clark commented that the committee is about to recognize and undergrad and graduate Student of the Year. The committee can be used to vet this. Dr. Pierce interjected that SIGS will help fund the undergraduate Summer Research Opportunity Program (SROP) and the committee will review the applications for this.

b.) Graduate Student Professional Development and Welfare Committee - This committee has not met.

c.) Honorary Degree Committee – this committee has not met

d.) Academic Affairs Committee - (see above) nothing to add

6. Graduate Student Council Report

Amber Carrier, president of the GSC, reported on the upcoming events:

- a. Graduate Research Symposium, March 6, 2009, 9AM-5 PM in Chao Auditorium in the Ekstrom Library. Twenty students will be presenting at two poster sessions (AM & PM). There will be three guest lecturers to draw people to the event. Invitations have been sent to UofL and Louisville Metro area, undergraduates, local and regional colleges.
- b. Courtney Kerr has office space set up and has hours at the downtown (HSC) location to help and connect with graduate students.
- c. Poster Session at the Capitol, Feb 25. This event is for six UofL students to present their posters to legislators and to promote graduate research. Dr. DeMarco commented that other representation would be from other regional colleges as well (he commented also that the School of Dentistry has offered their van for the staff/students to use for travel to this event).
- d. Amber also mentioned that she is trying to work on getting Kornhauser (and maybe Ekstrom) Libraries to stay open 24 hours for students to study. There are physical and security issues that are being explored.

7. Graduate Student Development

- a. Graduate Student Development – SIGS. Dr. Pierce reported that SIGS is looking into providing space in Houchens for graduate student meetings, possibly manned by a graduate assistant trained by the VPR office to guide students and help with travel, perhaps for a small monetary award.
- b. Amber is putting together a list of available fellowships to post to the GSC website for students to access.
- c. Graduate Student Space at HSC service center is at the Plaza in the Medical School, west of Preston (Instructional Building “B”) and staffed by Dr. Tom Geoghegan and one staff member. Courtney goes at least once a week to help with theses/dissertations. Providing an administrative counselor is being looked into for the fall, to field questions and help with applying.
- d. Scholarly Symposia – This is at University of Kentucky and they have invited us (Grad/UofL?) April 3, 2009. April 4 the College of Education and Human Development has its own symposium.

8. Vice Provost and Deans’ Reports

- a. Meeting of Ky Graduate Deans - (Already addressed previously)
- b & c. DGS Meetings – March 11 at BRB (Belknap Campus) and March 13 at HSC (Room 614, Homberger Library) on unit responsibilities, recruitment and ads (placing in regional university papers).

- Departments to have students follow up with potential students (who maybe have turned in their paperwork but did not apply)
- Kate McNulty available to help units with student recruiting

c. Program Productivity Review – Dr. Pierce reported on this report. People are not going back to graduate school as thought. He had the idea of using basketball success to recruit. He also commented that thousands of applications are submitted but not followed up on. An ad will be placed in next week's *Cardinal* paper. Might try an email "blast." (alternative career paths).

d. China Scholarship Council – Dr. Boehm gave some background on this program. There has been a lot of confusion about the funding. There are eight students this year in the program. We cannot offer tuition with the stipend/graduate assistantship, etc., but we can state in the offer letter that we will deduct the amount of the China Scholarship from the stipend/award. The students are thinking they can receive BOTH the stipend AND the award. Students are provided airfare and the cost of applying. We must accept the student. It was mentioned that the College of Business does phone interviews to see if the student can master the language barrier before accepting for the award.

Scott LaJoie wanted to know who to contact to learn more about the program. He was referred to Ms. Sun, and also Aris Sedeno in the International Center. Nursing has one student that they have accepted into the program successfully. It was suggested to make the Memorandum of Understanding/Agreement more concise, clearer so there would not be this confusion.

- e. Program Productivity Review (5-7-12)
Units have been asked to analyze program data in their units and justify. Dr. Pierce met last week with Goldstein and Schumake in Provost's Office to see what will be submitted. Most units were able to justify program productivity.
- f. CPE Visit to campus – Scheduled during the ice storm and had to be canceled. A two-hour program has been rescheduled.
- g. Interdisciplinary Program – Dr. Demarco reported no news. He commented that academic affairs student application for Ad Hoc ID program. Will update. Barbara Clark had a question how to process ID applications. (1) student calls Dr. DeMarco and he recommends faculty mentors or (2) DeMarco sees application via email and he tries to contact the student. Someone asked how the interdisciplinary degree would appear on the student's transcript. It will appear as "PhD in Interdisciplinary Studies." Registrar does not have flexibility to change the degree on the transcript/diploma. Dr. Boehm will look into this.
- h. Commencement and Hooding Ceremony
Dr. Pierce reported that the commencement will be Saturday, May 9 in the West Hall of the Ky Fair and Exposition Center. The hooding ceremony will start

at 9:30 AM and there will be a separate reception for the PhDs and families, followed by a reception and the UofL commencement.

9. Old Business

Dr. Huber had a question about in-state tuition rates for out of state students? Dr. Pierce responded this is not likely; however he is trying to work on a tuition supplement for doctoral students.

10. New Business

Debbie Thomas commented on the application admissions deadline on the web that appears repeatedly and is confusing, especially if a unit has a different deadline. Is there a way to have a (1) “rolling” admissions deadline, or (2) If students are dropping – how long can they stay out? The response from Dr. Pierce was that units set their own guidelines/deadlines, although they don’t have to have a deadline. The graduate deadline is prominent on our website. It was recommended that we remove the deadline (Eileen Estes and Deborah Thomas). Drs. DeMarco and Boehm will check this.

Announcements: Amber announced that she is the newly elected representative for the Provost’s Budget Advisory Committee. If anyone has ideas or ways to save money, send your comments to her at amber.carrier@louisville.edu.

11. Adjournment at 4:25 PM

*Respectfully submitted by
Janet Link
3/17/09
Approved 4/28/09*