

MINUTES OF THE GRADUATE COUNCIL MEETING

October 27, 2009

105 Houchens

Convene – Meeting Convened at 3:05 PM – Dr. Beth Boehm, Interim Dean presiding.

Ex-Officio present:

Members Present: Susan Olson Allen, Ray Austin, Sherri Brown, Amber Carrier, Jean Christensen, Carrie Daniels, William Dean (for Barbara Clark while on sabbatical), Eileen Estes, James Fiet, Ruth Huber, Luke Milligan, John Naber, Susan Ryan, Joe Steffen, Deborah Thomas, Pam Yankeelov, and Gennaro Vito.

Members Absent: Haribabu Bodduluri, Jafar Hadizadeh, Mary Hums, Debra Journet, David Scott, and Samuel Stringfield.

Guests: none

1. **Welcome**

Dr. Beth Boehm, Interim Dean SIGS opened the meeting at 3:05 PM of the Graduate Council. Dr. Boehm asked for introductions since this is the first official meeting back in the building (after the August flood) and since there are some new faces that weren't at the September 1 meeting.

2. **ACTION: Consideration of minutes of September 1, 2009**

Dr. Boehm asked for approval of the September 1, 2009 meeting minutes. MOTION by Ruth Huber, 2nd by Joe Steffen. APPROVED.

3. **ACTION: Motion from Academic Affairs regarding SPHIS Minimum Guidelines**

Dr. Ray Austin (chair) asked Dr. Steffen to recap the minimum guidelines. Only minor editorial changes were made and 1A8 section added (re: admission requirements for Dual Degree program). APPROVED.

4. **ACTION: Motion from Academic Affairs regarding Residency Requirements**

Dr. Boehm recapped by saying there had been discussion about whether a different requirement was needed for doctoral residency, currently 18 hours in calendar and for part-time students that's almost impossible to get. Dr. Austin referred to immersion in academic period of coursework for degree requirements. What about on-line courses, do they count toward residency? Physically being present and available on campus and not so much limited to on line courses. Another question was about international courses and those not physically present on campus, but who are fully immersed in the program. The new language clarifies that this requirement is for doctoral students. This is for programs to say that we accept part-time doctoral students for full immersion in the program. APPROVED

5. **ACTION: Motion from Honorary Degrees Committee regarding Supplementary Guidelines for Nominations for Honorary Degrees**

Pam Yankeelov reported that the committee had met about 8 weeks ago and needed to work on decide whether to approve some nominations or not. They didn't feel particularly informed about the process and had questions, so they decided that they would develop supplemental guidelines (see handout). The purpose was to make the nomination and nominator criteria, application process and deadlines, and types of degrees. Not going to grant honorary degrees to those individuals who have served on elective office, or been on BOT or have been employed by University within the last 5 years. Honorary degrees would not be awarded posthumously. Nominations can come from any person in the academic community (can include faculty, staff, students, administrators, etc) that would be sent to the chair of the committee. Involves a two stage process:...1st stage nominator would send 2-pg letter of support indicating including a curriculum vitae or resume and that they should address a variety of things that would include, if relevant or appropriate, the nominee's academic achievements that merit the honor, community service, the personal and moral integrity, and the recognition of their peers and also how the nominee exemplifies the high standards and ethics of the university. So upon receiving that first letter, the committee would decide whether it would forward to the 2nd level. At the first level, the nominee would not be aware of the award, so there would be no disappointment if it did not go to the 2nd level. Dr. Steffen had a suggestion comment about the person not being notified and said it's hard to get a CV or resume from someone and say I can't tell you why. You also have letters of support being written for the nominee, without them knowing. It was commented too that if a letter of nomination was written, that one would suppose it would be positive and hopefully truthful. Someone asked for clarification was asked for on nomination criteria, which is 5 years on all criteria. Dr. Boehm's suggestion was that the committee might include cv, resume, or biography then ask for the CV for 2nd phase if applicable. Could leave this up to the "discretion of the nominator." Wording will be edited to make more clear.

Next section talks about what happens in 2nd stage. Nominator will be asked to facilitate the receipt of four additional letters of support, no more than two letters; that those come from the university personnel and two come from recommenders outside the university and use the same guidelines as in Stage 1. Someone said this seemed very prescriptive. Discussion followed. Clarification of where letters would come from will be revised.

Application deadline would be a 3-month notice. The Honorary Degree committee would make the recommendation to Graduate Council for their approval, then forward to the Board of Trustees. Dr. Yankeelov recapped minor changes to the documentation as follows:

1. Greater clarity as it relates to the 5-year specifications for nomination criteria
2. Change wording to include "CV, resume, or biography."
3. Remove the language as it relates to transparency in the 1st stage. Decision will be left up to nominator as to whether they will inform the nominee.
4. Remove restrictions on where the letters come from (inside UofL or out)

APPROVED with changes.

6. ACTION: Election of Graduate Council Members to open committee slots on Graduate Council sub-committees.

- a) The first vote is to fill the sub-committees (six members of council who are new or are not on a committee) Dr. Boehm asked that each committee member to rank where they'd like to serve. Everyone on committee is asked to serve on sub-committee. Dr. DeMarco will go through them and figure out who ranked and place people appropriately.

7. ACTION: Election of members and alternates to Graduate Student Academic Grievance Committee.

The second election is to fill our Graduate Student Academic Grievance Committee and the by-laws call for a rep and alternate. Each unit was asked for two nominees. Council will go back to Public Health to ask for two reps. Each member needs to put a "1" or "2" for first and second choice. If you don't know anyone, you can just vote on the ones you know. We have to have this in place in case we do have a grievance.

8. Information

a. Update from Graduate Student Council – Amber Carrier

- Student health – student council has been involved in discussion regarding where students will go for primary health care. Students want to have a very audible voice in that.

- Travel award program – fund \$100 or attempt to match department match, then SIGS will award for anyone that gets a department to match, an additional \$50. Representatives should know about this and should have been distributed to graduate students.

- Student Council – lots of participation that Amber was pleased about:

- 1) Planetarium Event – had over 200 participants. Thurs, October 29
- 2) Graduate Research Symposium – working on some changes for January or February 2010. Hoping to bring in outside speakers and find a better spot for it. March was determined to be too close to dissertation deadlines.
- 3) Safety issues on campus – has been a lot of concern and graduate students sit in on Department of Public Safety committee and have input. If we want to tour the facilities they offer that and make students more aware and feel safer.

b. New funding opportunities for graduate students

- Graduate tuition awards (matching)

If a department provides money for a stipend, SIGS will provide insurance and tuition. An on-line form is available on the Graduate website under Fellowships and Awards. The deadline is November 1, 2009.

- c. Scholarship and Awards Committee – meets Wednesday, October 28 for nominations for Graduate Honors
 - d. Doctoral Hooding Ceremony - Wednesday, Dec 16 from 4-6 PM at Comstock Hall; Reception in Planetarium to follow. Commencement will be December 17.
9. **Old Business** – none
10. **New Business**
11. **Adjournment** – Meeting adjourned at 4:10 pm

Respectfully submitted
Jan Link, Recording Secretary
11/5/09

APPROVED 1/26/10
Graduate Council Meeting