

MINUTES OF THE GRADUATE COUNCIL MEETING

August 27, 2013

105 Houchens

Convene – The meeting convened at 3:05 PM – Dr. Beth Boehm, dean of SIGS, presided.

Ex-Officio present: Paul DeMarco, Associate Dean SIGS

Members Present:, Allen Ashman, Barbara Clark, Cynthia Corbitt, Doug Darling, David Dubofsky, Christine Ehrick, Jennifer Gregg, James Grubola, George Higgins, Charles Hubscher, Mary Hums, Lori Norton-Meier, Bridgette Pregliasco, Eric Rouchka, Bibhuti Sar, Sandra Smith, Natalie Stipanovic, and Jasie Stokes.

Members Absent: Susan Olson Allen, Ray Austin, Haribabu Bodduluri, Lijian Chen, Debra Journet, Luke Milligan, Balaji Panchapakesan, Krista Wallace-Boaz, and Pam Yankeelov.

Guests: Rachel Croley (Graduate Student Council vice president), Courtney Kerr (SIGS)

1. **Convene** – Dr. Beth Boehm opened the first meeting of the semester at 3:05 PM. in Room 105 Houchens. Introductions followed with returning and some new members.
2. **Approval of minutes of April 23, 2013**
Dr. Boehm asked for approval of the council meeting on April 23, 2013. MOTION to approve by Charles Hubscher; seconded by Mary Hums/Sandra Smith. APPROVED.
3. **ACTION ITEMS:**
 - a) Changes in Guidelines for Theses and Dissertations.
 - Dr. DeMarco asked the council to take the handout home to review and then send him an electronic vote.
 - Academic affairs approved journal articles as part of dissertations (format must be modified per dissertation standards)
 - Students are required to submit electronically to Courtney Kerr. No paper copies accepted.
 - Archived to Library. No longer will store paper copies. Student can obtain a bound copy. Committee signatures still required. Courtney Kerr will keep signature pages on file, but they will not be part of the electronic theses & dissertation (ETD).
 - Dr. Boehm will update information regarding binding to all DGS' to SIGS website, and will send instructions electronically to council members on how to submit.
 - b) Policy on length of funding for Graduate Students (“Orig and Revised” Handout)
 - Dr. Boehm wants to include revision in the graduate catalog. MOTION by Bridgette Pregliasco to accept the policy revision and place in catalog. Seconded by Mary Hums. APPROVED.
 - c) Staffing of Standing Committees

Dr. DeMarco reviewed the handout and committee descriptions. He mentioned to new council members if there was a particular committee they wanted to serve on to let him know. If an existing member wanted to change and serve on a different committee, they could do so. The terms for committees are one year. Dr. DeMarco will collect the handouts with preferences and send out a ballot later.

5. Discussion of admitting students without TOEFL/IELTS scores - Dr. Beth Boehm

Dr. Boehm asked for guidance about the policy to waive this requirement or admit a student provisionally. Barbara Clark referred to using SKYPE to determine the student's English competency. Discussion followed. Written competency is different than conversational. SKYPE is used by a lot of departments for their international student reviews. A suggestion was to change the requirement that if a department is doing an interview, they must use SKYPE.

6. Update of SIGS Tuition Awards 2013-14 – Dr. Beth Boehm

Dr. Boehm referred to a handout "Total Tuition Awards since Inception" to show SIGS funding. There are currently no additional funds available for fall semester. There have been approximately 411 awards given; this does not include the Fellowships.

7. Report from Graduate Student Council – Jasie Stokes, president of the GSC, had no report.

Rachel Croley, vice president, reported that she will attend this year's NAGPS (National Association of Graduate Professional Students) Fall Legislative Action Days, September 14-17 in Washington, DC where students can meet and ask questions of their state representatives. She will meet with Rep. John Yarmuth at his event. Someone suggested trying to meet with his staff person that they might be able to listen and pass that onto the representative.

8. Old Business – none

9. New Business – September 2013 PLAN Workshops (hand out). The PLAN events for graduate students include workshops, free yoga, and travel and research funding information. Dr. Boehm will send this document electronically to council members.

10. Adjournment – MOTION at 4:00 PM. By Barbara Clark to adjourn. Second by Charles Hubscher. Approved. MOTION by Hari Bodduluri

Respectfully submitted 8/28/13

Jan Link, Recording Secretary

Reviewed

Approved Graduate Council Meeting 10/22/13