

## MINUTES OF THE GRADUATE COUNCIL MEETING

February 24, 2015

105 Houchens

**Convene** – The meeting convened at 3:04 PM – Dr. Beth Boehm, dean of SIGS, presided.

**Ex-Officio absent:** Paul DeMarco, Associate Dean SIGS

**Members Present:** Allen Ashman, Sherri Brown, Barbara Clark, Cynthia Corbitt, Doug Darling, Jim Fiet, James Grubola, Kyung Kang, Seow-Chin Ong, Bridgette Pregliasco, Femmy Rose (GSC proxy for Jasie Stokes) Bibhuti Sar and Janet Woodruff-Borden.

**Members Absent:** Susan Olson Allen, Ray Austin, Haribabu Bodduluri, Teresa Hayden, Charles Hubscher, Mary Hums, Luke Milligan, Eric Rouchka, Krista Wallace-Boaz, and Pam Yankeelov

**Guests:** Michelle Rodems, Program Manager

1. **Convene** – Dr. Beth Boehm opened the meeting at 3:04 PM. in Room 105 Houchens.
2. **Approval of minutes of August 26, 2014**  
Dr. Boehm asked for approval of the council meeting on August 26, 2014. MOTION to approve by Bridgette Pregliasco; seconded by Doug Darling. APPROVED.
3. **ACTION ITEMS:**

- **Proposed changes to the CEHD Minimum Guidelines for Graduate Education – Doug Darling (Chair of Academic Affairs Committee)**

. Dr. Darling reported that the Academic Affairs Committee met last month and they discussed this proposal. The following changes are proposed.

MA Higher Ed – that requires GRE scores (the program would like to drop this requirement if undergraduate GPA is 3.0 or higher). If GPA is lower, than it would still require.

M.Ed. Teacher Leader Program – The program is wanting to waive GRE score due to lower attendance in program. Both of these were APPROVED.

The item comes with a MOTION to approve from the Academic Affairs. Dr. Bridgett Pregliasco, representing CEHD, noted that the CEHD Council on Graduate Education unanimously supported this MOTION. The Graduate Council voted to approve these changes.

\*Dr. Boehm mentioned that departments cannot get funding from SIGS they don't have GRE scores.

- **Honorary Degree recommendation – Barbara Clark**

Dr. Boehm handed out some copies of the nomination. Bridgette Pregliasco, Janet Woodruff Borden, and Pam Yankeelov (absent) are members of the committee and have reviewed a nomination for an honorary degree of Dr. of Public Service. Dr. Clark reviewed the candidates credentials and nomination. Motion to APPROVE the Honorary Degree.

#### 4. Discussion Items:

**Policy issue involving Doctoral Program in Humanities** – Dr. Boehm referred to an email from a faculty member in Humanities who is concerned that a policy which has been adopted by Humanities is contrary to a SIGS policy. Dr. Boehm thought the policy may have contained an unfortunate choice of words, but did not think this constituted a policy violation. The concern is under “b: Doctoral Committee Feedback”). The Humanities program is an interdisciplinary program (faculty from A&S can serve on committees; drawing up of member of various departments). The graduate committee came up with this policy (“administrative coordinator”) Dr. Boehm felt this was to keep the student and committee on the same page and to be in the best interest of the student. The objection by the faculty member is that this relegates the chair for the committee to an administrator (limits major responsibility). Dr. Boehm referred to the catalog policy excerpt (in handout) third page tells how we define a “chair.” A&S guidelines pretty much duplicate our policy, except for faculty who serve as mentors (i.e. chair doctoral dissertation committees, and/or chair master thesis committees, shall be approved by the chair of their respective departments, as well as the director of graduate program, where circumstances so warrant. So there are two issues the faculty member raised: one is that they’ve been relegated to administrators that the faculty member believes this limits the role of the chair; and two that the director of graduate studies has a role in approving a committee. In A&S their guidelines say that’s a possibility. Many times DGS will sign off on a committee, instead of the chair. Dr. Boehm does not feel this is a problem. Dr. Boehm feels that faculty member thinks “administrative coordinator” is a derogatory term. It is an additional role (not limiting) to protect the student. Dr. Boehm thought the faculty member had an issue with the terminology of the “major professor” – that one person has more authority than another. All committee members have “one vote.”

The second issue was about the role of program director – complaint is that it gives too much authority to the DGS. Dr. Boehm referred back to the A&S guidelines (that the DGS is empowered). If students feel they are being treated unfairly, they have several recourses to lodge a complaint (they can go to the Dean, they can come to SIGS). To this point, but she has heard no complaints from students. Chairs also need to know the work load of their faculty and DGS’s. Council members were in agreement with Dr. Boehm.

#### **Agenda for DGS Meeting for your information - Dr. Boehm.**

Two things:

1. Permission to Enroll in 600-level Course(s) – (handout, Page 2). Students who are within six hours of completing their baccalaureate degree or students enrolled College of Arts and Sciences/Graduate School accelerated programs are eligible to register for 600-level courses. Any post-baccalaureate student (those that have their degree) who is registering for ONLY 600-level coursework, must register as a non-degree seeking student in a graduate program
2. . If they are taking pre-requisites at 300-level or 500-level in order to get into master’s program, they can take as post-baccalaureates. That policy is listed on the Registrars website, but not currently on SIGS. Dr. Boehm asked for approval to add to the graduate catalog. Council agreed.

Non-degree status: No more than nine hours of course work taken in a non-degree status may be applied to a graduate degree program with departmental approval, and no more than fifteen (so a student cannot accumulate enough credits to qualify for a degree, without declaring a major). Dr. Boehm also commented that senior citizens sometimes work their way around departments with non-degree, and accumulate vast quantities of non-degree courses.

#### **Review of doctoral and masters programs – Dr. Beth Boehm**

Dr. Boehm reported that there are still Out-of-State Merit awards available for masters students and need to be nominated (international students are not eligible for this particular award, but are for others). She also mentioned that we've had an issue with students that state that they have funding. Students might've only had money for a certain semester and that has run out. Departments need to be clear up front about a student's funding when they come to U.S. Students have been coming to SIGS asking for funding when their own funds run out; we cannot fund these students.

Dr. Boehm referred to program review. Dr. Boehm met with all deans and associate deans of their doctoral and masters programs (she will resend the memo). Several questions that the Provost is asking: Might go back to your chairs and ask them, are we reviewing our programs?

1. Are you tracking your students? Do you know where they go when they leave us?
2. Does your department/unit have capacity in areas? Do students want to come and feel they can be successful after they get their degree?
3. If there is a capacity where can it be used to grow the program? (extra funding from Voluntary Separation Incentive Program - VSIP funding)

\*Note: Cara McHugh in SIGS office and a work-study student have been working on tracking our alumni. She's finished A&S and has completed about 90%. Working through all the units.

#### **PLAN Report – Michelle Rodems, Program Manager, SIGS Staff**

Michelle presented a report of the PLAN program highlights and events, showing attendance and different program areas being represented and to share information with the council. Michelle gave several good resources or websites for PLAN. On the SIGS website, under Professional Development (Plan your Professional Development self-assessment); and [www.versatilephd.com](http://www.versatilephd.com). We had two grant writing sessions last year; the response was so good that this year we are doing seven. There are between 40 and 80 workshops in a given year. New session this year, GTA dealing with diversity and wanted to do a workshop. She led a workshop last year, the most highly rated one last year! She put together a series of workshops (she led a couple, and pulled a few other faculty/staff from other programs). Had six Brown Bag sessions this semester. If you (department/unit) have anyone that they think might want to do something similar, Michelle would be willing to work with them.

SIGS is going to pilot a STEM GTA mini-academy this summer. We are targeting some STEM focused things, that students requested. Additionally, in April we're doing a workshop on Women in Alternative Academic careers (Keri Mathis, Grad Research Assistant is heading this up). Women from the community will be participating. A Community Engagement Academy is being worked on. Generally, doctoral students show up for the programs, but some are master's students. And yes, can invite post-docs to any PLAN events! GTA Academy for 2015-2016 Michelle made copies to hand out to everyone.

**Report from Graduate Student Council (GSC) - Femmy Rose** commented (upcoming new president of Graduate Student Council 2015-16, proxy for Jasie Stokes) on some new items:

Research Symposium – Friday, March 27 4 sessions. Need faculty judge volunteers.  
Research Funding – Fifteen students receiving funding (\$4500 total); at least six are Biology students.

5. **Old Business** – none
6. **New Business** – none
7. **Adjournment** – 4:45 P.M.

*Respectfully submitted 2/26/15 (draft)*  
*Jan Link, Recording Secretary*

*Approved Graduate Council Meeting 4/29/15*