MINUTES OF THE GRADUATE COUNCIL MEETING  
August 23rd, 2022  
Hybrid: Houchens, room 105 and Teams

**Convene** – The meeting convened at 3:00 P.M. by Dr. Beth Boehm, Dean.

**Ex-Officio**: Dr. Beth Boehm, Dean and Dr. Paul DeMarco, Associate Dean

**Members Present**: Geoffrey Clark, Lindsay Della, Natalie DuPre, Monica Gentili, Lidiya Grote, Mary Hums, Maiying Kong, Michele Kosiewicz, Lisa Markowitz, Michael McIntyre, Matthew Nelson, Kelli Peck-Parrott, Meghan Pifer, Christopher Ryan, Joe Steffen, Tamara Sluss, Cami Nasr, Ali Underwood, Monica Wendel, Gerold Willing

**Members Absent**: Anita Barbee, Daniel Bennett, Simona Bertacco, Frances Hardin-Fanning, Michele Pisano

**Guests:**  none

**Action Items:**

1. **Approval of minutes from April 26, 2022**

* Dr. Boehm asked for review and approval of the council minutes from April 26, 2022. **MOTION** by Joe Steffen. **SECOND** by Gerold Willing. Unanimously **APPROVED.**

1. **Introduction to Graduate Council and to new members**

**Information Items**

1. **Discussion of subcommittees and filling vacancies**
   * Individual subcommittee duties/responsibilities were discussed
   * Members already on subcommittees have the option to switch to a new subcommittee
   * Subcommittees to have diverse representation
   * Reilly to send email collecting preferences
2. **Update on Scholar Services program (Lidiya Grote)**

The Research Assistance and Instruction (RAI) department will develop a new approach to research assistance/support known as Scholar Services. Areas to enhance:

* **Literature Searches**
  + will develop literature search services for faculty
  + will develop Dissertation/Thesis consultation services.

* **Systematic Reviews**
  + develop a capacity to support systematic reviews and meta-analysis research in subjects outside of Health Sciences
* **Personalized Research Impact Reports**
  + develop a guide on different research impact metrics
  + provide personalized research impact reports to individual faculty members requesting the reports
* **Advanced Publishing Workshops**
  + Will coordinate and schedule vendor workshops on publishing, data management, and visualization and other advanced research topics
  + Provide in-house workshops on citation management (EndNote), and impact metrics as well as other
  + Two publishing workshops will be offered in the Fall

1. **Update on Presidential Search Committee (Monica Wendel)**
   * Monica Wendel serves on the Faculty Advisory committee to the Presidential Search committee.
   * Conducted Listening Session: What is going into the Presidential profile? Emphasis on making sure marketing was accurate.
   * Proposal sent to the search committee on how the committee will be integrated into the Presidential Search process.
   * Monica Wendel will give update at every meeting.
2. **Some work for the Council and/or the Grad School to take on this year**
   * Discussion of reviewing policies using an equity lens
   * Enrollment issues; SLATE, training of DGSes and Associate Deans in recruitment
     1. New Director of Graduate Admissions and Enrollment Management, Patriece Campbell-Palmer started August 1.
     2. Discussion on how to better market Masters programs
     3. Patriece will help DGSes with recruitment
     4. Graduate School is going to hire a SLATE employee for coding
   * Vice Provost DePuy has asked us to review another language option that undergrad admissions has adopted: TOEFL Essentials
     1. Patriece will be doing research on TOEFL Essentials
     2. The concern is that the test adjusts based on your answers
   * Stipend analysis completed last year that was tied to doctoral programs (since we are an R1 institution)
     1. We are between $3,000-5,000 under the benchmark
     2. Commitment from CFO for $600,000 for each of the next 3 years (stipends have already gone up by $1,000)
     3. In the first round, the stipends will be distributed evenly. In year 3 and 4, the stipend amount will adjust based on discipline.

**Update from Graduate Student Council –** Cami Nasr (President of Graduate Student Council) provided the following updates:

* GSC Executive Retreat was on Sunday, August 21
  + Discussed Travel grants, Research grants, GSC events, along with other general business

**Discussion Items:** none

**Recommendations:** none

**Announcements**: none

*Meeting concluded at 4:15 to accommodate Listening Session by Provost Bradley*

Old Business – none

New Business – none

Adjourned at 4:15 p.m.

*Respectfully submitted 8/24/2022  
Reilly Brown, Administrative Associate*

*Approved Graduate Council Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*