

GRADUATE COUNCIL MEETING
SCHOOL OF GRADUATE STUDIES
319 MCKELDIN CENTER

Meeting Minutes
Tuesday, February 12, 2019

Call to Order

The regular meeting of the Graduate Council was called to order at approximately 11:11 a.m. on Tuesday, February 12, 2019, 3rd Floor -Room 319 in the McKeldin Center by Dr. Mark Garrison, Dean of School of Graduate Studies.

Present

Abdollah Dehzangi, Arlene Cole-Rhodes, Benjamin Welsh, Carolyn Anderson, Chad Williams-Bey, Chunlei Fan, David Terry, Dolan Hubbard, Eric Conway, Gaston N'Guerekata, Guangming Chen, Jerome Schiele, John Leonard, Julie Conger, Linda Loubert, Melissa Littlefield, Mohammad Gharipour, Myrtle Dorsey, Nicholas Fletcher, Santosh Mandal, Stella Hargett, Whitney Johnson, Willie Thompson, Willie Bragg, Xuming Xie, Birol Ozturk, James Wachira, Jennette Logan

SGS Staff

Paul Voos
Shanika Hatcher
Kisha Phillips

I. Opening Remarks – Dr. Mark Garrison

Dr. Garrison welcomed everyone in attendance and reminded all council members to sign in. Dean Garrison alerted members that attendance are being observed on Dean level.

II. Approval of the Agenda

Approval of meeting agenda were moved and seconded as presented.

III. Approval of Minutes

Approval of minutes from November 13, 2018 were moved and seconded without corrections.

IV. Committee Reports/Discussion

Policies and Procedures Committee

- Dean Garrison stated that with Dr. Glenda Prime moving into her new role as Dean of School of Education and Urban Studies, the Policies and Procedures Committee is in need of a new chairperson. Jerome Schiele expressed his participation.

Curriculum Committee - Action Items

- Master of Science in Bioinformatics – Thesis Track: Proposal for minor modification of the existing academic program within existing resources. Voting process online is forthcoming.

Dean Garrison expressed that he is seeking to expand the Graduate Council Committees to include the Graduate Student Council and the restructuring of the Graduate Council. Drs. David Terry, Myrtle Dorsey, and Willie Thompson have voiced their participation to serve. Dr. Garrison stated that he will send out a request for participation to all council members via email.

V. Deans Report

-  Dean Garrison reported brief updates on the graduate faculty processes, DocuSign Project, CGS Strategic Consultation, and AGBIS Building Blocks.

VI. Administrative Updates

DoctoralNet/MastersNet Awareness

Dean Garrison reported that students are using the online tool for academic writing, webinars, wellness, and transferable skills for careers.

Graduate Digital Catalog Submissions

Mr. Voos opened the floor for group discussion/Q & A on the new catalog system.

DocuSign Process for Graduation Audits

Assistant Dean presented the new process on degree clearance using DocuSign. Notices are forthcoming via email with the link included.



Use of Student Names and Numbers when Requesting Assistance

Mr. Voos requested program directors to please include the student's identifying number so that the School of Graduate Studies can appropriately assist students.



Sending Students to the School of Graduate Studies for funding

Assistant Dean reminded all program directors not to send students to the School of Graduate Studies to inquire about funding opportunities unless that student have been selected to receive funding from their program budget.



Survey of Applicants

Graduate Studies Leadership is looking to launch survey by mid semester. More information forthcoming.

VII. Other Business/Announcements



All Funding Rosters will be submitted to each college/school by the end of February 2019.

VIII. Adjournment

*Next Meeting
Tuesday, March 12, 2019*