



The School of Graduate Studies

GRADUATE COUNCIL MEETING

SCHOOL OF GRADUATE STUDIES

319 MCKELDIN CENTER

Meeting Minutes
Tuesday, March 12, 2019

Call to Order

The regular meeting of the Graduate Council was called to order at approximately 11:08 a.m. on Tuesday, March 12, 2019, 3rd Floor –Room 319 in the McKeldin Center by Dr. Mark Garrison, Dean of School of Graduate Studies.

Present

Abdollah Dehzangi, Anita Hawkins, Anna McPhatter, Arlene Cole-Rhodes, Benjamin Welsh, Birol Ozturk, Carl Hyden, Carol-Ann Hendricks, Carrol Perrino, Carolyn Anderson, Daniel Campo, David Terry, Dolan Hubbard, Gaston N'Guerekata, Guangming Chen, Hongtao Yu, James Wachira, James Lee, Jenette Logan, Jerome Schiele, John Leonard, Julie Conger, Kamalesh Panthi, Keisha Campbell, Lewis Waller, Linda Loubert, Malliga Jambulingam, Mansoureh Jiehani, Marilyn Rondeau, Melissa Littlefield, Myrtle Dorsey, Nicholas Fletcher, Santosh Mandal, Willie Thompson, Xuming Xie, Helen Harrison, Russell Davis, Tonya Sanders

SGS Staff

Mark Garrison
Paul Voos
Shawn Simpson
Kisha Phillips

I. Opening Remarks – Dr. Mark Garrison

- Dr. Garrison welcomed everyone in attendance and reminded all council members to sign in. Due to the large amount of attendees, Dean Garrison asked everyone to state their name and program.
- During this time, Dean Garrison acknowledged the presence of Dr. Anna McPhatter, Interim Provost and Senior Vice President for Academic Affairs.

- Dean opened the meeting with brief updates on the degree works, online catalog, enrollment trends, DocuSign solutions, Graduate Faculty, and Dissertation Committee expectations.

II. Approval of the Agenda

Approval of meeting agenda were moved and seconded as presented.

III. Approval of Minutes

Approval of minutes from February 12, 2019 were moved and seconded with no corrections.

IV. Committee Reports/Discussion

Policies and Procedures Committee

- No Action Items to report

Curriculum Committee - Action Items

- No Action Items to report

Dean Garrison circulated the Request to Participate sign in sheet as part of last month's discussion to expand the Graduate Council Committees. Dr. Garrison announced the four committees and one task group: Graduate Student Council, Policy and Procedures, Adjudication, Curriculum, and the Graduate Council Restructuring Task Group.

V. Deans Report

SGS 5-Year Plan

- The 5-Year plan will be placed on the website for review.
- More updates forthcoming.

Automatic Enrollment of Doctoral Students – Action Items

- **Resolution 1:** The Graduate Council resolves that the Dean of the School of Graduate Studies shall seek approval for and then implement automatic registration of doctoral and masters candidates in fall and Spring Guidance courses (not summer or winter mini-term). **Motion Approved**
- **Resolution 2:** The Graduate Council resolves that the Dean of the School of Graduate Studies shall develop a mechanism whereby candidates enroll initially in guidance classes and then convert this course to "Seminar" (799 or 998) during the term in which the candidate student submits the dissertation or thesis manuscript to the School of Graduate Studies. **Motion Approved**

Graduate Council Structure and Bylaws

- Dean Garrison discussed plans to move forward with the Graduate Council Structure/Bylaws as well as the Graduate Student Council.

CGS Career Pathways

- Dr. Garrison indicated that they are in the second year of the CGS Career Pathways program and is seeking ways to support this initiative. He is looking to utilize student evaluation of program in the program review process.

Graduate Assistantship Proposal

- University Council's Finance and Budget Committee member, Tonya Sanders-Thach presented a comprehensive overview of the Graduate Assistantship Proposal.


Resolution Regarding Committee Membership and Reforming of Committees – Action Item

- **Resolution 3:** The Graduate Council resolves that each of its members shall participate in the committee activity of the Graduate Council. **Motion Approved**

VI. Administrative Updates

- Assistant Dean, Paul Voos opened the floor to discuss the graduation audit and candidacy audit. Mr. Voos mentioned that plans are underway to start candidacy audits in fall. All degree clearances for graduation are due Friday, March 29, 2019.
- Members are asked to contact Dr. Jahmaine Smith, Director of Graduate Admissions via email for assistance with the admissions process.
- Dean Garrison mentioned that AY 18/19 Graduate Council meeting minutes and agendas are now posted on the website.

VII. Other Business/Announcements

-  Dean Garrison announced that the Add/Drop form is no longer available online.
 - Mr. Voos announced plans to activate the Graduate Assistants Task Group are underway

VIII. Adjournment - *Next Meeting, Tuesday, April 9, 2019*