



GRADUATE COUNCIL MEETING

SCHOOL OF GRADUATE STUDIES

319 MCKELDIN CENTER

Meeting Minutes

Tuesday, September 11, 2018

CALL TO ORDER

The regular meeting of the Graduate Council was called to order at approximately 11:09 a.m. on Tuesday, September 11, 2018, 2nd Floor, Room 210 in the University Student Center by Dr. Mark Garrison, Dean of School of Graduate Studies.

Present

Anita Hawkins, Benjamin Walsh, Carol-Ann Hendricks, Chad Williams-Bey, Dolan Hubbard, Glenda Prime, Guangming Chen, John Leonard, Julie Cary Conger, Keisha Campbell, Arlene Cole-Rhodes, Linda Loubert, Jeihani Mansoureh, Maryilyn Rondeau, Melissa Littlefield, R. Trent Haines, Santosh Mandal, Stella Hargett, Whitney Johnson, Xiao-Xiong Gan, Willie Thompson

SGS Staff

Paul Voos
Jahmaine Smith
Shanika Hatcher
Kisha Phillips

Guest

Dr. Anna McPhatter, Interim Provost & Senior Vice President, Academic Affairs

I. Opening Remarks - Dr. Mark Garrison

Dr. Garrison welcomed everyone in attendance to the first meeting of the new academic year.

Dean Garrison welcomed and introduced Dr. Anna McPhatter, Interim Provost and Sr. Vice President for Academic Affairs and Paul Voos as the new Assistant Dean of Graduate Studies.

II. Provost Remarks - Dr. Anna McPhatter

University Events - Dr. McPhatter announced two events this evening: the President's Annual Fall Town Hall meeting, 6 pm, at the University Student Center Theater and at 3:15 pm D-Red is hosting a Speaker Series discussion on **How and Why the World Trade Center Collapsed** featuring special guest speaker Dr. S. Shyam Sunder.

Dr. McPhatter briefly discussed a few of initiatives that she is currently working on such as outsourcing online programs, enrollment, and the meaning of being an eminent urban research institution.

III. Approval of the Agenda

Approval of meeting agenda were moved and seconded as presented.

IV. Approval of Minutes

Approval of minutes from April 10, 2018 were moved and seconded with no corrections.

V. Committee Reports/Discussion

Policies and Procedures Committee

- **Action Item 1 – Academic Probation (New Language)**
Approved with corrections to grammatical errors.
- **Action Item 2 – New Section: Grounds for Dismissal**
Tabled until next meeting
- **Action Item 3 – Transfer Credit**
Approved
- **Action Item 4 – Added Language to Appeals Procedures with Modifications – Appeals**
Tabled until next meeting

Curriculum Committee

Recommendations for Entrepreneurship Graduate Courses:

- Delete/remove from the graduate catalog: ENTR 660 and ENTR 664/BAUD664
- Revise ENTR 651 course description
- Add new course ENTR 655 Venture Financing
- Add new course ENTR 661 Business accelerator (split course with ENTR 361)

Proposed:

- **ENTR 651: Innovation & Entrepreneurship Three Hours: 3 Credits**
This course concentrates on innovation management, intrapreneurship, and entrepreneurial processes that can be used to develop and manage ventures. The main objective of the course is for students to understand how to incorporate innovation into any venture. Students will create business models and develop business propositions for innovations. Prerequisites: ACCT 600, BUAD 625, FIN 620, INSS 687, MKTG 675, each with a grade of C or better.

- **ENTR 661: Business Accelerator Three Hours: 3 Credits**

This course provides an authentic action-learning environment for student entrepreneurs. Students must have an existing business, which they want to take to the next level. Students may work individually or in teams, depending on the ownership structure of their firm (i.e., sole proprietors will work individually, partnerships and LLCs may work as teams). Students will agree to achieve significant improvements in the performance of their firm. They will use critical thinking, problem-based learning, financial planning, and action plans to more efficiently and effectively grow their businesses. Students must demonstrate significant improvement in their firm's product/service, marketing, sales, operations, profitability/financial management, or product-market fit by the middle of the semester and again by the end of the semester. Prerequisites: None.

- **ENTR 655: Venture Financing Three Hours: 3 Credits**


This course covers entrepreneurial finance (grants, debt, equity...friends, family, crowd sourcing, angel investors, venture capitalists, Series A-D, IPOs, and sales) and private equity investing. Students will learn about tools and concepts related to entrepreneurial finance options, including valuation techniques, ownership/control implications, instruments, offerings, key financial analyses, advantages/disadvantages, and appropriate contextual applications. Using cases about firms at different stages of development, students will practice applying entrepreneurial finance tools and concepts to enhance business decision-making. Prerequisites: ACCT 600, FIN 620, each with a grade of C or better.


Motion to table action items was seconded and moved.


Dean Garrison and council members expressed their concern with programs/courses being presented for action without appropriate program representation.

VI. Deans Report

Dean Garrison reported the following resolutions of the School of Graduate Studies as follows:



 **Resolution 3, October 10, 2017:** The School of Graduate Studies shall implement and promulgate a limit of one (1) year for resolution of an incomplete grade. The process shall include a tracking via workflow/DocuSign and recording incomplete in student's file.

 **Resolution 4, October 41, 2017:** The School of Graduate Studies shall implement a process of recording and monitoring membership of a dissertation or thesis committee. The Policies and Procedures committee shall review the practices and establish a base practice for the University.

-  **Resolution 5, October 10, 2017:** The School of Graduate Studies shall implement a workflow/DocuSign submissions process for the recording of comprehensive examination results, language requirements, defense of dissertation or thesis, and similar non-curricular academic requirements. (We have now added all processes in the School of Graduate Studies.)

Dean Garrison reported updates on the graduate faculty processes, automated catalog, and funding processes.

VII. Administrative Updates

-  Dean Garrison presented a comprehensive overview of enrollment trends prior to the Fall 2018 drop which included the new student trends and top producing programs.
-  Mr. Paul Voos reported 65 processes in the School of Graduate Studies that are being converted to DocuSign, the document management system for tracking approvals and actions while assembling the documents in a single digital file. The system collects – all in one place – all the documents related to a given event and allows tracking of actions as they proceed through the approval process. The system is a critical step in our move away from manual filing and individual email. This transition comes as a result of Resolutions Number 4 and 5, October 10, 2017 (noted above). However, the decision by the School of Graduate Studies to convert all our processes represents a more encompassing and comprehensive initiative.

VIII. Other Business/Announcements

IX. Adjournment

*Next Meeting
Tuesday, October 16, 2018*