Graduate Council Minutes
Thursday, November 17, 2011
3:00-5:00

Attendance: Anthony Armenta, Linda Black, Matt Birnbaum, Charmayne Cullom, Dianna Gray, Wendy Highby, Heng-Yu Ku, Jennifer Murdock, Melissa Malde, Lori Peterson, Carissa Reddick, Pat Seaton, Tina Stoody, Frances Braafhart (recording secretary)

Absent: Sean O’Halloran; Shanda Crowder

I. Welcome and Kudos
   • Jennifer Murdock was elected Regional President of ACES and she is also the national secretary.
   • Charmayne Cullom has received a lifetime achievement award in her discipline.
   • Melissa Malde will be performing in Griffin Conference Hall on the CSU campus.

II. Approval of Agenda
    Dianna asked for a motion to approve the agenda. Melissa motioned to approve the agenda and Tina seconded. Motion passed.

III. Approval of Minutes-October 20, 2011 Meeting
    Dianna asked for a motion to approve the October 20 minutes as submitted. Pat motioned to approve the minutes, Jennifer seconded. Motion passed.

IV. Announcements
   A. Dean’s remarks – Linda thanked everyone for coming to the meeting in addition to everything else everyone is doing. Linda reported on the recipients of the Dean’s Citation for Excellence:
      • Laura Bateman, Doctor of Arts, Music
      • Amy Buford, Masters of Arts, Special Education
      • Lori Reinsvold, Doctor of Philosophy, Educational Psychology
      • Sarah Wilson, Doctor of Philosophy, Educational Psychology
   • Linda informed everyone that she is working on TA/GA/GRA funding requests for 2012 and she will be sending out allocations (both continuing and new requests) to the college deans in the next 2 weeks.
   • Linda is also working on pricing and enrollment projections for 2012-2013. The work on these projections is in its final stages; deadline is the end of December. The university is roughly projecting a 3% enrollment increase across all graduate programs which is a pretty healthy increase in graduate enrollment numbers. These projections will be forwarded to Program Coordinators for their review and comments/corrections.
   • Tuition Structure by Tiers: tiers were adopted by UNC based on the cost to deliver graduate programs. Once the tiers were developed, the decision was then left to faculty to decide what tier their program would be added to.
      • Lowest tier is primarily educational graduate programs
      • In Tier two are general programs (e.g. humanities and social sciences).
      • Tier 3 is the science graduate programs (highest cost programs e.g. nursing and music)
• Maquire Study Update - In 2008, Robbyn Wacker and Tobias Guzman were on a committee that contracted Maquire & Associates to research the graduate student market on how pricing, programming changes and financial aid impact admissions. Graduate funding increased because of this study which translated to 30% of all graduate students receiving some kind of funding. In collecting data for the study, Maquire surveyed prospective students who: 1) inquired about UNC but did not enroll, 2) applied and accepted but did not enroll, and 3) accepted and chose to enroll. UNC will be doing the study again and looking at this for the final year. The launch date of the study is within the next couple of weeks. Data should be analyzed by January or February and Linda will bring forward to Council.
• Grad Life Survey – This survey will collect responses from students about their concerns about life on campus. This survey will be launched in the next 10 days as a pop survey through Extended Studies. For this survey, the survey tool Qualtrics will be used and the group surveyed will be currently enrolled students who are enrolled for the academic year.
• Documenting Dissertations – dissertations are filed in the Graduate School. What we don’t have is a mechanism in place to document what the committee decided when a student defends their proposal. Tina Stoody said that the Audiology program uses a form that says whether a student passes or fails. Once the student makes corrections and completes, the formal pass is forwarded to the Graduate School. Tina will forward a copy of the form to Council members. Please send your comments or if your program uses a form, send to Frances. More discussion about this issue at the next meeting.
• Linda asked Council members about “letters of encouragement” or “Academic Progress Reports.” Many programs still provide letters or reports to students but it is more of an internal process. The Graduate School does not manage or monitor whether these letters are sent or not. Are these letters necessary? The Graduate School has the “Continuous Registration Policy” to keep students closer to completing their programs.
• Tina Stoody talked about the lack of clarity regarding the role of Program Review at the Graduate level. Is Program Review’s role to provide feedback regarding new programs? At what point does Program Review get involved with the review process? Linda will speak with Robbyn Wacker about the process and will report back to the committee.

B. Chair’s remarks – Dianna
Dianna thanked Council members who reviewed dissertations that were nominated for Outstanding Thesis/Dissertation. Recipients will be recognized at graduation.

V. Action/Discussion items
A. Program Review Committee – Hispanic Studies (tabled from Oct. 20 meeting)
B. Program Review did summarize the Hispanic Studies review, and will forward to the Dean of the Graduate School. The dean can make the decision whether to forward to the program or the College Dean.
C. Graduate Mentor Program – Dianna
NHS has a mentoring program. Should Council think about the development of an informal mentoring program which would provide new faculty with an expert list of sorts? Information could be posted on the Graduate Council website about the roles and responsibilities of
committees, FAQ’s relating to DRE, etc. There will be further discussion about the development of this type of resource and where the information should be posted for easy access by faculty.

VI. Standing Committee Reports

A. Standards Committee - Melissa
Melissa reported that 4 applications were reviewed. Three applications were approved the status requested, but one requires more information before a decision can be made. Once clarification is received from the program, Standards can evaluate. Dianna asked for a motion to accept recommendations from Standards. Tina motioned to accept report from Standards and Matt seconded. All in favor – unanimously voted yes.

There was some discussion regarding graduate faculty status and how to provide some guidelines to faculty about the experience required to be eligible for GF or DR and what the expectations are. It was suggested that perhaps letter be developed with rights and responsibilities and share this with faculty at college orientations or retreats. Linda Black will report back to Council.

B. Program Review Committee – Tina (See above under action items)

C. GSA Representative – Shanda
Shanda was not able to attend meeting but provided a short report via email. SFAP process began on Wednesday, November 16. GSA will be asking for an increase in funding this year for grant funding purposes. More graduate students have been applying for grants and with the increase in graduate enrollment; GSA feels the increase is justified. Also, the dissertation workshop is wrapping up today.

D. Library Representative – Wendy
Wendy reported on the launch of the undergraduate research journal. The Library is having party and everyone was invited to attend. Wendy will have an update regarding a question asked at the last Council meeting.

E. University Senate and APC liaison reports
Charmayne reported that there was a brief discussion regarding the types of appeals and at the level of review. There was still discussion about the role of the Graduate Dean and when the dean becomes involved with the process. Charmayne will report back.

VII. Adjourning
Diana asked for a motion to adjourn. Motion to adjourn and the motion was seconded. Meeting adjourned at 5 p.m.

Respectfully submitted,

Frances Braafhart
Recording Secretary