

## GRADUATE COUNCIL MEETING MINUTES

SEPTEMBER 4, 2009, 1:00 PM-2:30 PM, HAB 802

Present: Thais B.P.da Cunha (representing Andrea Noel), Ghader Eftekhari (representing Ying Lin), Laurel Garrick Duhaney (Dean), Gweneth M. Lloyd, Jan McLaurin, Rosemary Millham, Bernadette Morris, Fiona Paton, Emily Puthoff, Jon Raskin (Presiding Officer), Narcyz Roztock, Rose Rudnitski, Vika Shock, Director of Graduate Admissions & Guest

Excused Absences: Elizabeth Hester, Ying Lin, and Andrea Noel

### Welcome and Introduction

The first Meeting of the Graduate Council for the academic year 2009-2010 was called to order by the Presiding Officer of the Graduate Faculty at the scheduled time of 1:00PM.

The Dean (Laurel) welcomed all Council members, with recognition of the three ex officio members—Gweneth Lloyd, Director-Psychological Counseling Center, Jan McLaurin, Assistant VP-Office of Sponsored Programs, and Bernadette Morris, Registrar-Office of Records and Registration. She also recognized the new school representatives: Andrea Noel, Education; Rose Rudnitski, Education; and Emily Puthoff, Fine & Performing Arts.

1. Motion for approval of May 1, 2009 minutes with minor revisions was made by Jan and seconded by Narcyz.

### 2. Announcements

Vika reported that application for Research and Creative Projects Awards (RCPA) were sent out and are due as follows: applications for Fall funding— October 1, 2009 deadline and Spring funding—March 1, 2010 deadline.

The following Sub-Committees will review applications for the RCPA awards:

Fall 2009 ---Bernadette Morris, Rose Rudnitski, and Narcyz Roztock

Spring 2010—Jan McLaurin, Gweneth Lloyd, and Rosemary Millham

Laurel reported that she has extended an invitation to the new Provost, Dr. Donald Christian to meet Council and will obtain a time commitment from him.

### 3. Old Business

Laurel gave a brief policy overview which consisted of recapping some of the issues and inherent challenges associated with the graduate school's distance learning courses/program previously discussed in last academic year (2008-2009) Council meetings. One of the major concerns was the need to assure reasonable standardization of course presentation format and content particularly when a seated course is converted to an online course.

a. The following forms, some new and some revised were presented to Council for review and feedback:

- New Graduate Course Proposal Form
- Graduate Major Course Revision Form
- Graduate Minor Course Revision Form
- New Online Course proposal form—Graduate level
- Graduate Online Major Course Revision Form
- Graduate online Minor Course Revision Form
- Graduate Council course Proposal Evaluation Checklist
- Graduate Council Online Course Proposal Evaluation Checklist
- New Graduate Program Proposal Form-Graduate Level
- Revised Graduate Program Proposal form

There was significant discussion, input and constructive feedback from Council members in regard to the above forms. Some key observations/feedback included the addition of the university's name at the top of each form as suggested by Jon. On the Graduate Online Major Course Revision Form, it was suggested that the word "process" be used instead of "trail". There was also some discussion about the need for faculty to be able to track the approval stage of a submitted proposal at any given time. One of the proposed options involved the use of blackboard to post the current status and process of all submitted course or program proposals.

It was noted that for the 'New Online Course Proposal Form—Graduate Level,' a copy of the conventional course or existing course must be attached upon submission. The suggestion was also made that on this very same form, the word 'New' should be removed as it may present some confusion to users.

Much discussion ensued about various ways in which some of these forms may be condensed which would result in reduction of paper trail while minimizing confusion. Jon who presented some great ideas as possible solution, agreed to work with Laurel and Vika on his idea to achieve this means. Laurel requested that Council members withhold distributing forms for input from departments until Council's recommendations are incorporated into the existing forms. She indicated that the revised forms will be sent out within a week and that departmental feedback should be forwarded to her for further incorporation, where applicable.

Once all forms are completed and approved by Council, Laurel will send an email to all graduate programs informing them of the availability and central location of all forms.

Laurel indicated that these forms were also presented to the Council of Deans and the Associate Deans' Group for their feedback, and especially acknowledged their input.

Laurel acknowledged Vika's talent for her creative design contribution of the Graduate Course Proposal Forms.

Laurel also respectfully acknowledged Valerie McAllister's (Staff Assistant, Provost's Office) contribution to the revision of the forms.

### **New Business**

- a. Laurel indicated that they would like faculty to review all graduate school applications online. She asked Council members to encourage their colleagues to contact her if they are interested in being in a pilot group to review applications online.
- b. The Council approved minor revisions to the following courses:
  - CMD508 Speech Physiology
  - CMD509 Title change and course description change
  - EDA701 Internship in Educational Administration and Supervision (formerly EDA782/Internship in School Leadership)
  - EDA702/ Internship in Educational Administration and Supervision II (formerly EDA782/Internship in School Leadership)
  - EDA711 Internship in School Business Administration (formerly EDA792/Internship in School Business Leader)
  - EDA712 Internship in School Business Administration II (formerly EDA792/Internship in School Business Leader)
  - GEO560 Problems in Population
- c. Graduate Council By Laws. There is no need for any minor revision of the By Laws. All members of the Council serve a three-year term. And not a two-year term.
- d. The following four courses were distributed for review:
  - SED591 Inquiry Learning Science Education
  - EED565 Content Area Literacy B-6
  - SED554 HVWP: Invitational Summer Literacy Institute for Teachers-Part 1
  - SED555 HVWP: Invitational Summer Literacy Institute for Teachers-Part2

Meeting adjourned with motion by Rosemary and seconded by Emily.

Respectfully Submitted  
Gweneth M. Lloyd