

**Graduate Council Meeting Minutes**  
**Mendenhall Student Center 244**  
**December 9, 2013**  
**2:00 - 4:00 pm**

Members Present: Atkinson, Terry; Benfield, Rebecca; Bickley-Green, Cynthia; Donica, Denise; Harer, John; Keiper, Brett; McFadden, Cheryl; Mott, Vivian; Pokorny, Marie; Preston, Ron; Reisch, John; Ries, Heather; Russoniello, Carmen; Thompson, Bob; Vogelsong, Hans; West, Terry; and Michael Wheeler

Members Absent: Coddington, Charles; Cox, Kathy; Croskery, Tom; Eble, Michelle; Franklin, Richard; Gares, Paul; Lamson, Angela; Monroe, Richard; Ratcliff, Gail; Schwager, Paul, and Tom Skalko

Ex-Officio Present: Andrew Morehead and Mark Sprague

Ex-Officio Absent: Annette Greer, Jim Decker, and Rita Reaves (all excused)

Guest Present: Armstrong, Robin; Serck, Steve; Harris, Susie; Littlewood, Kerry; McConnell, Tom; Patterson, Belinda; Ringler, Marjorie; and Tim Runyan

1. Call meeting to order  
2:10 PM
2. Minutes
  - a. Approval of revised 10/21/2013 GC minutes  
Approved
  - b. Approval of 11/18/2013 GC minutes  
Approved
  - c. Review of GCC minutes, 11/20/2013  
Approved
3. Request for additional time extension  
GC went into closed session to maintain confidentiality of student record.  
GC came out of closed session
4. Revised CON graduate faculty criteria  
Approved
5. Additional information on GRE/MAT/GMAT exception requests:
  - a. MBA- Request to waive GMAT admissions test for MBA/MSA applicants who are members of Beta Gamma Sigma, Honor Society for Business majors.  
Approved

- b. MSW- Request to waive GRE test requirement for MSW applicants having an overall undergraduate GPA of 3.0 or higher  
Not Approved
  - c. MS Health Informatics and Information Management - Waive GRE for applicants who have completed the 15 SH health informatics certificate with a 3.5 GPA or higher.  
Approved
6. Eligibility of ex-officio members of the GC to serve on the GCEC  
Tabled
7. New program proposals, concerns about assistantship support from the Graduate School and impact on existing programs
- Opportunity to discuss will exist as new program proposals come forward
  - Public health proposal will be presented at January meeting
  - Will discuss this issue further at future meetings
8. Follow-up discussion thesis/dissertation approvals, readers
- A need for common definitions of roles and responsibilities
  - Proposal to establish committee to take existing definitions from handbooks to develop general definitions of various roles of faculty involved in the thesis or dissertation process
  - Chair Bob Thompson appointed an ad-hoc committee to return with information for the GC by March 1, 2014
    - Appointed committee members: Angela Lamson, Cheryl McFadden, Marie Pokorny, Brett Keiper, Terry West, Carl Swanson, Andrew Morehead
  - Consider inserting revisions in the Faculty Manual
  - Add department chair to list of roles to be clarified
9. Announcements
- a. Policy Action Items from Nov GC meeting sent to Academic Council
  - b. Update on 18 hour rule, and in-classroom assessment of graduate teaching assistants of record
    - Report due to GA by February 15<sup>th</sup>
    - 107 course sections taught by 66 graduate teaching assistants designated as primary instructor fall 2013.
    - Memo will be sent to graduate program directors
  - c. GCEC 11/04/2013 minutes available online
  - d. Development of web site templates

- Sarah Batchelor, temporary staff member, working with ITCS to develop templates for use by programs and for faculty information sheets
  - To be ready by early January
- e. Launch of online marketing campaign  
Launched December 2<sup>nd</sup>

10. Meeting adjourned,  
4:00 PM

Respectfully submitted,

Amy Tripp