

# Graduate Council Minutes

Thursday 3:15 p.m., September 22, 2011

Foundation Room

Members Present: Nesli Alp, Lee Harris for Monte Coulter, Stephen Craven, Chris Cunningham, Beth Dodd, David Brodsky for David Edwards, Tammy Garland, Diane Halstead, Virginia Magnus, Brendon McDermott, Mike Owens, David Rausch, Gene Schlereth, Joey Shaw, Chris Smith, Joyce Smith, Shela Van Ness, Randy Walker, Kathleen Wheatley

Members Absent: Roger Briley, Linda Johnston, Valerie Rutledge, Li Yang

Ex Officio Members Present: Jerald Ainsworth, Theresa Liedtka

Ex Officio Members Absent: Shelbey Thompson

Guests: Elizabeth Bell, Linda Orth, Mary Tanner

## Summary

Gene Schlereth called the meeting to order and the minutes from the September 8, 2011 meeting were approved as submitted.

Standing committee reports:

Curriculum Committee – No Report

Graduate Faculty Committee – Chris Smith distributed a list of the Committee's recommendations stating that all of the Graduate Faculty applications received had been reviewed by the committee with one exception and that one had been returned for a recommendation. She said of the committee's 23 recommendations there were 15 Special, 2 Associate, 3 Full Master's and 3 Full Doctoral. A question was posed as to why faculty was not more involved in making the recommendations. It was stated that the procedure is currently under review and that the new process will address that issue. The Council accepted the Committee's recommendation; 14-0-1.

Best Practices Committee – Randy Walker stated the Committee had two proposals to present to the Council:

**Proposal BP001:** *The Graduate Council proposes to change the leadership structure of the Council from that of solely a Chair to a Chair and Vice-Chair model.*

### **Graduate Council Officers**

The elected officers of the Graduate Council will be a Chair and Vice-Chair position. The Vice-Chair (also designated as Chair-elect) will serve as the Chair of the Graduate Council following his/her year of service as the Vice-Chair. In the event that the Vice-Chair for a particular year cannot serve as Chair the subsequent year, the Vice-Chair elected during the spring elections will automatically assume the Chair position and election of a Vice-Chair will occur in a timely manner.

### **Election of Council Officers and terms**

A Vice-Chair election will be held each spring, at an April meeting. All Graduate Council members will be eligible for election as the Vice-Chair. An *ad hoc* nominating committee will establish a ballot for the Vice-Chair election. Any Graduate Council member elected to serve as Vice-Chair must agree to serve a total of two years, i.e., one year as the Vice-Chair and a second year as Chair. Officers will assume their elected positions in May. The motion passed first reading: 15-0-0.

**Proposal BP002:** *The Best Practices Committee proposes the following policy statement for consideration by the Graduate Council:*

With the approval of the program coordinator and the Dean of the Graduate School, a graduate assistant may work an additional position(s) on campus, for a combined total of no more than 30 hours of work per week.

Best Practice Committee members had several alternative suggestions concerning who needs to approve this request; the full Graduate Council is asked to make their opinions known and ultimately, vote on who is included in the chain of approval:

- Major advisor
- Program coordinator
- Department head
- College dean
- Dean of the Graduate School

Rationale:

Some of our graduate programs want to employ their graduate students as adjunct faculty and as a graduate assistant. These combined positions are intended to enhance the student's skills to prepare them as academicians. If approved by the Graduate Council, the procedures to implement and monitor this policy will be developed.

A discussion ensued which considered the following points:

- who would need to be included in the approval chain,
- whether a GA could work in two different departments,
- GA's are needed to teach labs,
- is 30 hours the absolute limit,
- how will increased hours affect the GA's matriculation progress,
- will a GA be under duress or have a conflict of interest to work/not to work additional hours
- GA's can go off campus and work/teach

A recommendation was also made to include the student's GPA in the criteria to permit additional work hours.

A motion was made and seconded to allow a GA to work 20 hours and with approval of the program coordinator to work up to 30 hours per week. A friendly amendment was made to include in the approval process, the dean of the Graduate School. The amended motion passed first reading; 10-2-3.

Before the second reading, the proposal will be put into catalog format and submitted to the Council for review.

In answer to the question of how topics are chosen for review by the Best Practices Committee, it was stated there is currently a list of 15+/- topics to bring before the council and that any member could request a topic be put on the list for discussion or review. The Council was also reminded that if anyone needed additional time to discuss or review a motion, that it could be tabled for future consideration.

**Old Business:**

Graduate Coordinator Compensation Task Force - Schlereth stated the task force was scheduled to convene after the Council meeting to develop questions to survey coordinators. He hoped to have the results of the survey by the next Council meeting.

PTE as an Additional Test for English Language – At the previous meeting The Pearson Test of English Academic was approved on first reading. Previously, there was reservation that the PTE test lacked sufficient concordance. Since then, Chris Cunningham researched and found the computer-based test assessed listening, reading, speaking and writing abilities. He said the test also includes sound snippets which further enhances the test's assessment tools. He concluded by saying that he fully supported offering the test as a third alternative.

Offering PTE as an additional test for the English language was approved 15-0-0. Implementation is dependent on further University approval and activation through Pearson.

**Announcements:**

Ainsworth asked for volunteers to be on a task force to develop a marketing plan for the Graduate School as a whole. He said that this will be an ongoing project eventually developing a strategic plan. He would like a task force with at least six members. Diane Halstead, Elizabeth Bell and Joyce Smith volunteered and he will be accepting other volunteers via email or phone call.

A reminder was given for the Endnote seminar, September 28 in the Library Room 208 at 3:00 p.m. This session will not be recorded; however plans are being made to record a future seminar.

Joyce Smith and Jerald Ainsworth will be attending a GRE seminar on Monday, September 26 in Chicago. Ainsworth said that he plans to facilitate a GRE workshop to help undergraduate students make the transition into graduate studies.

Ainsworth has sent a request to all Program Coordinators to submit student's names for Who's Who. He said that it is not required, but if a program would like to participate, please forward the students names to the Graduate School by November 1.

The new GSA representative, Shelby Thompson will be at the next meeting. Currently, they are trying to reinvigorate GSA. Travel award information and the process to apply will be announced soon.

Without further business the meeting adjourned at 4:20 p.m.

Respectfully submitted,

Janice I. Uhles, CPS  
Administrative Assistant  
The Graduate School

Minutes Approved by Graduate Council on October 13, 2011