

Graduate Council Minutes

Thursday 3:15 p.m., October 13, 2011

Foundation Room

Members Present: Nesli Alp, Roger Briley, Monte Coulter, Stephen Craven, Chris Cunningham, Beth Dodd, Tammy Garland, Virginia Magnus, Brendon McDermott, Mike Owens, Gene Schlereth, Chris Smith, Joyce Smith, Randy Walker, Kathleen Wheatley

Members Absent: David Edwards, Diane Halstead, Linda Johnston, David Rausch, Valerie Rutledge, Joey Shaw, Shela Van Ness, Li Yang

Ex Officio Members Present: Jerald Ainsworth, Shelbey Thompson

Ex Officio Members Absent: Theresa Liedtka

Guests: Elizabeth Bell, Linda Orth

Summary

Gene Schlereth called the meeting to order at 3:15 p.m.

I. The September 22, 2011 meeting minutes were approved as submitted.

II. Standing committee reports

Curriculum Committee – No Report

Graduate Faculty Committee – Chris Smith distributed a list of Committee recommendations stating that the twelve Graduate Faculty applications received had been reviewed. The Council accepted the Committee's recommendations; 14-0-0.

Best Practices Committee – Randy Walker stated that proposals **BP001: Graduate Council Leadership** and **BP002: 30 HR Work Proposal for Graduate Assistants** would come before the Council under Old Business for second readings and voting. The Best Practices Committee had no new proposals for consideration by the Council.

III. Old Business

1. Graduate Coordinator Compensation Task Force

Survey data has been collected from all but a few of the program coordinators. The Task Force will meet with the Dean to discuss how to proceed with the information.

2. Graduate Council Ad hoc Marketing Task Force

No report. Diane Halstead will be unable to serve on this Task Force. A current Task Force member or a new volunteer from Graduate Council will need to provide leadership.

3. Proposal BP001: Graduate Council Leadership (proposal appended to the minutes)

There was no discussion and the vote was taken.

Proposal BP001: Graduate Council Leadership passed second reading; 14-0-0.

4. Proposal BP002: 30 HR work proposal for Graduate Assistants (proposal appended to the minutes)

A discussion ensued which included the following points:

- whether other graduate schools were allowing graduate assistants to work additional hours (some do and some don't);
- whether other universities allow GAs to also serve as adjuncts (some do some don't)
- international students would not be allowed to work more than 20 hours/week because INS laws limited their hours/week to 20 hour
- how does proposal affect summer semester, should there be an additional proposal that specifically addressed the summer semester.

It was determined to move the proposal forward as written with the understanding that it would be reviewed next year to address any issues that arise during the summer term.

Proposal BP002: 30 HR Work Proposal for Graduate Assistants passed second reading; 12-2-0.

IV. New Business

The next Graduate Council meeting will be on Thursday, October 27.

Shelbey Thompson reported the GSA held their first meeting to discuss their goals and to establish a mission statement. Not all programs had been represented at the meeting. Council was asked to encourage their students to participate.

V. Announcements

Jerald Ainsworth recognized Nursing for having a 100% pass rate in the MSN: Family Nurse Practitioner program. Dr. Kay Lindgren and Dr. Linda Hill lead the program.

Ainsworth stated that Nesli Alp had requested a Graduate Student Manual be written and published on the website. An *ad hoc* committee was formed and Brendon McDermott responded that he would be willing to serve. Any other volunteers should contact Nesli Alp.

APPENDED PROPOSALS

Proposal BP001: GRADUATE COUNCIL LEADERSHIP

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.

Proposal BP002: 30 HR WORK RULE FOR GRADUATE ASSISTANTS

PROPOSED CATALOG LANGUAGE

(New text to be added is underlined)

Work Assignments and Related Factors

To utilize the four categories of assistantships, the following provisions should be observed.

Work assignments for each type of assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in his/her program. Therefore, to the extent possible an assignment should appropriately reflect teaching hours, office hours, hours to be spent performing research or other specified tasks. Such specifications should be provided in writing at the time the offer is made.

In situations where the work assignment cannot be specifically described or must be changed from an initial assignment, the graduate assistant should clearly be informed before agreeing to, or continuing in, the assignment.

An important part of each graduate assistant's work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in differences in number of hours per week for carrying out assignments.

Thus, weekly work assignments, when specified, are done so in terms of averages. For a part time appointment, the graduate assistant's normal work time should not exceed 10 hours per week. For a full time appointment, the average number of hours should not exceed 20 hours per week. With the approval of a student's advisor, the program coordinator and the Dean of the Graduate School, a graduate assistant may work in an additional position(s) on campus, for a combined total of no more than an average of 30 hours of work per week. Combining graduate assistantship positions to achieve more than 20 hours/week is not allowed. However, a student may hold two part-time assistantship positions simultaneously which would be equivalent to a 20 hour work week. The remaining 10 hours of work must come from another type of position. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated.

Examples:

A student may hold two part-time GA positions (20 hours total) plus work 10 hours as an adjunct faculty member.

A student may hold one full-time GA position (20 hours) plus work 10 hours as a math tutor in the math lab.

Without further business the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Janice I. Uhles, CPS
Administrative Assistant
The Graduate School

Minutes approved on November 10, 2011.