

Graduate Council Meeting Minutes, October 3, 2017

Start: 3:35 p.m. End: 4:12 p.m.

In attendance: Becky Copper Glenz, Brian Bercier, Linda Dupell, Renee Scapparone, Benjamin Railton, Viera Lorencova, Jane Fiske, Deborah Stone, Brady Chen, Lisa Grimm, Lael Lavery

Not in attendance: Anne Howard, Laura Baker, James Alicata

Welcome and Committee Introductions

Meeting called to order by Becky Copper Glenz at 3:35 p.m.

Introductions made and then B. Copper Glenz introduced subject of nominations for Chair and Vice Chair.

Election of officers:

Motion made by Laura Baker via email to nominate Renee Scapparone for Council chair, Seconded by Deborah Stone. **Vote:** All in favor.

Brian Bercier nominated Anne Howard for Vice-Chair, Seconded by Ben Railton. **Vote:** All in favor.

Meeting was then turned over to R. Scapparone at 3:37 p.m.

Review of revisions to graduate council forms

R. Scapparone asked B. Bercier to speak about revisions of current forms.

Last year's council discussed the changes but decided to wait to vote in changes by the 2017-2018 council. The year was changed on every form and a new signature line was added next to a check box for "Reviewed by Dean". There was discussion about if the dean signature line is mandatory in order to move forward and it is advised but not mandatory. This action is more about making sure the Deans are aware of the proposal and this addition is not mandatory- it is a recommendation not a requirement for proposal to pass but it is a way to verify that the appropriate dean is aware of the proposal.

- The first form reviewed is the new course approval- changes made were the date and the check box for dean.
- Linda Dupell recommended adding a note at the top of forms where it calls for banner abbreviations that notes that the abbreviation is 30 characters that includes spaces, dashes, and special characters. Council agrees it will save time with friendly amendments if this change is made to appropriate forms.

R. Scapparone asked if council was comfortable reviewing forms one at a time but would vote on all of them at the end. All members present agreed.

- The second form is the course change form. Same changes were made and the additional note of "Banner limit of 30 character, including punctuation, spaces, and special characters".
- Council moved through New Program, Program Change, and Course removal forms with no need for additional changes on the revisions made.
- The review of the Policy New/Change proposal brought to light the fact that the writable PDF of this form is not compatible with Mac computers. They are able to save copy to desktop but unable to write in it and then save their work. L. Lavery will address issue with Print Services when requesting the banner abbreviation note revision.

Motion made by D. Stone to approve all forms as amended. Seconded by B. Bercier, Vote: all in favor.

Review of meeting dates:

The big change to note is that Graduate Council meetings have been changed from Thursdays to Tuesdays this year.

- November 7, 2017
- December 5, 2017
- February 6, 2018
- March 6, 2018 (Noted that this meeting will take place in Hammond 314.)
- April 3, 2018
- May 1, 2018

All meetings are held on Tuesdays from 3:30-5 p.m. in the Miller Oval conference room, except where otherwise noted.

Graduate Student Representative:

B. Bercier spoke about how we are looking for recommendations for a student representative to join the council who could be available for the Tuesday meetings. L. Dupell asked if we would want to ask one of the full time employees in one of the graduate programs and B. Railton mentioned Aly Stanton, the new English/Curriculum & Teaching graduate assistant. There was some discussion as it may be an issue to have a full time employee/student as it would take them away from their position on campus and potentially leave an office short staffed. B. Railton mentioned that he would speak with Chola about the availability of having the graduate assistant join us. L. Lavery mentioned that our last few assistants were the English department GA's. V. Lorencova and B. Chen were going to check in their program, D. Stone's student are all online, and L. Grimm mentioned that her students were mostly teachers and would not be out of work in time to make the meeting.

Council members asked to review and email information to chair in the next couple of weeks in hopes that the student would be able to join us at the next meeting.

New Business:

- B. Chen inquired as to what the correct form would be for a student to change concentrations within the same program. A student petition can be used but B. Copper Glenz mentioned that it would be fine to request change via email and L. Dupell supported that statement.
- B. Copper Glenz brought up the thesis handbook and how it is outdated and that perhaps we should send out to council and department chairs to get a sense of what needs editing.

According to B. Bercier it is tough to locate on our website and a large portion of the text was copied from another institution (they were given credit).

Some on the council were not aware that there is was a thesis book. L. Dupell also brought up the fact that the policies tend to be different in each program and could use some attention as well. Also mentioned that some programs have options for thesis, some programs have thesis continuation options which allow students to defer their loans and may have visa implications, others that have 6 year time limit that may result in being reported to clearing houses as they are technically not registered, some pay for continuation and some are not required to. L. Dupell made point that these differing policies should be looked at and see how the different policies are affecting students and their accessibility to resources on campus when they are not technically registered (library, email access, one card, etc.). L. Dupell mentioned that at previous institution students were charged fees each semester they were working on thesis and not registered for other courses. Council to review thesis handbook and policies and B. Bercier will send communication to chairs of programs with thesis options/requirements.

Motion to adjourn made by B. Railton, seconded by B. Bercier. Vote: All in favor.

Meeting adjourned at 4:12 p.m.