

Graduate Studies Council AY 2016-2017
Minutes of Meeting No. 4
TEB 231 January 20, 2017

Present:

Ms. Shirley Camp, Dr. Kevin Cantwell (), Dr. Loretta Clayton (), Dr. John Girard ,
Dr. Paul Gladden, Dr. Lawanda Greene, Dr. Francisco López, Dr. Jerry Lucas, Dr. Benita Muth,
Dr. Christine Rigsby, Dr. Loleta Sartin, Dr. Tripp Shinn, Dr. Randy Spaid, Dr. Scott Spangler, Mr. Ed
Steigerwald, and Dr. John Trimboli.

Absent: Ms. Liz Douglas

Guests: None.

1. Call to Order: Dr. Randy Spaid called the meeting to order at 9:05 AM.
2. Approval of the Agenda for Meeting No.4. Dr. Loleta Sartin moved to adopt the agenda, Dr. Francisco López seconded. The motion carried.
3. Approval of Minutes from Meeting No. 3 (October, 2016). Dr. John Girard moved to adopt the minutes **as corrected**. Dr. Francisco López seconded. The motion carried.
4. Dean's Report:
 - a. Dr. Cantwell reported SACS had approved **two graduate programs that were submitted by MGA and they are approved for federal financial aid. He reported that the previously approved FDC Graduate Faculty Handbook is undergoing a personnel poll.** Dr. Cantwell described proposals to make changes to admissions requirements meant to allow for seniors or someone with a Bachelor's Degree to take 5000-level courses. No vote was taken at this time. The proposals were discussed.
 - b. Dr. Clayton reported new enrollment numbers for current graduate programs in Nursing and IT. She reported that **Caleb Gay** is a student representative on the new Graduate Student Council. Dr. Clayton indicated that need for more graduate assistantships.
5. Committee Reports:
 - a. Agenda and Bylaws Committee: No report.
Student Resources Committee: Report given by Dr. Christine Rigsby. Committee plans to meet with Graduate Student Advisory council. No further report. Committee report is accepted as read.
 - c. Curriculum & Assessment Committee: No report.
 - d. Faculty Development Committee: No report.
6. Old Buisness:
 - a. Dr. Paul Gladden had previously self-nominated for GSC recorder position for Spring 2017. Dr. Tripp Shinn moved to vote. Council voted to elect Dr. Paul Gladden GSC recorder for remainder of AY 2016-2017. Dr. John Girard (current FDC chair) asked for a new FDC chair to be chosen. Floor was opened to accept nominations for Recorder and Faculty Development Chair Dr. Scott Spander nominated Dr. John Girard to continue as FDC chair. Council **voted to have Dr John Girard**

- b. The Council discussed the Curriculum Review Instrument, a formal instrument for the Curriculum and Assessment Committee to evaluate new graduate courses and programs. Dr. Francisco Lopez suggested that name of course and course number be added to the instrument. Dr. John Girard suggested that there needs to be a process for how the form is to be used in relation to Academic Affairs and the department that submits a new graduate program or course proposal. After discussion, Dr. Girard moved for the Curriculum and Assessment Committee to draft a process proposal for the proper use of the Curriculum Review instrument that the GSC could review. Francisco Lopez seconded. The motion carried. Dr. Loleta Sartin and the Curriculum and Assessment Committee will draft the process policy this semester.
7. New Business
 - a. Dr. Cantwell asked to table discussion of proposal to add a signature line to AAB policy because meeting time was running out.
 - b. Dr. Cantwell described 3 related proposals: (1) to revise general admission standards, (2) policy to allow for taking graduate classes without being a degree seeking student, and (3) to allow for seniors in their last semester to take 5000 level graduate classes. Dr. John Girard moved for the Council to vote on the three proposals. Dr. John Trimboli seconded. The motion carried. The Council discussed the proposals. The phrase "within 15 hours of graduating" was asked to be removed from the proposal to allow seniors to take 5000-level courses. The council voted to approve the three proposals as amended.
8. Announcements: Dr. Randy Spaid indicated that the next meeting will be February 17, 2017.
9. Adjournment: Dr. Loleta Sartin moved to adjourn, Dr. Christine Rigsby seconded. Motion carried, meeting adjourned at 10:00 a.m.

Respectfully submitted,
Paul Gladden, Recorder