Graduate Council Minutes

September 15, 2018

The Graduate Council met at 1:00 p.m. in Ingram 101. Chair Katie Foss presided

I.   Call to Order

Members present:

Katie Foss, Helen Binkley, Kyle Butler, Andrea Dawson, Norma Dunlap, Jwa Kim, Steven, Morris, Michael Roach, James Robertson, Lisa Sheehan-Smith, Dong Ye, Michael Flemming, Tom Neff, and Bob Gordan.

Ex-Officio/Guests present:

Kimberly Douglass, Associate Dean, College of Graduate Studies
Lisa Bass, IEPR

II.   Announcements
a. Dr. Foss, Chair
Dr. Foss discussed the need for the Council to have a clearly defined purpose in order for the Council to have a voice at the University.
b. Dr. Kimberly Douglass, Associate Dean, College of Graduate Studies
    Dr. Douglas discussed committee assignments.

III.   Approval of Minutes – April 27, 2019
The minutes for the April 27th meeting of the Graduate council were distributed for review. A motion was made and seconded to accept the minutes as written. This motion passed.

IV.   Sub-Committee Reports
a. New Business: committee assignments, Dr. Katie Foss
    i. Graduate Faculty
        1. Review all applications for new/renewal.
        2. Set up first meeting.
        3. Look at criteria for graduate faculty status and criteria for evidence.
        4. Distinguish between what CGS looks for and what the department requires.
        5. For the expired faculty we have temporarily approved them in order for the classes to be staffed. This will not replace the council's decision which will be made at the next committee meeting.

      ii. Curriculum Review
1. All proposed curricula will be filed on Curriculog.
2. Please become familiar with Curriculog. There is still training being done if you need it.
3. You do not need to approve on Curriculog just review it
4. We will add committee members to Curriculog.

     iii. Assessment & Program Review
1. The responsibility of this committee is to assist with external review process for programs.
2. Attend program review meetings.
3. We want to streamline the process in order to get the potential reviewers CVs to IEPR as soon as possible in order to give the programs more time to decide who they want to review their program.
4. The departments no longer have to go by the rankings to pick their reviewer.
5. The committee will need the list before the November meeting.

Report from survey of Non-Degree seeking Enrollment Program Policies (2017-2018), Dr. Kimberly Douglass

Do programs allow non-degree seekers to take classes: most do not for accreditation purposes, quality control, and staffing issues.

Is there a clear path to graduation for these students and if so we need to help them understand what that path is? Most programs do not have a clear path. We would like to bridge the gap for these students. Some programs do not want to create a "back door" into the program. We need a policy and procedures on where to go next. Identify programs we can work with to bridge this gap.

What does this student look like? How many courses do they take? Do they later get into programs or are they just taking classes?

     iv. ABM, Certificates & New Programs
1. This committee will present solid policies for these programs.
2. Get as many off the ground as they can as soon as they can.
3. Clarify process to get program started.

b. Ad Hoc Committee – from time to time Dr. Butler may ask for committee to help with different projects.

V. New Business
a. Council attendance at the Program Directors' Luncheons

Dr. Douglass discussed the need for Graduate Council members to attend the Program Directors' Luncheon for better understanding of what is being communicated at the Directors' Luncheons.

b. Guidance on how to support external reviews – add structure to get information to IARP as soon as possible.

c. Items brought by Graduate Council members – if issues need to be addressed let us know and we can put them on the agenda for the upcoming meetings.

d. Scholarships and Fellowships – make them more deliberate and intentional.
    i.   Have Graduate Council look at scholarships.
    ii. We are not leveraging these as well as we could.
    iii. Having extra input on fellowships would give a broader view.

e. Faculty Workloads – have Council look at Workloads and add their input to this process.

f. Collect data about who is on what committee and how to communicate and record progress.

g. Status Reports for incoming Graduate students
    These students are getting status reports to their MTSU email and they do not know to look at this email since they have not been admitted yet. These status updates need to go to their personal emails.

h. Is Graduate School using Degree Works and is it affecting student aid?
    i.   Yes
    ii. Problems occur because the Degree Works program goes by what is in the catalog. If the original Degree Plan varies from the catalog, the analyst goes in and manually fixes it.
    iii. Degree Works is to help track aid eligible courses.
    iv. Course substitutions are allowed if they are listed in the catalog.
    v.   Issues with thesis based programs and research – not covered when extra research is needed. If added to catalog we have raised it to 36 hours when other colleges only take 30 hours.

i. Online applications
    i.   The CGS is moving forward to put online applications in place.
    ii. Big picture
        1. Raduis interfaces with banner
        2. BDMS talks to banner
        3. Docushare is mostly in house – does not speak to banner.
        4. We are looking into BDMS to connect to campus.

VI.   **Meeting Adjourned** at 2:00 p.m.