Graduate Studies Council Meeting Minutes
Tuesday, November 27, 2018 at 12:30 p.m.

In attendance: Drs. Mickey Blackwell, Naveed Zaman, Michael Pennington, Michael Kane, Aaron Settle, Linwei Nui, Ali Ziyati, and Richard Hiles

- Minutes for meeting of October 23, 2018 – Moved to approve minutes by Dr. Pennington, seconded by Dr. Kane
- Agenda for meeting of November 27, 2018 – Moved to approve by Dr. Kane, seconded by Dr. Settle

New Business:

4. Richard Hiles shared International Student Information Sheet and discussed GRE/ACT and standard TOEFL score requirements for international students. It was agreed that each graduate program should determine its minimum standard and share that information with Dr. Blackwell. Dr. Blackwell suggested that all departments discuss these score requirements at their final department meetings for the semester and then have those numbers ready to compile at the January GSC Meeting. GSC members discussed admission requirements and how most programs have waiver options.

Old Business:

1. Review of Graduate Studies Council list of members – ensure everyone is receiving emails.

2. Sports Studies and Computer Science Programs – Dr. Settle reported that the Sport Studies graduate program is ready to submit in May for recognition as a national program. Enrollment is expected to increase to 15 in January. Dr. Zaman reported that the Computer Science curriculum was approved in the last department meeting.

3. Website Updates – The GSC Constitution and Minutes have been added to the Graduate Programs website. GSC discussed the possibility of adding a second website specifically for GSC documents, keeping the Graduate Programs website geared toward prospective students and recruiting material. Dr. Pennington suggested linking to the GSC site from the Graduate Programs site. GSC discussed how transparent the website had to be, regarding posting the GSC minutes. Dr. Blackwell recommended tabling the discussion until the January GSC meeting, when it would be decided 1). What should be visible on the website, and 2). If there should be two separate websites.

4. Dr. Blackwell reported on the second Graduate Student Association Meeting he attended. The meetings have around 15 students in attendance and are run in a business-like fashion. The GSA is also hosting a student party at the end of the semester.

5. Updates on Graduation Procedures and Diplomas – Newly designed Graduate Diplomas (for December graduates) were emailed to every department for approval.

New Business:

1. Handouts of the new GSC forms for Course/Program Changes were reviewed and discussed. These forms were based on the EPC forms for making course or program changes. Dr. Settle made a motion to accept these forms, and Dr. Pennington seconded. Motion passed.

3. GSC Meeting dates for Spring 2019 – Plan to get first meeting in January on Faculty opening-week schedule (Adele will ask Dr. Woodard). The GSC will plan on keeping the regular meetings on the 3rd Tuesday of the month.

2. Discussion of new courses for Superintendency Licensure in MEIL program – three new courses will be added to the MEIL program (7 hours total) for certified candidates who already have their principal certification. All hours can be completed in one semester. If approved, a pilot program of 5-7 students will be launched in the Spring 2019 semester. Dr. Settle made a motion to accept the Superintendency Licensure program as proposed, and Dr. Kane seconded. Motion passed.

5. Other new business:

The GSC will discuss any proposals for the Computer Science Program at the January meeting.

For future GSC meetings, Dr. Blackwell will provide printouts of agendas and minutes, but all other handouts will only be delivered electronically.

Dr. Zaman asked about the deadline for submitting Course/Program Changes form. Dr. Blackwell said revision forms should be submitted for review via email at least one week before the GSC meeting.

Dr. Pennington asked for clarification on the role of the GSC Office. Will all transcripts and test scores be sent to the GSC Office and then delivered to the graduate program coordinators? Will the GSC Office be the recruitment center for all graduate programs? These roles will be discussed at the January meeting.

Adjournment at 1:30 p.m.