

## **Graduate Studies Council Meeting Minutes**

### **Wednesday, October 23, 2018 at 12:00 p.m.**

In attendance: Drs. Mickey Blackwell, Robert Wallace, Richard Ford, Naveed Zaman, Katherine Harper, Kumara Jayasuriya, Emily Waugh, Michael Pennington, Michael Kane, Fred Vaughan, Aaron Settle, Robin Broughton, and Linwei Nui.

- Minutes for meeting of September 19, 2018 – Revisions recommended by Dr. Harper regarding motion to approve graduate associates in the Biotechnology program. Dr. Ford said definitions for graduate associates are needed from original documents. Revisions were made to September 19, 2018 minutes (on file). Further discussion, if needed of role of graduate associates at November GSC meeting. – Moved to approve minutes as amended by Dr. Harper, seconded by Dr. Vaughan
- Agenda for meeting of October 23, 2018 – Moved to approve by Dr. Pennington, seconded by Dr. Broughton

#### **Old Business:**

1. Review of Graduate Studies Council list of members. The titles have been adjusted to reflect “Graduate Faculty” on one list and “Graduate Studies Council Members” on the other list.
2. Sports Studies currently has 10 students. Five applications for January 2019 have been received so far. Sports Studies offers 8-week courses (instead of 16-week, full term courses).
3. Website Updates – Master of Computer Science will begin working on a webpage. Biotechnology will be moved on the A-Z Index Page from Ms (Master of Biotechnology) to Bs (Biotechnology). Jack Bailey has been contacted about making this change. A motion was made to add GSC minutes and the constitution and relevant documents to the Graduate Programs webpage, censoring any private information. Dr. Pennington moved to approve and Dr. Waugh seconded.
4. Discussion of procedures handbook for starting a Masters program. Discussion of what the collection of graduate programs should be called – Graduate School? Graduate College? Graduate Programs? This will be an agenda item at the next GSC meeting.

Dr. Blackwell handed out a Recruitment Information Form requesting enrollment information from each graduate program. The purpose of the form is to gather more information to help define the role of the Graduate Coordinator and to have all pertinent graduate information in the Graduate Office to better assist students with questions. Admission Procedures/Requirements and Graduate Successes were items added to the recruitment form.

The Provost reminded everyone about the Annual Reports for all graduate programs for HEPC, which will be due in May 2019.

The suggestion was made to add graduate successes to the Graduate Programs webpage and to continuously update that section.

5. GSC goals will be added to every agenda item. The number of the goal being addressed will be placed beside the corresponding agenda item.

**New Business:**

1. The new Graduate Programs Office is in 516 Wallace Hall. A graduate student worker will be hired to work in the office. Dr. Blackwell would like to have all data for each graduate program from the recruitment forms by January 2019.
2. The next Graduate Student Association Meeting is November 1, 2018 at 6:30 pm.
3. Each GSC meeting will begin with updates from each program.

Graduate diplomas were discussed. The suggestion was made that there should be a higher standard for Masters diplomas and that they should stand apart from the Bachelors diplomas. The Provost assured the GSC that he would take care of the Masters diplomas.

4. Dr. Blackwell introduced three new courses for the Master of Education in Instructional Leadership program (see attached) for the purpose of adding Superintendent certification for candidates who already have Principal certification. These courses would be implemented in Spring 2019 as a pilot certification program. Dr. Harper suggested being able to see a complete document on the MEIL program to put the Superintendent certification in context. The suggestion was also made to shorten the course descriptions for the three courses and add pre-requisite information (prior certification). Once documents can be reviewed, Dr. Pennington recommended emailing the approval for the Superintendent certification courses.

Dr. Settle mentioned potential strategies to recruit Sports Studies candidates into the MEIL program through the licensure route.

5. The next GSC meeting will be **November 27, 2018**. This will be the last meeting of the Fall 2018 semester.

Adjournment at 1:40 p.m.