**Meeting Minutes**

**Graduate Studies Council**

**Davis Fine Arts Center Theater**

**Tuesday, April 18th, 2023**

**12:30 – pm**

**Attendees**: Ali Al-Sinayyid, Mickey Blackwell, Katie Bryant, Micheal Fultz, Gerald Hankins, Patrick Liu, Emily Waugh, Aaron Settle, Michael Pennington, Heng Wu, Umesh Reddy, Ali Ziyati, Robert Wallace, Stephanie Burdette, Walter Stroupe.

**Call to Order**: Dr. Fultz called the meeting to order at 12:32 pm and reviewed the agenda.

**Approval of Minutes**: Dr. Waugh brought to attention the “New Business” item #2 on the Minutes from February should be with a maximum cap of 15 and not 4. Motion to approve Minutes was made by Mickey Blackwell, seconded by Aaron Settle.

**New Business:**

1. Approval of faculty: Members of the MEIL program were approved as Graduate faculty (Burdette, Lewis, Hagerman, Epling, Wylie, and Hoylman). All approved members will be receiving letters accordingly.
2. Dr. Waugh presented the Program Review Form to be used for the 2023-2024 graduate programs undergoing review. Motion to approve was made by Dr. Pennington, seconded by Dr. Blackwell. Form was approved unanimously.
3. Dr. Settle made comments on the HLC regarding the graduate numbers in classes usually depends on what the instructors can handle, varying between 15 to 20 students on smaller graduate programs. He also mentioned the current system for the Academic Program assessment for both undergraduate and graduate programs are good according to what the HLC requires. He added that co-curricular assessment incorporates graduate students, where they are welcomed to any activities offered on campus. It was pointed out the importance of connecting the co-curricular activities with the graduate studies, as well as a better assessment and analysis of outcomes. The HLC requires evidence of this connection.
4. MEIL Course Numbering System: Dr. Waugh requested to change “MEIL” to “LS” for better representation of the classes. Motion to approve LS designation was made by Dr. Burdette, seconded by Dr. Settle. Motion passed with one abstention.
5. Dr. Al-Sinayyid presented the 4 + 1 Computer Science Program. Dr. Wallace suggested the specific hours for both portions of the program to be more explicitly detailed to avoid misunderstandings in the future. Motion to approve was made by Dr. Stroupe, seconded by Dr. Blackwell. Motion passed unanimously.
6. The document for the International Test Scores was presented by Mr. Patrick Liu and changes to the document were requested. The removal of Guam from the list, as it is American territory, and addition of a statement at the end regarding the necessary approval of student scores by the Office of International Affairs. Motion to approve the document with edits was made by Dr. Ziyati, seconded by Dr. Blackwell. Motion to approve document with edits passed unanimously.
7. Dr. Reddy will contact Dr. Fultz regarding the Biotechnology Ph.D. Program.
8. Summer Activities: Dr. Blackwell mentioned the HLC would be visiting campus on July 11th and 12th. Dr. Blackwell also brought up summer salary for program coordinators.

**Adjournment** The meeting was adjourned at 1:55 pm due to a class starting at 2 pm in room 103.