**Graduate Studies Council Meeting Minutes  
Tuesday, October 15, 2019 at 12:30 pm**

In attendance: Drs. Mickey Blackwell, Robin Broughton, Charles Byers, Paige Carney, LeighAnn Davidson, Richard Ford, Gerald Hankins, Katherine Harper, Linwei Niu, Michael Pennington, Aaron Settle, Frank Vaughan, Robert Wallace, Naveed Zaman; GSA Representatives, Sonja McClung

* Approval of Minutes of September 17, 2019 Meeting – Moved to approve by Dr. Harper, seconded by Dr. Settle
* Agenda for meeting of October 15, 2019 – Dr. Ford – update agenda with approval of two Bio Tech positions (New Business). Moved to approve with updates by Dr. Ford, seconded by Dr. Davidson

**Old Business:**

* Website updates:
  + August 2019 Minutes, Media Studies program description, and Computer Science on Graduate Programs list.
  + Still waiting on boxlink on for Computer Science on Graduate Programs page. Jack Bailey will have to do that (request submitted).
* Graduate Admissions and Registrar:
  + Sonja will begin working on making all graduate applications a fillable PDF to put on the Graduate Admissions website. The suggestion was made to add an application checklist to all graduate applications to include supporting documents that are required with the application.
  + The Graduate Studies central office will be the holding place for all graduate applications, scores, checklists, etc. Dr. Blackwell can receive all materials and checklists and forward materials to departments. Dr. Pennington suggested the GS office email the applicants and CC program coordinators with a list of missing application materials, if any. Dr. Zaman recommended looking into being able to receive electronic test scores (applications for institutions to receive scores – ets.org). Scores can come directly to the GS office.
  + Review of Richard Hiles’ responsibilities for international admissions – should program coordinators accept international applicants, send acceptance letter, and then send student information to Richard Hiles? Or should international paperwork be processed first? Dr. Pennington mentioned that acceptance letters are necessary for student visas. Dr. Ford agreed that the last step in processing international students is the visa. All programs have had trouble getting international students fully approved and enrolled.
* Program Descriptions:
  + Make sure descriptions on website are current and accurate.
* Job Descriptions for Program Coordinators:
  + Discussion of either compensation or class exemption for serving as Graduate Program Coordinators – Dr. Blackwell passed out job descriptions for each program for editing. Edited job descriptions will be collected for the Provost to share with the President. Dr. Harper suggested that coordinators be called “Directors.” Dr. Byers said he will look at that closely. **Motion: The GSC recommends either compensation or class exemption for serving as Graduate Program Coordinators. Move to approve by Dr. Harper, seconded by Dr. Hankins. Motion carried. Motion: The GSC recommends that Program Coordinators be recognized as “Directors,” as determined by the Provost. Move to approve by Dr. Harper, seconded by Dr. Broughton. Motion carried.**
* GSC Student Council (Association) Report:
  + Graduate Student Association meeting on Friday, October 18 at 5:30 pm in 203 Hamblin.
* Monthly Meetings with Provost and President:
  + Dr. Blackwell’s next meeting with the President is November 4. Job descriptions for Program Coordinators will be presented.
* GSC Items in Bookstore:
  + Graduate Student t-shirts are in the bookstore now. More items to come.
* Review Goals for 2019-2020

**New Business:**

* Recruiting/Budget:
  + Dr. Byers announced that the Graduate Programs budget is $10,000. This can be used for travel and recruitment material, including updated graduate brochures. Mark Fuller has the template for brochures. Todd Griffith can take pictures for brochures.
* Online Application Forms:
  + Electronic applications sent to Sonja
* Graduate Honor Society:
  + Jade Irving the chapter coordinator for a new graduate student honor society – The National Society of Leadership and Success (NSLS). More information to come.
* Other New Business:
  + Dr. Ford presented two renewal applications for Bio Tech representatives to serve on thesis committees for five-year appointments. **Moved to approve the renewals by Dr. Ford, seconded by Dr. Harper. Motion carried.**
  + Dr. Settle announced an Assessment Coordinator Meeting on October 31 at 12:30 pm and requested that Assessment become a standing Old Business agenda item to review each GSC Meeting.

Adjournment at 1:40 pm

**Next Meeting: Tuesday, November 19, 2019**