



## GRADUATE COUNCIL

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### Minutes of Meeting Held October 19, 2015

*Present:* Interim Dean Schultheiss, Professors Sparks, Hansman, Sridhar, Duffy, Marino, Regoeczi, Adluri, Delgado, Kaufman, Goodman, Zingale, Thornton, Kevin Neal

*Absent/Excused:* Professors Jayanti, Deng, Kondratov, Xu

*Guests:* Professors Heidi Meier, Tim DeGroot, Deirdre Mageean

Dean Schultheiss called the meeting to order at 2:00 p.m.

1. **Approve Agenda** – The meeting Agenda was **approved**.
2. **Approve minutes from September 17, 2015 meeting** - The minutes were **approved** as written.
3. Dr. Schultheiss welcomed those new members that weren't at the first meeting.
4. **New Business**
  - ❖ Course prefix change – MLA to WLC
    - i. The department of Modern Languages changed their name to the Department of World Languages, Literatures and Cultures. They are requesting a prefix change for their MLA courses to WLC. **A motion was made to approve the proposal for a prefix change, which passed unanimously.**
  - ❖ MGT 661 –new capstone course
  - ❖ MGT 643 – new course
  - ❖ Management/MLRHR program revisions
    - i. The program revisions are a result of the program prioritization initiative. Department faculty reviewed the program and decided to make changes
    - ii. As the changes were explained, Council members asked for further clarification on certain issues. New courses are being created, courses are being re-named, and courses are being merged. Courses are being moved in or out of the core list.
    - iii. After discussion, Council members suggested this proposal be returned to the department for clean-up. Suggestions for clarification included:
      - Using new numbers for merged courses
      - Submitting a table of some sort with existing courses/program on one side and the proposed, revised program/courses on the other side as a comparison
    - iv. In conclusion, it was suggested that the proposal be re-submitted with the suggested clarification and syllabi for any new or changed course.
  - ❖ Master of Accountancy program revisions
    - i. The degree went through program review and as a result, reviewer recommendations were made. Based on these recommendations the department proposes the following changes:
      - Change three courses from 4 to 3 credits (ACT 621, 622, 631)

- With the 3 credit reduction, ACT 600 has been added to the degree requirements. ACT 600 replaces 521, which used to be a prerequisite. ACT 600 better reflects current, required knowledge in the field.
- The prerequisites were similar to the MBA program, not necessary, and have been streamlined
- Following extensive discussion, Council questioned the replacement of a prereq course (ACT 521) with another prereq course (ACT 600) but making the course now required.
- Additional discussion and explanation followed. In conclusion, Council requested a side-by-side summary sheet of the changes and revisions.
- It was decided that the three courses going from 4 credits to 3, could be moved on in the process. **A motion was made to approve ACT 621, 622, and 631 as three credit courses. The motion was approved unanimously.**
- A Council member wanted to reiterate that the reason to request a faculty member attend the Council meeting, is for clarification of their proposal by Council asking questions. If Council is satisfied with the explanation, caution should be used in asking for a return visit.

**5. Pathway to 2020** – Dr. Mageean addressed Council with an explanation of the initiative.

- ❖ The Pathway initiative is a comprehensive plan that will assess every aspect of the University.
- ❖ Some of the issues being considered will include every facet of the University to look at efficiency, savings, and possible changes of practice to make us better.
- ❖ There are a series of ‘charters’ to plan the objectives, methodology and main activities for each issue to be considered.
- ❖ Dr. Schultheiss mentioned that the Graduate College has a Pathway ‘charter’ for its objectives and activities. Two Council members are on the Committee and will be assisting.
- ❖ The Graduate Charter includes domestic and international student enrollment trends and programs being offered. Dr. Delgado went through the sections of the Graduate Charter and explained the plan.
- ❖ Council member comments included:
  - i. What internal resources will be needed to achieve the goals? What should Deans and Colleges expect to happen by 2016?
    - Dr. Schultheiss explained that simultaneously she is also working with the Strategic Enrollment Committee and their Charter. Enrollment and Marketing resources are being discussed. Marketing specifically for graduate programs has been lacking in the past.
  - ii. Requests will be made of faculty, colleges and programs. A Council member feels that if the mechanism is not in place for the resources to be available for the request, it is ‘wishing’ for a result without the structure in place to allow it to happen. How does the University get what is needed to allow for a good outcome to this process?
    - Dr. Schultheiss shared that Institutional Research has been contacted to provide retention data. The Deans and Associate Deans are the contacts in each College right now to gather and assess the data. As the Committee works through the information, suggestions will be made on how to move forward on the subjects of program prioritization and graduate marketing.

- Dr. Sridhar explained that each aspect of this initiative has a University person ‘assigned’ to the work and is responsible for gathering the information.
  - Dr. Mageean commented that some of these requests are to find out what is known and what isn’t known; that the University needs to acquire certain research and data in a timely manner.
- iii. A Council member asked specifically what the University community should have accomplished by 2020 to have this initiative be successful.
- With the factors affecting all universities (declining domestic enrollment, declining state funds, etc.), it was explained that the 2020 initiative is a plan to look closely (all aspects) at what the University will look like, what it will offer, and how resources are allocated in 2020.
  - Two overall major projects connected to the budget include, 1) how college budgets are organized, and 2) how administrative and institutional support costs are managed. In 2020, the fundamental way that the University budget is structured will have changed.
  - This initiative is a type of strategic plan with an additional, important budget impact. And it is a way to refine the University processes (decision-making, budget, allocation).
- iv. Council members asked about the 2020 web site and how to access it.

## 6. Discussion items

- ❖ Guidelines for graduate faculty exemptions document – At the last Council meeting, some felt there might need to be a change of wording in the document to include the arts as well as “clinical” fields. However on further examination, the word “clinical” is not used and it is felt that the document is fine as it is. No changes/revisions required.
- ❖ Graduate faculty status during a student’s thesis/dissertation process – The status is checked when the Committee is formed and again towards the end as the student nears their final defense. Sometimes the faculty member’s status has expired by the end of the process. In order to hold students harmless, occasionally the Dean is asked to renew a Committee member’s status. It is being suggested that the graduate faculty status of a thesis or dissertation committee be checked at the beginning only.
  - i. Council members were very supportive of this business process change
  - ii. A time factor should be considered at approval time to let Committee members know how much longer their status is in force.
  - iii. It is especially important that the Committee chair (primary advisor) be current in the latest research and literature so, ideally, their status should not be expired
  - iv. It is the faculty member’s responsibility to let a student know if their status will be expiring within one or two years.
  - v. Dr. Schultheiss said checking for graduate faculty status during a student’s thesis/dissertation process would be on the annual Graduate Faculty meeting agenda to share with graduate faculty.
- ❖ Dr. Schultheiss shared that there were 51 applications for the initial launch of the Graduate Student Awards. The Committee will be looking for reviewers and deciding on the review process.

**7. Graduate Council Representation & Standing Committees** – Available reports

- a. Faculty Senate
  - Graduate items were approved
  - There was a discussion about the University process for approvals
- b. University Admissions & Standards – no report
- c. University Curriculum Committee
  - Most items are being sent back because of incomplete information
  - A Council member asked if there were written instructions for submitting curricular proposals to ensure required information was included and could not be sent back to the department multiple times
  - This has been in conversation previously and Steering will be working on some type of guidelines to share.
  - It was also suggested to seek advice from one's College's UCC representative
- d. Graduate Faculty Review Committee – no report
- e. Petitions Committee – no report
- f. Grade Dispute Committee – no report
- g. Program Review Committee – no report
- h. University Research Council
  - Monies are being increased for Faculty Summer Awards and for Dissertation Awards

**8. Next Meeting:** The next meeting will be Thursday, **November 19 @ 11:00 a.m. in PH 200.**

**9. Adjournment:** The meeting adjourned at 4:02 p.m.