**Graduate Council Meeting**

**April 22, 2022**

**Virtual**

**Approved Minutes**

**(Approved 9-23-2022)**

**Faculty Present**: Amy Campbell, Shabbir Choudhuri, Xiang Ciao, Nicole Harpold, Monica Harris, Jon Jeffryes, Rich Jelier, Courtney Karasinski, Lara Kessler, Anne McKay, Tonya Parker, Jennifer Pope, Mark Staves, Joel Wendland-Liu, Michelle Wooddell

**Administrative Ex-Officio Present:** Trista Bergerud, Irene Fountain, Tracey James-Heer, Jeff Potteiger, Ellen Schendel

**GSA Officers Present:** Masego Seamogano

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**Ex-Officio Students Present:** Maggie Scannell

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order –A. Campbell** | A. Campbell called the meeting to order at 9:00 AM. |  |
| **II. Approval of Agenda – A. Campbell** |  | **Motion:** M. Stavesmoved to approve the agenda. T. Parker seconded. Motion passed unanimously. |
| **III. Approval of Minutes March 25, 2022– A. Campbell** |  | **Motion:** J. Jeffryes moved to approve the March 25, 2022 minutes with correction. J. Pope seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Campbell** | The year-end report will be completed and submitted to ECS after it is updated with actions from today’s meeting. Key items on the report include 4 policy changes, 13 program change requests, 1 new certificate program, 5 program reviews, and the workload survey. |  |
| **V. Curriculum and Program Review Subcommittee Report – M. Staves** | Health Informatics and Bioinformatics Team Report  The review team included J. Jeffryes, J. Wendland-Liu, and M. Staves.  M.Ed Instruction and Curriculum: M.Ed  The review team included A. McKay, J. Jeffryes, and T. Parker.  The team reports and external reviewer reports will be sent to the program for correction of errors of fact. Then the final reports go to AVP Potteiger, the respective college deans, the program director, and the Provost. After that, AVP Potteiger, each college dean, and the Provost will meet to discuss the report. and the Provost will make recommendations. The final step will be for the Provost to identify action items that the programs will be charged with accomplishing, within a specific timeline. The Graduate School maintains a spreadsheet of recommendations with follow-up on progress toward implementation.  M. Staves thanked GC-CPR committee members for their work throughout the year with special acknowledgement to E. Schendel for her valuable input.  Program Review Update  The programs being reviewed in 2022-23 have been notified. Those include Accounting, Ed. Leadership, Ed. Specialist, Medical Dosimetry, Physician Assistant Studies, and Speech Language Pathology. GPDs were asked to send in a list of names for potential external reviewers. Two or three reviewers will be selected and site visits will be scheduled. | **Motion:** The GC-CPR motion to approve the HIBI team report was seconded by J. Wendland-Liu. Motion passed unanimously.  **Motion:** The GC-CPR motion to approve the M.Ed Instruction and Curriculum team report was seconded by J. Pope. Motion passed unanimously. |
| **VI. Policy Subcommittee Report – J. Pope** | Workload Survey  The subcommittee completed the preliminary report for the workload survey. The survey data had many variables by college so the report is broken down to reflect this. Recommendations to ECS were: continue working with the data; develop a policy at graduate level related to teaching, especially outside the classroom; develop a policy to ensure that GPDs receive adequate workload compensation; review policies related to service obligations at the graduate affiliate level and clinical faculty.  The report will be voted on and submitted to ECS via SHORE in the Fall. No action will be taken by ECS/UAS during the summer.  Please send any comments for revisions to J. Pope.  Catalog Nomenclature  J. Pope offered thanks to P. Well, J. Potteiger, and E. Schendel for their work on catalog nomenclature. The terms and definitions are written so as not to overlap.  Readmission Procedure  The policy was not revised but the email that students receive was edited to encourage students to meet with a faculty advisor or GPD before re-enrolling. Clarity was needed particularly for students who are readmitted after a catalog change. |  |
| **VII. Graduate Student Association Report – J. Pope** | The GSA e-board held a transition meeting on 4/21 with the current president and new e-board members. Discussion at the meeting included identifying ways to engage the graduate student community and provide more activities that are appealing to graduate students, and to address food availability on the downtown campus. The GSA will be represented at the New Graduate Student Orientation on May 4. |  |
| **VIII. Associate Vice-Provost’s Report – J. Potteiger** | The Graduate School Updates The Graduate School is continuing its work related to the Graduate Council, program review, and supporting the Graduate Student Association.  Preparation for Spring-Summer is underway with new graduate student orientation (both in-person and via Zoom), new GA orientation, thesis/dissertation workshops, and new international student orientations. Updates will be made to grad handbooks, the policies and procedures manual, and other informational documents the Graduate School provides. Graduate assistant appointments can be approved and processed prior to the Board of Trustees meeting so there will not be delays with students getting their tuition waivers.  The Graduate School Citations event was held in-person and livestreamed on Friday, April 15. Grad Showcase was held in-person on Tuesday, April 12th.  J. Potteiger thanked A. Campbell, J. Pope, M. Staves, and M. Harris for their leadership on the Graduate Council. |  |
| **IX. Old/New Business** | Graduate Council Officer Elections  Nominations were accepted for:  A. Campbell, Chair  Monica Harris, Vice-Chair  M. Staves, Curriculum and Program Review Subcommittee Chair  J. Pope, Policy Subcommittee Chair  College Representation BCOIS did not elect representatives for the Graduate Council in 2022-23. The Graduate Council bylaws require all colleges to be represented and representation for BCOIS is important because the college has graduate faculty teaching and serving on thesis committees.  It was unclear if CECI will continue to have four or two representatives, but per the current CECI members, the college will continue to have representation from both Education and the former CCPS side.  ECS Activities C. Karasinski noted that college representation will be an agenda item at the summer retreat. ECS will be working on the role of student evaluations in teaching, and balancing those with self-evaluations and peer evaluations, and piloting a peer evaluation. Also discussed will be inequities in teaching evaluations from students, strategic enrollment planning and holistic admissions, which will likely have implications for graduate education,  Outgoing Member Recognition J. Wendland-Liu was recognized for his service to the Graduate Council and the Curriculum and Program Review Subcommittee. | **Motion:** Each nomination was seconded. Motion to approve the slate passed unanimously. |
| **X. Adjournment** |  | **Motion**: moved toadjourn. Meeting adjourned at 9:54 AM. |