**Graduate Council Meeting**

**September 27, 2019**

**201D DEV**

**Minutes (approved 10/25/19)**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Amy Campbell, Xiang Cao, Shabbir Choudhuri, Barbara Harvey, Jon Jeffryes, Courtney Karasinski, Emily Nichols, Rui Niu-Cooper Karen Ozga, Linda Pickett, Jennifer Pope, Paulette Ratliff-Miller, Mark Staves, Joel Wendland-Liu

**Administrative Ex-Officio Present:** Irene Fountain, Mark Luttenton, Jeffrey Potteiger, Pamela Wells

**Graduate Student Association:** Christina Chong

**Ex-Officio Students Present:** Amanda Filkins

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
|  **I. Call to Order**  | A. Bostrom called the meeting to order at 9:03 AM.  |  |
| **II. Welcome and Introductions**  | New members Emily Nichols and Linda Pickett were welcomed.  |  |
| **III. Approval of Agenda**  |  | **Motion:** P. Ratliff-Millermoved to approve the agenda. J. Pope seconded. Motion passed unanimously.  |
| **IV. Approval of Minutes September 6, 2019** |  | **Motion:** C. Karasinski moved to approve the September 6, 2019 minutes with corrections. D. Balfour seconded. Motion passed unanimously.  |
| **V. Chair’s Report – A. Bostrom**  | The chair had no report.  |  |
| **VI. Curriculum & Program Review Subcommittee Report – M. Staves** | Log 10110 - New Program Proposal: master of Science in Recreational Therapy The proposal author attended the GC-CPR meeting to answer questions about the proposal. The program has three paths to the master’s degree with varying credits from 33 to 63. Students without a background in recreational therapy must take a 600-hour practicum and become certified. The author was asked to change the culminating experience to a project (693). The GC-CPR chair will clarify the credits and recommend 12 credits of graduate courses in the combined degree program rather than 9 as stated in the proposal. Draft Program Review Template for Team ReportThe draft template was distributed for review. No changes were made.  |  **Motion:** The GC-CPR’s motion to approve Log 10110 with clarification of the credit hours for the combined degree program was passed unanimously.  |
| **VII. Policy Subcommittee Report – S. Choudhuri**  | A. Policy for Projects used as Culminating Experience (CEP)The GC-PC presented the draft policy for review. Concerns about proprietary information can be addressed via students requesting an embargo for any length of time. The policy allows exceptions to be approved by the dean of The Graduate School. GC-PC UpdatesThe draft course numbering policy will be reviewed by the Provost’s Cabinet and GPDs. The GC-PC is discussing how work experience could be part of the academic experience.  | **Motion:** M. Staves moved to strike item #6 from the draft policy as it is included in the continuous enrollment policy. A. Campbell seconded. Motion passed unanimously. **Motion:** The GC-PC’s motion to approve the Draft Policy for Projects used as Culminating Experience as revised passed unanimously.  |
| **VIII. Graduate Student Association Report – C. Chong** | The e-board meets once per month and communicates frequently via email and a closed Facebook group, and maintain a shared filing system on the Google Drive, which will assist with transitioning to new board members in the future. GSA is spreading awareness and promoting events via Facebook, the website, and Blackboard. They have reached out to the Lanthorn and GV Magazine and are working on a newsletter. The GSA funding board met on 9/20/19. Changes were made to funding bylaws including: 1) an increase in the individual funding limit to $750, 2) group travel maximum increased to $7,500, and 3) funding requests can be submitted 7 days prior to the meeting rather than 10 days. Standing committees have full representation with students from 10 different graduate programs. GSA is planning a networking event for all graduate student representatives. New standing committee guidelines are being drafted. GSA is sponsoring a Griffins hockey game on November 11 and plans are being made for future events. GSA will look into a university health insurance policy for graduate assistants.  |  |
| **IX. Dean’s Report – J. Potteiger**  | Graduate Program Review The graduate program review external reviewer site visits will be scheduled in the upcoming months, with 2-3 likely in Fall 2019 and the remainder in Winter 2020. Library Focus GroupsMembers of the library staff met in focus groups with graduate students in several health professions programs. The goal was to find ways to better serve graduate students on the health campus. A number of recommendations were made. The Graduate School appreciates the time and effort of Sara Beaubien and the library staff to improve services for graduate students. Miscellaneous UpdatesThe graduate exit survey results from 2018-19 will be presented to the college deans soon, then to graduate program directors. The master of health administration program is undergoing a site visit from their accreditation body.  |  |
| **X. Old Business**  | There was no old business.  |  |
| **XI. New Business** | There was no new business.  |  |
| **XII. Adjournment** |  | **Motion:** M. Staves moved to adjourn. J. Pope seconded. Meeting adjourned at 10:15 AM.  |