



Minutes—September 10, 2015  
3:00 pm - Academic Affairs Conference RM 239

**Members Present:** Andrea Paganelli(for Marge Maxwell), Carl Myers, Kristin Wilson, Amy Cappiccie, Eve Main, Kurt Neelly, Kirk Atkinson, Leyla Zhuhadar, Steve Wells, Carl Dick, Chris Groves, Lance Hahn, Eric Reed, Angie Jerome, Shannon Vaughan, Molly Kerby, Andrew Rosa, Carl Fox, John Hay, Laura Brigman

**Members Absent:** Marge Maxwell, Ron Mitchell

**Guests Present:** Colette Chelf, Julie Harris, Laura Upchurch, Scott Gordon, Danita Kelley, Janet Applin, Cathleen Webb, Andrew McMichael, Tiffany Robinson, Melissa Davis, Matt Green, Lisa Murley, Sylvia Gaiko, John Hay, Laura Brigman

Meeting presided by Chair Kurt Neelly.

I. Call to Order

\*Neelly introduced Carl Dick as Cheryl Davis' replacement on the council; \*Neelly introduced SGA representative John Hay; \*Neelly announced name of PCAL student representative Laura Brigman (not present at this time); \*Neelly stated he would email colleges about student representatives; \*Neelly introduced Provost Lee;

II. Consideration of August 20, 2015 minutes \*Jerome/Wilson motion to approve; passed

III. Report from Provost Lee

\*Provost Lee indicated need for strong graduate program which includes proposing additional terminal degrees; need to appoint an Interim Graduate Dean as Dr. Fox will be leaving on October 31<sup>st</sup>, 2015; invited suggestions of candidates for Interim Graduate Dean, as well as self-nominations; need to find a permanent Graduate Dean and decide if the search should be internal or external; stated he prefers external search; relayed that he has received suggestions that the Graduate Dean and Interim Associate Provost for Research and Creative activity could be joined and one person could have both responsibilities; stated he would like to hear thoughts about Graduate Dean and/or any other thoughts the council may have;

\*Neelly asked what role the Graduate Council has on the structure, functioning and direction of the Graduate School;

\*Provost Lee, Graduate Council serves as a chief faculty governance body in conjunction with colleges and departments with regard to graduate programs; also have responsibility to serve as a catalyst for graduate education discussions around campus; will likely appoint an Interim Graduate Dean for November 1<sup>st</sup>, 2015 through the remainder of the year and then appoint a permanent Graduate Dean in the Fall 2016; the interim will only have the responsibility of Interim Dean of the Graduate School;

\*Hahn stated concerns about the Graduate School budget and allocations and requested this issue be a top priority for the interim dean; questioned application fees and where that money is being used;

\*Reed questioned if the Graduate Council should elect a budget committee to look at and discuss the Graduate School budget;

\*Hahn stated that he would like the Graduate Council as a whole or a sub-committee discuss the budget for the Graduate School;

\*Reed stated that the Graduate Council should come up with a mission statement or master plan for Graduate School and would like to have a discussion with the permanent Graduate Dean as to the focus or identity of the Graduate School;

\*Neelly questioned if the budgets, GA's, and fellowships were topics appropriate for a graduate faculty-governance body to make recommendations or does it fall under administrative duties;

\*Jerome would like to have the Dean look more closely at the fellowships and assistantships;

\*Provost Lee stated that the Graduate Dean needs to engage the Graduate Council in discussions in regards to fellowships and assistantships and get the Council's feedback; Council needs to understand how and why certain decisions are made, but ultimately these are decisions for the Graduate Dean; stated the Graduate Council does not want or need to become involved in the daily management of the budget; stated that he would attend other council meetings if he is invited or if he had reason to be on the agenda.

#### IV. Committee Reports

##### a. Curriculum Committee

\*Eric Reed explained that the Curriculum Committee would like to present their report during Graduate Council meetings as a single consent item on the agenda; if discussions are not needed and all votes are "yes" the items or proposals are passed; if a discussion is needed, the item can be moved from the report before the vote and moved to the action agenda; the item removed will be taken up and discussed at the next meeting;

\*Neelly stated the Curriculum Committee meetings are open for anyone to attend; agenda and proposals will be available on the Curriculum Committee website for review before the next council meeting; questioned future process with regard to electronic curriculum workflow being implemented;

\*Chelf clarified that this process would be used for this year, as electronic workflow will begin next summer; will schedule opportunities for faculty training on the new system in the spring 2016 term;

\*Reed motion to approve report; Passed.

\*Reed announced the next Curriculum Committee meeting is on September 29<sup>th</sup>, 2015; any new proposals need to be submitted to Eric Reed by September 18<sup>th</sup>, 2015; if a proposal is rejected it will be sent back to the college for revisions; the council will be informed as to which proposal was rejected;

##### b. Student Research Grants Committee

\*Hahn stated the Research Committee has a budget of \$25,000 to be allocated for the year; announced the recipients of the student research grants;

\*discussion that a student who has been awarded a fellowship may not be eligible for a research grant; discussed need to notify a student of this procedure and discouraged from applying; there aren't any rules stipulated as to whether the student should be notified; committee suggested to notify students about eligibility before allowing them to apply;

\*Neelly asked that the committee come up with guidelines about University funding;

\*Hahn motion to approve; Passed.

##### c. Policy Committee

\*No report

V. Report from Dean of the Graduate School

\*Fox stated graduate enrollment is up 15 students, down in masters students and part-time students, up in doctoral students; relayed which programs had significant increases or decreases in enrollment; informed that ISO recruiting trip to India could possibly produce 250 applicants;

\*Jerome questioned if there is a policy in the graduate school that limits the amount of student conditional admits with GPA's less than a 2.75;

\*Fox, no; number of conditionally admitted students accepted was up to each program;

\*Fox explained the Quick Admit process; each program opts in to be part of the quick admit process;

\*Reed questioned if Dr. Fox planned to begin the graduate student fellowship application process before he leaves in October;

\*Fox stated that college deans have indicated that fellowship program money would be better spent by putting it back into the regular Graduate Assistant fund with the exception of six fellowships, 1 per college, the award of which would be determined by the academic college; Graduate School would provide the funding; explained that current fellowship pays for stipend, tuition, and \$1000 for travel and/or research;

\*Fox voiced concerns that Graduate Assistants performing same duties in the same program are not paid same amount; encouraged programs to be consistent with allocations;

\*Hay stated that students should have a decent amount to say about how the funds are allocated;

\*Fox explained how the monies are allocated from academic affairs to the graduate school and the specific programs; departments will then choose how those monies are given out; having a fellowship program has a positive effect with enrolling students; all GA's have an agreement form to stipulate the duties they will be performing.

VI. Announcements & Adjourn

\*Chelf introduced Matt Green, a visiting scholar from University of North Alabama; UNA is considering the creation of graduate programs and he will be observing Graduate Council meetings;

\*Neelly announced that the Professional Education Council has requested to have a graduate council member part of the PEC; Carl Myers will serve;

\*Atkinson/Wilson motion to adjourn.