

**Graduate Council
Minutes
September 22, 2016**

Members present: Steve Green, John Mello, Gil Fowler, Steve Bounds, David LaVetter, Brandon Kemp, Lauri Umansky, Lauren Shack-Clark, Hideya Koizumi, Deborah Chappel-Traylor, Malathi Srivatsan—Proxy for Tanya McKay, Steven Guffey--Proxy for Shawn Drake, Hunter Sadler

Non-voting members present: Summer DeProw, Gina Hogue, Karen Wheeler, Terry Thomas, Tracy Finch, and Jessee Blankenship

Guests present: Sharon Davis, Asher Pimpleton

Meeting called to order by Dr. Gil Fowler at 3:30pm.

Dr. Lynita Cooksey, Provost, addressed the council to discuss the following issues:

- Inconsistencies with Graduate Council procedures.
- Possible appointment of a sub-committee to consider student appeals.
- Standardizing graduate forms.
- Revising and standardizing the renewal processes for regular and temporary graduate faculty status.

Dr. Cooksey stated that Dr. Karen Wheeler, Senior Associate Vice Chancellor will have ultimate oversight on all policy matters and Dr. Gina Hogue will oversee all curriculum matters.

Dr. Gil Fowler asked all members present to introduce themselves. After introductions, Dr. Fowler stated that all graduate forms are now filed electronically via curriculum@astate.edu. Committee letters of appointment should be distributed today. Brief discussion of current voting body.

[Minutes from April 22, 2016 were approved by email vote on 5/5/2016.]

Action agenda items:

1. **Election of Committee Chair**—Mello nominated Shawn Drake. Motion made by Bounds, second by David Lavetter, passed unanimously.
2. **Election of Secretary**—Chappel-Traylor nominated Gil Fowler, in the form of a motion, second by Mello, passed unanimously. Note: Fowler will be unable to attend several meetings, Bounds will act as proxy for Fowler when he is unable to attend.
3. **Faculty Status Guidelines—Social Work NC001**—Motion to return for clarification on number 6 of the required appropriate scholarly activity by Chappel-Traylor, second by Green, passed unanimously.

4. **Graduate Faculty Status Requests:**
 - a. Calloway (2016G_NC005)—Chappel-Traylor motion to approve, second by Umansky, unanimously passed.
 - b. Camp (2016G_NC006)—Bounds motion to approve, second by Chappel-Traylor, unanimously passed.
 - c. Lamm (2016G_NC007)—Chappel-Traylor motion to approve, second by Mello, unanimously passed.
 - d. Narey (2016G_NC008)—motion/second, unanimously passed
 - e. Pleshkan (2016G_NC009)—motion/second, unanimously passed
 - f. Long (2016G_NC010), Morton (2016G_NC011), Taylor (2016G_NC012), Wilkerson (2016G_NC013)—motion by Green to return for resubmission with correct forms and/or current CV, second by Kemp, unanimous vote to return for corrections.
 - g. Addae (2016G_NC014)—motion by Fowler to return for resubmission with correct forms and current CV, second by Green, unanimous vote to return for corrections.
 - h. DuBose (2016G_NC015)—motion by Chappel-Traylor to approve, second by Green, unanimously passed.
 - i. Head (2016G_NC017), Knight (2016G_NC018), Treadwell (2016G_NC019)—motion by Mello to return for resubmission with current CV, second by Kemp, unanimous vote to return for corrections.
 - j. McKeon (2016G_NC020)—Bounds motion to approve, second by Mello, unanimously passed.

5. **Curriculum Proposals**
 - a. New Course Proposal OTD6183-OTD6283—Chappel-Traylor motion to approve as a group, second by Sadler, unanimously passed.
 - b. Bulletin Changes (2016G_NHP03 MSHS)—Bounds motion to approve, second by Chappel-Traylor, unanimously passed.
 - c. New Program Proposal—Masters in Athletic Training (2016G_NHP04) Chappel-Traylor motion to approve with stated requirement that course descriptions and inconsistencies in course titles must be corrected, Srivatsan second, unanimously passed.
 - d. New Course Proposal (2016_GNHP05—2016G_NHP25 Masters in Athletic Training courses)—Green motion to approve all MAT courses with one vote and with stated requirement that course descriptions and inconsistencies in course titles must be corrected. Second by Bounds, unanimously passed.

6. Policy Discussion

a. Graduate Faculty Status.

Issue: The Provost's office is ensuring the currency of graduate faculty status records with assistance from the Registrar's office and will provide an "in good standing" list of graduate faculty to the committee.

b. Graduate Student Exception Requests.

Issue: Graduate student exception requests are currently being submitted to the Provost's office for approval. Some of the requests come directly from the student, while others are submitted by faculty. These requests typically involve waivers of admission criteria, graduation requirements, academic suspension due to grades, and exceptions to the time-to-degree requirement.

It has been noted that requests might include waiving University admission requirements in addition to those determined by the department. Furthermore, a single individual is currently making waiver/exception decisions.

Discussion topics included:

- Graduate Faculty Admissions and Credits Committee
- Review/Recommendations/Appeals Committee
- Re-admissions/Consistency in all cases
- Guidelines for proper documentation/Audit trails
- Integrity of programs and faculty oversight

c. Degree Check-Out Forms.

Issue: ASUJ has adopted the CAAP (Banner system) to streamline degree check-out for undergraduate students. There is no systematic method to determine if degree requirements have been met for graduate students and there is a desire to create more consistency across campus. No discussion due to time restrictions.

7. Other Business:

a. Fowler asked for volunteer to serve on University Assessment Committee.

Umansky nominated/made motion for Chappel-Traylor to act as Graduate Council representative on the University Assessment Committee, second by Bounds, unanimously passed.

b. Hunter Sadler, Graduate Student Council representative, addressed committee regarding issues with Graduate Assistant pay, and differences in salaries of

Teaching Assistants who teach various numbers of classes. This agenda item will be tabled until the October meeting.

Meeting adjourned at 5:15pm.

To access graduate faculty status applications:

<https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/graduate-council/noncurricular>

To access curricular proposals

<https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/graduate-council/current-documents>