

GRADUATE COUNCIL MINUTES

Monday, October 4, 2010

3:30 pm

Council Members:

COB

Greg Arburn
Louann Cummings
Joon-Young Song

COE

Mary Cameron
Gwynne Rife
Chris Moser

COHP

Laura Schmelzer
James Yaggie (A)
Sharon Fleming Walsh

COLA

Christine Tulley
Jennifer Fennema-Bloom
Matthew Stolick

COS

Tim Murphy (A)
Pam Warton
William Doyle (A)

COP

Lori Ernsthausen
Laura Perry
Alex Vaglenov (A)

Chair: Sharon Fleming Walsh

Ex-Officio: Tony Goedde, Registrar
Tom Dillon, Graduate Dean
Robert Schirmer, Library Director (A)
Grant Wilkinson, Parliamentarian

Heather Riffle, Graduate and Professional Studies
Jill Gear, Director of Grants and Contracts Administration
Sara Hingson, Director of External Academic Affairs
Matthew Christ, Graduate Student Representative (A)

S. Fleming Walsh called the meeting to order.

S. Fleming Walsh asked for a motion to approve the minutes of the September 2010 meeting.

J. Fennema-Bloom made a motion to accept the minutes, seconded by G. Arburn.

MOTION passes.

Report of the Registrar

T. Goedde announced that registration for spring 2011 will begin on October 11. He also reminded the council of the new policy regarding the online payment agreement. Students will need to fill this out prior to being eligible to register. The Office of the Registrar is currently working on a report that advisors can see a list of the students who have not yet filled out the form.

Report of the Graduate Student Representative

T. Dillon reported the M. Christ had attended the Board of Trustees meeting and presented the results of the graduate student satisfaction survey.

Report of the Library Director

No report

Report of the Director of External Academic Affairs

No report

Report of the Director of Grants and Contracts Administration

J. Gear reported that there have been three proposals that have gone out in the past few weeks. She had also attended a NSF grant workshop and will submit a report of the conference to the Graduate Dean.

Report of the Graduate Dean

T. Dillon reported that the three restricted accounts are now eligible for contributions that were created for Graduate Research. The Graduate Research and Scholarship committee will be meeting to discuss how those funds will be disbursed. The committee will also be making the decision as to how the funds are approved.

T. Dillon has submitted feedback to Dr. Fell on graduate studies for the strategic plan updates. Documentation of strategic goals and ways to move ahead in graduate studies was also added.

T. Dillon reminded the council to attend a workshop on the new grade entry system as it will be going live in the next week. S. Hingson clarified that additional workshops are planned as so far they have all been full.

The recruiters are currently on the road attending graduate fairs at area colleges and universities. This travel schedule goes on through November. T. Dillon noted that if any college has a specific need for advertising or recruiting events to please contact the Office of Graduate and Professional Studies.

Also noted was the potential to partner with a company to look at creating a 'virtual campus' for The University of Findlay. T. Dillon met with D. Gruber and S. Walthour to demo a site created for the Air Force Academy. The idea is that there are very few services for the students that take courses online and this will give them an opportunity to feel like a part of campus.

Committee Reports

Curriculum:

J. Fennema-Bloom presented a proposal of a schedule for Curriculum committee submissions. This schedule has been sent to the Deans of each college and is posted on the website. This should help with allowing adequate time for review of proposals with at times having many to approve. S. Walsh suggested the creation of a rubric so that faculty know exactly what the committee is looking for when proposals are submitted.

J. Fennema-Bloom also noted the committee will begin to look at revising their goals.

Faculty Standards:

M. Cameron reported the committee had met to review eleven Graduate Faculty status requests. Seven were given provisional status and four were given full status.

M. Cameron noted that those up for renewal can begin to submit requests to the committee in the spring. This will hopefully allow the committee to gradually review requests rather than all college requests at once. It was noted that submitting early will not accelerate the faculty renewal date.

M. Cameron also noted items for approval under New Business.

Student Standards:

L. Schmelzer reported that the committee had met to review appeals. T. Dillon noted that the committee may also begin to look at the policy regarding the 7-year stipulation on graduate credit. This appears to be the majority of the requests that the committee reviews.

Admissions and Recruitment:

No Report

Research and Scholarship:

G. Rife reported that the list of research projects that were collected last year is up on the Blackboard website. The plan for the future is to have a form that faculty can use via the website to submit items to the list.

The committee will be meeting to discuss a structure for the distribution of the Graduate Research funds.

OLD BUSINESS

S. Fleming Walsh asked for volunteers for Committees that still need Graduate Council representation. T. Murphy would be able to represent for the International Travel and Education committee as he is already a member. B. Doyle was suggested to attend the Library committee, L. Schmelzer offered if he was unable. C. Moser volunteered for the TLTC Roundtable committee.

NEW BUSINESS

M. Cameron made a motion to approve the changes to the Guidelines for Graduate Faculty Status review, seconded by M. Stolick.

DISCUSSION

M. Cameron noted that the changes were made to tighten up the requirements and to make the process more user friendly. The updates should also be clear as to what is required with a submission.

M. Cameron also added notations at the bottom regarding interim provisional status and the implications for anyone who does not receive initial full graduate status. J. Fennema-Bloom asked how this policy affects someone with tenure. C. Tulley clarified that this process is in line with what is required in the faculty manual.

S. Fleming Walsh called for a vote. MOTION passes.

S. Fleming Walsh brought forward the formation of an ad-hoc committee to look at by-laws definitions of graduate education in the faculty manual. The committee will be asked to look at all the documents currently available to make sure they are up to date and accurate. She feels the committee should only have to meet two to three times a year.

The committee will include: J. Fennema-Bloom, C. Tulley, L. Cummings, and S. Fleming Walsh. T. Dillon will represent as an ex-officio member.

INFORMATION ONLY

There was a motion to adjourn at 4:45 pm.



Dr. Sharon Fleming Walsh, Chair

September 7, 2010

Date