Graduate Council Committee  
Wednesday, October 02, 2019 Meeting Minutes  
EHFA, Room 164 @ 12:00 pm

Members Present:
- Spadoni College of Education – Austin Hitt, Richard Costner
- Edwards College of Humanities and Fine Arts – Joe Oestreich, Phillip Whalen
- Wall College of Business – Michael Latta, Olajumoke Awe
- College of Science – Colleen McGlone, Erin Hackett
- Dean of the College of Graduate Studies & Research – Rob Young
- Faculty Senate – Roi Gurka
- Registrar’s Office – Dan Lawless
- Library Services – Amy Fyn (substitute for Eric Resnis)

Absent: None

Guests:
- Deborah Breede
- Greg Cripple
- Barbara Mallory

I. Call to Order

A. Approval of the May 1, 2019 minutes were moved by Joe Oestreich and seconded by Erin Hackett. The minutes passed.

II. Chair Report

A. Grad Council will be meeting on the first Wednesday of every month, curriculum material should be submitted two weeks ahead of time.

B. Form E has been removed, the link still exists but is not working.

C. Per Jim Solazzo, efforts to create one system for Academic Affairs and Grad Council are ongoing, but will likely not be complete until next fall. Thanks go to Jim, Lydia Deeck, Kristin Olsen, Chuck Barnell, and David Yancey. Expect some glitches along the way, but we will continue with the current online Graduate Council system for this school year.

D. Form B – please follow these instructions from Jim Solazzo
   a. In general a program should submit at most one FORM B per program per year. Of course there are exceptions.
b. Directions for the attachment for “Proposed catalog description as it is to appear in the CCU Catalog” a component of FORM B:
   i. Immediately have the department email Lydia Deeck (ldeeck@coastal.edu) and me (jsolazzo@coastal.edu) requesting a Word template of the program.
   ii. Content that is to be deleted strike out in blue text.
   iii. Content that is to be added add in using red text.
   iv. DON’T use TRACK CHANGES.

c. Moving forward Form B’s where the “Proposed catalog description as it is to appear in the CCU Catalog” doesn’t meet the requirements of item (2) above will be sent back for revisions.

E. Marketing and recruitment efforts: With the help of Admissions and University Communications, the initiation of a Customer Relations System (CRM) has been moving forward for each college and graduate program. Though the initial set-up requires some effort, it should reduce word load and improve recruitment once established. University Communications and Jeffrey Ranta’s JOUR 326 course are leading a branding exercise for us, which should result in a set of cohesive marketing materials in the spring. Thanks go to Jeffrey, Lindsi Glass, Mark Garrison, Steph West, Derek Doss, and Amanda Craddock.

F. The Graduate Student Association representatives should be identified by the end of next week. We should schedule the first meeting by late October/early November.

G. The Office of Graduate Studies was not approved for a new staff member this year.

H. Women in Technology will have their inaugural presentation event on Wednesday, October 9 at 11:00am in the Alford Ballroom.

III. Old Business

A. Procedures for Graduate Assistants and Grad Student Workers when there are campus closures.
   a) During the recent hurricane closure, procedures for graduate student workers was an improvement compared to last year but can still improve.
   b) As per the Provost, GA’s supporting instruction (grading, helping to develop/deliver online content, tutoring, instructions, etc.) were approved to work off-site during the campus closure.
   c) Case-by-case permission was required for graduate students working off-site on research/scholarship activities (e.g. data analysis, writing, field work, etc.) or for students who need to be on campus for specific reasons (e.g. care of live animals, etc.).
   d) HR is working on revised wording that may allow some of these items with supervisor approval.
IV. New Business

A. Catalog Revisions

The motion to discuss and accept the proposed catalog changes for the Graduate Assistantships section was made by Dan Lawless and seconded by Colleen McGlone. The committee reviewed the changes from start to finish.

The following friendly amendments were accepted (added sections underlined):

1. “Eligibility” section: “Graduate students in Masters and Specialist programs are eligible to receive the equivalent of four (4) semester-long, university-funded Graduate Assistantships for that degree.”
2. “Termination” section: “The Dean of the College of Graduate Studies and Research and the Provost are to be informed if a graduate assistant is to be terminated, and provided a copy of the letter of termination.

Discussion regarding three sections were not fully resolved and several committee members offered to craft and distribute alternative wording before the next meeting. Specifically,

1. Erin Hackett agreed to work on alternate wording for the “Eligibility” section
2. Joe Oestreich agreed to work on new wording to clarify the “Assistantship Duties” section.
3. Rob Young agreed to review and revise wording for the proposed new paragraph in the “Tuition Rates and Fees” section.

The motion to table further discussion and approval for the next meeting was made by Dan Lawless and seconded by Colleen McGlone. The motion passed.

B. Graduate Faculty Status

The Chair indicated that an upcoming topic will be the definition and procedures related to Graduate Faculty status in the Faculty Manual. Based on the brief discussion, this topic will likely include the status of the graduate faculty stipend and teaching loads for graduate faculty. Though tangentially related, committee members also mentioned a desire to address the role and expectations of graduate program coordinators and how to best recruit our strongest undergraduates into our graduate programs.

The Chair reported that a comprehensive list of graduate faculty has been assembled, with the help of David Yancey, the deans, and various college and graduate program administrators, and payments of graduate faculty stipends will be forthcoming.

The next Graduate Council meeting will be held on Wednesday, November 6 at 12:00 p.m. in EHFA 164

With no further business to discuss the meeting adjourned.