Members Present:
   Wall College of Business – Michael Latta, Olajumoke Awe
   Spadoni College of Education – Austin Hitt, Suzanne Horn (substitute for Richard Costner)
   Edwards College of Humanities and Fine Arts – Joe Oestreich, Phillip Whalen
   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 – Ariana Baker (substitute for Eric Resnis)

Absent: None

Guests:
   Deborah Breede
   Greg Krippel
   Mark Mitchell
   Amanda Brian
   Matthew White
   Sathish Kumar

I. Call to Order

   A. Approval of the October 02, 2019 minutes were moved by Joe Oestreich and seconded by Colleen McGlone. The minutes were approved.

II. Chair Report

   A. Graduate Faculty Stipends

      The paperwork has been completed for current and back-pay of graduate faculty stipends. All graduate faculty have been notified by email (an updated list of graduate faculty has been completed) and should receive their stipends in one of the next two paychecks.

      Michael Latta reported difficulties in the Wall College in paying graduate faculty stipends to some faculty members due to a salary cap for bonuses. The Chair will follow up with Holley Tankersley in the Provost’s Office.
B. Graduate Student Association – Several programs have not yet identified their student representatives for the new Graduate Student Association. The scheduling of the first meeting is therefore a few weeks behind schedule but still moving forward.

III. Consent Agenda (Form A : Proposal(s) for Revisions to a Graduate Course) – Approved

IV. Old Business:

A. Tabled item: Approval of revisions to Graduate Catalog, Graduate Assistantship section. The committee did not have time to complete this discussion at the previous meeting. Changes to three sections of Attachment 3 to the Agenda were the primary areas of discussion:

   a) Eligibility section

   1. Two corrections/edits to the second paragraph of this section (were accepted as friendly amendments (new text underlined):
      a. “…semester-long internship assistantship”
      b. “…student is enrolled as specified above and in good standing…”

   2. The committee voted on a change to the first paragraph of this section proposed by Erin Hackett (motion to approve by Michael Latta, second by Erin Hackett). The proposed change replaced “…and take a minimum of six (6) hours…” in the first paragraph with “…and be enrolled above part-time status…” in the first sentence, and it also included the clarification that “…(i.e., 6 credit hours up to full time status).” It also deleted the clause in the last sentence of the first paragraph which stated “…if they are in the last semester of completing their degree, if they have completed all course requirements for their degree but are still working on their thesis or dissertation, or if they have other extenuating circumstances.” The argument for this change was that it eliminated the need to list the two specific exceptions. The argument for keeping the originally proposed wording was that it clarified the reason for the exceptions to students and faculty advisors and did not require understanding by students/advisors that an additional form can be used to approve full time status for these two exceptions. The motion failed by a vote of 5 to 4, leaving the originally proposed wording from Attachment 3 in place.

   b) Assistantship Duties

   Joe Oestrich proposed a change to this section, replacing the portions that describe the duties of Graduate Assistants, Research Assistants, and Teaching Assistants with the wording below (underlined text). A motion to approve
these changes was made by Phillip Whalen and seconded by Oajumoke Awe. The motion passed unanimously.

1. **Duties in the area of teaching** include assisting with undergraduate classes or laboratories under the direct supervision of a faculty member who is typically the instructor of record. Assistance may include tutoring, attending and helping to prepare lectures, grading papers, keeping class records, meeting with students, or conducting group discussions.

   In order to qualify as the instructor of record, a Graduate Assistant must have a Master’s degree in the teaching discipline or 18 graduate credit hours in the teaching discipline and direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. (SACS Comprehensive Standard 3.7.1 of the *Principles of Accreditation, Faculty Credentials Guidelines*).

2. **Duties in the area of research** include engaging in active research and/or research support under the direct supervision of faculty or staff.

3. **Duties in the area of service** include assisting with special project assignments, institutional research/service, data collecting and analysis, office and administrative work, and/or technical/support services.

c) **Tuition, Rates and Fees**

   The chair withdrew his proposal for a new paragraph in this section (Attachment 3 of the agenda was proposed by the Chair originally), as it was based on a misunderstanding. The change was accepted as a friendly amendment.

   A motion was made by Phillip Whalen and seconded by Colleen McGlone to approve the Graduate Assistantship section of the Faculty Manual as amended above. The motion passed unanimously.

V. **New Business:**

   A. **Form B: Proposal(s) for revisions to a Graduate Program**

      **College of Education**

      Department of Graduate and Specialty Studies

      1. Item #81 – Ph.D. in Education – Approved

      **College of Science**

      Department of Computer Science
1. Item #82 – MS in Information Systems Technology – Approved

B. Form C: Proposal(s) for New Graduate Courses

College of Science

Department of Biology
1. Item # 307 BIOL 566 – Approved

Department of Coastal and Marine Systems Science
1. Item #395 – CMWS 613 - Denied
2. Item #396 – CMWS 623 – Denied

Representatives from the College of Business indicated that various changes to these courses (proposed as potentially contributing to a new potential concentration in the MBA) had been discussed but were not included in these submissions. A motion was made by Joe Oestrich and seconded by Erin Hackett to deny the two CMWS courses as currently submitted. The motion passed unanimously. The committee encouraged CMWS and MBA personnel to continue their discussions regarding these courses and resubmit if desired.

Department of Computer Science
1. Item #400 IST 664 – Approved

C. Approval of revisions to Graduate Catalog sections

1. Academic Regulations section (Attachment #2)

Upon request by Amanda Brian, the committee considered the Academic Regulations section first. Two friendly amendments were approved:

a. Change the wording for the “Committee on Petitions and Scholastic Standing” to the “Petitions Committee”

b. In the Course Load section, change the wording in the final sentence to read, “…should indicate their intent on either the Request for Graduate Assistantship form or the Application for Full Time Status form.”

A motion was made by Joe Oestrich and seconded by Austin Hitt to approve the proposed Academic Regulations section, as amended above. The motion passed unanimously.

Two tangential items of note came up during the discussions:
a. Erin Hackett made the suggestion to add a signature line for the advisor to the Request for Graduate Assistantship form, since they are the ones that can certify if a thesis/dissertation student requesting full-time status is doing the work. The Chair indicated that The Office of Graduate Studies will do so as they redesign the form (currently underway).

b. Roi Gurka requested a clarification regarding how a request for full-time status impacts international students, who, according to the catalog, are currently required to enroll in 9 credits per semester with no exemptions listed. The Chair will follow up with the Center for Global Engagement.

2. Admissions Information section (Attachment #1) - Due to time constraints, this section was not considered and will be discussed at the next Grad Council meeting.

With no further business to discuss, a motion to adjourn was made by Olajumoke Awe and seconded by Colleen McGlone. The motion passed.

The next Graduate Council meeting will be held on Wednesday, December 4 at 12:00 p.m. in EHFA 164