



## GRADUATE COUNCIL MINUTES

August 28th, 2023

The Graduate Council met on Monday, August 28, 2023, at 2:00P.M. in the Career Center classroom in the Thomas Cooper Library (5<sup>th</sup> floor).

Graduate Council members present: Dr. Hassan Anderson, Chair; Drs. Sourav Banerjee, Edie Goldsmith, Dianna Inman, Kathy Kim, Ann Lehman, Terrance McAdoo, Wendy Regoeczi, David Reisman, Kim Thompson, Sriram Venkataraman, Neal Woods, Christina Yao, and Gaurav Harshe (GSA)

Graduate Council members absent: Drs. Subra Bulusu (excused), Jing Fang (excused), Marketa Kubickova, William Matchin, and Nicholas Watanabe

Graduate School Representatives: Dr. Ann Vail, Dr. Murray Mitchell (Secretary), Dr. Andrea Fleming (excused), Dr. Jean Ellis, Dr. Angelina Sylvain, Dale Moore (excused), Wright Culpepper, Kesha Clavon, and Wanda Barr

Provost Office Representatives: Trena Houp (excused)

Guests: Dr. Kevin LeBlanc (School of Medicine), Dr. Latrice Small (OIRAA), Dr. Kenneth Campbell (Journalism), Dr. Crystal Murphree-Holden (COMD), Dr. Alexandre Bonafos (Languages, Literatures, and Cultures), Dr. Brian Chen (HSPM), Ed Short (Registrar), William Beckham (Registrar), Dr. Matthew Klopfenstein (Grad Hub), and Nigel Smith (Grad Hub)

**NOTE: These minutes will become final on September 25th, 2023, if not challenged.**

- 1. Call to Order and Approval of Agenda** (Hassan Anderson, Chair)  
The meeting was called to order at 2:03p.m., and the Agenda was approved.
- 2. Approval of the Minutes from May 8, 2023.** Approved actions by Graduate Council become effective 30 days after posting. A copy is available on the Graduate School website at: <https://bit.ly/3SvPO0E>.  
*The minutes from May were unanimously approved.*
- 3. Report of the Chair** (Hassan Anderson)  
Dr. Anderson welcomed everyone to the start of the Fall semester and to the meeting.
- 4. Report of the Dean of the Graduate School** (Ann Vail)  
Dean Vail stated that she was disappointed that she did not have the opportunity to meet with the Graduate Council members during her interview process as she felt that was very key since she would be working so closely with the Graduate Council.

Dean Vail read for the Graduate Council's hearing the following excerpt from the Graduate Council Manual on the Dean of the Graduate School's duties:

*The Dean establishes and enforces standards of graduate work, recommends and coordinates plans for the development of graduate programs, and formulates policies to implement such plans. The Dean of the Graduate School is responsible for defining minimum standards for graduate work and for ensuring that both University-wide and program-specific standards are observed. The Dean of the Graduate School oversees Graduate Directors of the various degree programs and maintains close contact with them. The Dean chairs, or designates a chair, of called meetings of the Graduate Faculty, coordinates graduate curricula, has administrative responsibility for admission of students to graduate study, and nominates candidates for graduate degrees.*

*The Graduate Council is to make advisory recommendations to the Dean of the Graduate School on graduate programs and curriculum, formulation and implementation of Graduate School policies, and the establishment and enforcement of standards of graduate work.*

She is committed to this statement, and in that spirit, she will report each month to the members of the Graduate Council.

Dean Vail's priorities are the graduate students, graduate faculty, and graduate programs. In the past, we emphasized our gatekeeping role related to getting our graduate students admitted, servicing them while they are in school, and graduated. She wants to expand our services to include serving graduate faculty and supporting them in their graduate faculty role and leading program development of graduate programs. Our limiting ourselves to "gatekeeping" and service are no longer enough.

Dean Vail has initiated a new Graduate Education Reading Group, and they are currently reading *The New PhD: Building a Better Graduate Education* by Leonardo Cassuto and Robert Weisbuch. She already has three meeting dates scheduled from 2:00 to 3:30pm in the Russell House on September 27<sup>th</sup>, October 25<sup>th</sup>, and November 29<sup>th</sup>. She has the books available for pick up at your convenience in the Graduate School, 5<sup>th</sup> Floor, Close-Hipp Building.

Dean Vail announced that the Community Education Requirement, managed by the office of Substance Abuse Prevention, has offered the following topics and has been participated in by approximately 1,900 graduate students during 2022-2023.

- Sexual Assault Prevention
- Mental Well-being
- Diversity, Inclusion, and Belonging

The graduate student admission process has been selected for a process improvement project by the Organizational Excellence Office. This process has proven to use intensive enrollment management strategies for undergraduate students, but not so much for graduate students.

The Graduate Student Resources Hub, known as the Grad Hub, initially was a loner space but now has been given ownership to the Graduate School. We will be exploring services to add to this space in the future.

Dean Vail explained that while graduate enrollment is down, new graduate enrollment is up by 3.91%, New degree seeking enrollment is up by 4.86%. The drop in overall graduate enrollment can largely be attributed to a decline in continuing masters students.

Dean Vail announced two new appointments in the Graduate School:

- Dr. Jean T. Ellis, Associate Dean for Student Success and Community Engagement, is a professor in the Department of Geography and a past member of the Graduate Council
- Dr. Andrea Fleming, Assistant Director, Grace Jordan McFadden Professors Program, and Clinical Assistant Professor in Counsel Education.

**5. Report of the Secretary of the Graduate Council (Murray Mitchell)**

Dr. Mitchell thanked Dean Vail for her report and asked that Matthew Klopfenstein and Nigel Smith, just introduced as representatives in the Grad Hub, take a moment to introduce themselves to Graduate Council Members:

Dr. Matt Klopfenstein introduced himself and shared about the work of the Graduate Student Resources Hub and support for students applying for external fellowships. The goal for the space is to holistically promote graduate student professional development and coordinate information about opportunities for it from both the Grad Hub and partner offices. Matt shared that students interested in external fellowships and grants can receive personalized feedback on application materials and have consultations on available funding options. Matt discussed the regular programming offered on fellowship opportunities and grant writing and encouraged all graduate programs to request workshops and sessions tailored for their students. Feel free to contact him directly if you have any questions.

Nigel Smith introduced himself as the Manager of Graduate Student Career Advisor. He serves as the representative from the Career Center that provides career and professional development to the graduate population on campus. He conducts group and individualized assistance and facilitates multiple career and professional development workshops throughout the year. His role is to help students accentuate their work and research experience and begin the process of thinking about how their work in the classroom will translate to the labor market. Outside of the workshops he provides through the Grad Hub, he is happy to craft workshops to fit particular populations of graduate students. Feel free to contact him directly if you have any questions.

Dr. Mitchell next noted that the announcement by Dean Vail of the transition of Jean Ellis to the position in the Graduate School has resulted in several action items that require that our current vice chair temporarily pass chair duties of this meeting to an experienced member of the Graduate Council, Dr. Christina Yao. At this point, Dr. Anderson requested that Dr. Yao chair the meeting, and she accepted. Dr. Mitchell then indicated that since Dr. Ellis would no longer chair the Graduate Council, the routine succession plan would be that the vice chair would step into that role. Procedurally, a call for nominations and election is still required. Dr. Mitchell noted that Dr. Anderson is willing to serve in this role, albeit a year sooner than would have been typical.

Dr. Yao called for nominations from the floor, and none were forthcoming. She then called for a vote and Dr. Anderson was unanimously elected as chair for the Graduate Council for Academic Year 2023-2024.

Dr. Mitchell noted the transition of Dr. Anderson from vice chair to chair opened the position of vice chair. He noted that Dr. Terrance McAdoo was nominated to fill this position and that, procedurally, a call for nominations and election is still required.

Dr. Yao called for nominations from the floor, and none were forthcoming. She then called for a vote and Dr. McAdoo was unanimously elected as vice chair for the Graduate Council for Academic Year 2023-2024.

Dr. Mitchell next noted that the departure of Dr. Ellis from membership on the Graduate Council

opened up a one-year position on the Council. Dr. Amy Lehman (Theatre and Dance) has been nominated for this position. Dr. Mitchell also noted that Dr. Lehman would be eligible to serve her own 3-year term at the end of this single “replacement” year if she was so inclined. Two additional nominees for 3-year terms were also identified: Dr. Sourav Banerjee (Mechanical Engineering) and Dr. Kim Thompson (School of Information Science). These nominations require a vote of the Graduate Council.

Dr. Yao called for a vote on the nominations of Dr. Lehman (for a one-year term), and Drs. Banerjee and Thompson for three-year terms. All nominees were unanimously supported. At this point, Dr. Yao returned chair duties to Dr. Anderson.

- 6. Report of the Associate Director, Grace Jordan McFadden Professors Program** (Ann Vail for Andrea Fleming)  
No report.

- 7. Report on Professional Development** (Wright Culpepper)  
Wright reported that roughly 90-100 professional development opportunities have been scheduled for this fall. They will send announcements about upcoming professional development opportunities once per week to the graduate student, graduate director, and program administrator listservs.

They will host their Three-Minute Thesis competition on Friday, November 10<sup>th</sup>. Faculty and staff are needed to serve as judges in the morning session from 10:00 – 11:30am. Please let him know if you would like to volunteer. The plan is to launch the registration period in mid-September. Those who are selected to compete will have an opportunity to go through a training session on Friday, October 27<sup>th</sup>.

- 8. Report of the Graduate Student Association** (Gaurav Harshe)  
Gaurav reported that the GSA is actively working toward crafting a meaningful orientation for new graduate students as they explore topics of value, a convenient time and date, and trying to provide a balance between a positive social experience, while also supplying information on the potential value of membership in the GSA as students work toward their professional goals.

- 9. Report of the Academic Policy and Practices Committee** (Terrance McAdoo)  
No report.

- 10. Report of the 500/600 Level Courses** (Murray Mitchell)

This report is presented to Council for informational purposes only; no action is necessary.

**500/600 Courses for August 2023 Grad Council**

(CCP = Course Change Proposal; NCP=New Course Proposal)

- BMEN 532** (3) Micro/nanofluidics and Lab-on-a-chip (CCP: Fall 2024)
- BMEN 537** (3) Bio Nano/Micro Electro-Mechanical Systems (CCP: Fall 2024)
- BMEN 546** (3) Delivery of Bioactive Agents (CCP: Fall 2024)
- EMCH 514** (3) Digital Control Systems (NCP: Spring 2024)
- EMCH 515** (3) Industrial Control (NCP: Spring 2024)
- JOUR 543** (3) Sports Media Capstone (NCP: Spring 2024)

- 11. Associate Graduate Faculty Nominations** (Murray Mitchell)

Name: **Thomas Abrams, PhD**

Program: College of Education/Physical Education  
Term: Fall 2023 – Fall 2029

Name: **Zachary Stepp, PhD**  
Program: College of Education/Instruction and Teacher Education  
Term: Fall 2023 – Fall 2029

Name: **Kyle Weant, PharmD.**  
Program: College of Pharmacy/Pharmaceutical Sciences  
Term: Fall 2023 – Fall 2029

Name: **Chintada Nageswara Rao, PhD**  
Program: College of Pharmacy/Pharmaceutical Sciences  
Term: Fall 2023 – Fall 2029

Name: **Catherin Chi, MFA**  
Program: Media Arts and Studio Art/School of Visual Art and Design  
Term: Fall 2023 – Spring 2028

Name: **Jess Peri, MFA**  
Program: Studio Art/School of Visual Art and Design  
Term: Fall 2023 – Spring 2028

Name: **Maureen Ryan, PhD**  
Program: Media Arts and Film and Media Studies/School of Visual Art and Design  
Term: Fall 2023 – Spring 2028

Name: **Bree Alexander, PhD**  
Program: College of Social Work  
Term: Spring 2023 – Spring 2029

Name: **Candice Morgan, PhD**  
Program: College of Social Work  
Term: Spring 2023 – Spring 2029

Name: **Melania Popa-Mabe, PhD**  
Program: College of Social Work  
Term: Spring 2023 – Spring 2029

Name: **Margriet de Zeeuw Wright, PhD**  
Program: College of Social Work  
Term: Spring 2023 – Spring 2029

**These nominations were unanimously approved by Graduate Council.**

**12. Fellowships and Scholarships Committee** (Murray Mitchell for Srihari Nelakuditi)  
No report.

**13. Report of Science, Math, and Related Professional Programs Committee** (Murray Mitchell for Jing Fang)  
Below is a list of proposals reviewed by the Committee. Total: 16

- **Nurse Anesthesia, D.N.A.P.**, (Program Change: Fall 2024)
- **Global Health, Certificate**, HPEB, (Program Change: Fall 2024)
- **Epidemiology, M.S.** (Program Change: Fall 2024)
- **EXSC 743** (1) Laboratory Measurements for Exercise Testing, (CCP: Termination, Fall: 2024)
- **EXSC 744** (1) Administration of Exercise Programs, (CCP: Termination, Fall: 2024)
- **EXSC 771** (3) Data Acquisition in Exercise Science (CCP: Termination, Fall: 2024)
- **EXSC 779** (3) Exercise Physiology of Children and Youth (CCP: Termination, Fall: 2024)
- **EXSC 782** (4) Mechanical Analysis of Motor Skills (CCP: Termination, Fall: 2024)
- **EXSC 785** (3) Advanced Exercise Physiology Laboratory (CCP: Termination, Fall: 2024)
- **EXSC 786** (3) Experimental Design for Translational Laboratory Science (CCP: Termination, Fall: 2024)
- **EXSC 831** (3) Mechanisms of Motor Skill Performance II (CCP: Termination, Fall: 2024)
- **EXSC 832** (3) Research Practicum in Motor Learning/Motor Performance (CCP: Termination, Fall: 2024)
- **EXSC 862** (3) Analysis of Motor Impairments (CCP: Termination, Fall: 2024)
- **EXSC 863** (3) Physical Activity and the Aging Process (CCP: Termination, Fall: 2024)
- **EXSC 871** (3) Data Acquisition in Exercise Science II (CCP: Termination, Fall: 2024)
- **EXSC 883** (3) Chronic Disease Rehabilitation Through Exercise (CCP: Termination, Fall: 2024)

**These proposals were unanimously approved by Graduate Council.**

#### **14. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee (Wendy Regoeczi)**

Below is a list of proposals reviewed by the Committee. Total: 9

- **GRAD 701** (0) Graduate Teaching/Instructional Assistant Development (CCP: Fall 2023)
- **Business Administration, One-Year MBA** (Program Change: Fall 2024)
- **MLIS: Library and Information Science, M.L.I.S.** (Program Change: Fall 2023)
- **Journalism & Mass Communications, M.A.** (Program Change: Fall 2024)
- **Journalism & Mass Communications, Ph.D.** (Program Change: Fall 2024)
- **ISCI 738** (3) Seminar in Technical Services (CCP: Spring 2024)
- **ISCI 779** (3) Social Informatics (NCP: Spring 2024)
- **ISCI 785** (3) Leadership and Ethics in Information Security (NCP: Spring 2024)
- **JOUR 703** (3) Corporate Communication (NCP: Spring 2024)

**These proposals were unanimously approved by Graduate Council.**

#### **15. Report of the Grievances, Appeals and Petitions Committee (David Reisman)**

No report.

#### **16. Other Committee Reports**

None.

#### **17. Old Business**

- Update on Incomplete Grade Policy (Murray Mitchell)

Dr. Mitchell reported that discussions surrounding any changes to the Incomplete grade policy are ongoing. A key challenge is that undergraduate, graduate, and all branch campuses must agree on any change to this policy.

Dr. Anderson requested a reminder for the group as to the existing policy regarding assigning grades of Incomplete. Dr. Mitchell described the current policy is that a grade of incomplete is only appropriate under circumstances beyond the control of a student. He gave examples of a performer (e.g., violinist with a broken arm) not being able to complete course performance requirements until healed), or students on internship who could not access a site for experience due to a health issue (e.g., COVID restricting access), transitions in supervisory personnel at the site, etc., or interruptions in support for data access (e.g., delays in critical funding, machinery malfunction, etc.). Allowing students to “make another try” (e.g., repeating the course), or, simply providing more time to do required work in ways that were not available to all students in the class would be examples of inappropriate use of this grading mechanism.

#### **18. New Business**

None.

#### **19. Good of the Order**

Dr. Mitchell requested that all in attendance please make sure to sign in on the roster at the back of the room to help us maintain accurate records of the meeting.

Dean Vail indicated that our next meeting (September 25, 2023) will again be in person in an effort to allow her and all members to better grow acquainted with each other.

#### **20. Adjournment**

The meeting was adjourned at 3:25p.m.

Murray Mitchell, Secretary

CC: Michael Amiridis, President  
Donna Arnett, Provost  
Ann Vail, Dean of the Graduate School  
Deans  
Department Chairs  
Graduate Directors  
Aaron Marterer, University Registrar  
Elaine Belesky, Office of the Registrar  
Malia Kiehl, Office of the Registrar