

# Meeting of the Graduate Council December 4, 2006

## Minutes

### Present

*Councilors:* **Arts and Sciences**— Jon Bloch, Steve Burian, Ken Florey, Ross Gingrich, Scott Graves, Gerry Lesley, Virginia Metaxas, Dina Moore, Charles Wieder, Leon Yacher, **Business**—Omid Nodoushani, Durga Prasad, James Thorson, **CLIS**—Hak Joon Kim, Chang Suk Kim, Jane McGinn, Hrvoje Podnar; **Education**- Robert Axtell, William Diffley, Suzanne Duke, Ruth Eren, Joy Fopiano, Adam Goldberg, Bernard Hayford, Mike Martin, Michael Perlin, David Squires, **HHS**—Mary Bellandese, Eileen Crutchlow, Roy Hunter, Edward Lynch.

*Guests/Observers:* President Cheryl J. Norton, Dean Sandra Holley, Assistant Dean Lisa Galvin, Richard DeCesare, Mathematics.

### 1. Call to Order

Gerry Lesley

Chairperson Gerald Lesley called the meeting to order at 1:02 pm.

### 2. Disposition of Minutes of November 6, 2006.

The minutes of November 6, 2006 were passed unanimously.

### 3. Announcements

a. *Office of the Dean of Graduate Studies* Dean Sandra Holley

Dr. Holley welcomed and introduced the newly elected leaders of the Graduate Student Affairs Committee. They are chairperson Patricia Lafayllve, a graduate student in the English Department and one of the Graduate Research Fellows for this year. The Vice Chairperson is Tochi Okeke, a graduate student in the Department of Public Health and a Graduate School Graduate Assistant for this year.

Dr. Holley asked the Councilors to remind their respective Graduate Coordinators to meet with all applicants whose files are complete and need to be matriculated so that these students can register and receive Financial Aid if eligible.

The 2007-2008 Graduate Catalog will be delivered to the campus in early April 2007. Councilors were requested to remind their chairpersons that the deadline for submission of all corrected copy to the dean of their school was December 1, 2006. Each Dean is requested to forward all copy from his or her school to Associate Dean Diana by December 22, 2006.

Dr. Holley announced that the applications for the Graduate Research Fellowship and the Graduate School Graduate Assistantship will be posted on the Graduate School website next week. The closing date for applications is February 15, 2007.

The results of the Spring 2006 administration of the Noel-Levitz Adult Student Priorities Survey have been received. A summary of the report will be sent to all graduate program chairpersons as well as directors of administrative units that were mentioned in the survey. Copies also are being sent to the academic school deans, the directors of related administrative units, and members of the President's cabinet. Dr. Holley welcomed the opportunity to present the survey results to any units that wish to request a presentation. She will present a report to the Graduate Student Affairs Committee this afternoon and to the Dean's Council in two weeks. In addition, Dr. Holley plans to conduct focus groups with graduate students next semester.

Dr. Holley summarized the results of the 2006 Noel-Levitz Adult Student Priorities Survey. Lastly, Dr. Holley thanked all of the Council for their diligent work. She stated that their participation in the governance structure of the University was critical and wished all of the Councilors a restful and happy holiday season.

*b. Office of the President*

Dr. Cheryl J. Norton

President Norton thanked the Council for their work and leadership this semester. She discussed some of the issues surrounding the parking problem on campus as well as some of the potential short term and long term solutions including staggering of class times, an additional parking garage, "off road people movers" in the center of campus, additional online courses, and weekend college.

**4. Reports**

*a. Academic Standards*

Ken Florey

Dr. Jon Bloch, chair of the Special Projects subcommittee, reported that they are waiting for questionnaires from 10 Graduate Programs. They will meet next week to discuss the information gathered thus far.

Dr. William Diffley, chair of the Program Survey subcommittee, reported that the student survey was field tested by 4 departments. The student feedback is currently being incorporated into the survey and a pilot survey will be distributed electronically next week. The committee will work on the alumni survey next.

*b. Procedures*

Jane McGinn

Dr. McGinn, Chair of the Procedures Committee, announced that the Graduate Council Procedures Committee had reviewed and approved two nominations to the graduate faculty, that of Kathleen Rondinone from Mathematics, and Melissa McClain from the English Department. The motion to approve the nominations of both faculty members passed unanimously.

*c. Curriculum*

David Squires

Dr. David Squires, Chair of the Graduate Council Curriculum Committee (GCCC) reported that the Committee reviewed 2 courses, SED 636 (Critical Issues in Assistive Technology) and HIS 504 (Historical Research and Writing). These courses both were approved with minor revisions. The motion to pass this recommendation passed unanimously.

**5. Old Business**

*a. Rules of Order update*

Gerry Lesley

Dr. Lesley indicated that the revised Rules of Orders had been sent to the Procedures Committee. A special meeting may need to be called in January or February to accommodate all discussion regarding the revised Rules of Order. He indicated that each Standing Committee was to develop a Policies and Procedures manual.

**6. New Business**

*a. Graduate Program Review*

Ken Florey

Dr. Florey introduced Dr. Richard DeCesare, who presented the report for the Mathematics graduate program. Dr. DeCesare summarized the history and strengths of the program as well as its weaknesses. Dr. Florey reported that the Mathematics department turned in an excellent report and the Committee recommended Continuing Approval. A motion to approve the ASC's recommendation for Continuing Approval of the Mathematics graduate program passed unanimously.

*b. University Police*

Chief Dooley

Chief Dooley announced that an important initiative of the University Police was to increase visibility. The University Police have also been investigating solutions to the parking issues and improved security.

*c. Other*

Gerry Lesley

Dr. Gerry Lesley thanked all of the Councilors for their hard work this semester and wished all a safe and healthy holiday.

**7. Adjournment**

Chairperson Lesley adjourned the meeting at 2:59 p.m.

Respectfully submitted,  
Mary H. Bellandese, Secretary