Graduate Council Minutes
September 21, 2016
Chancellors Room, Davies Center

Members Present: Hoffman (Chair), Amdahl (Secretary), Amann, Elledge, Havholm, Jansen, Long, Mann, Manning, Orwig, Penzkover, Perchinsky, Pettis, Terrell, Tusing, VanWormer

Guests: J. Aminpour

The meeting was called to order by Interim Graduate Dean Mary Hoffman at 3:01 p.m.

1. Introductions

2. The minutes of April 20, 2016, were approved as distributed.

3. Announcements:
   - College of A&S posted a few graduate course revisions on August 31 and September 13. If questions/concerns, please notify Margaret Cassidy. If no objections within 30 days, courses will stand as approved.
   - A revised withdrawal process was published in Blugold FYI on 9/2/16. As a pilot, graduate and special students may complete an eForm to withdraw from the University. Graduate and special students do NOT need to seek adviser approval to withdraw from the university. However, there will be a prompt to encourage these students to speak with their adviser and financial aid. This eForm is available from the Registrar’s or Blugold Central’s website. The eForm will go to Blugold Central for processing. Once processed, notification of the withdrawal will be sent to the student’s primary adviser (as listed in CampS), to Business Services for tuition and/or financial aid adjustment, and to Graduate Studies. The withdrawal form will be uploaded to ImageNow. Undergraduate students do not have access to this eForm; u/g students must go to ARCC to withdraw. In the past, students could withdraw within the first two weeks of classes without speaking to anyone.
   - The revision to the “Enrollment of Undergraduates for Graduate Credit” policy has been approved, as proposed by the Department of English last spring. Students enrolled in an approved accelerated graduate plan with a dual bachelor’s and master’s degree component will be granted an exception to count a limited number of credits toward both their undergraduate and graduate degrees. The Department of English will be bringing forward additional details for their proposed dual degree MA-English program to a future Graduate Council meeting.
   - We are currently accepting nominations for the 2017 Distinguished Master’s Thesis competition. Nomination materials are due to Graduate Studies by October 3. If questions, contact the Office of Graduate Studies.
   - Hoffman acknowledged the desire of the Council to revise the outdated thesis criteria. It is too late to update the criteria for the upcoming competition, but Mann agreed to form a committee to create some new criteria.

4. Open Discussion: Academic Master Plan (DRAFT Graduate Program Array*)
   - The Academic Master Plan (AMP) will eventually be an e-document with 12 stand-alone sections. Each section will have an introduction/narrative, a list of priorities, and a list of specific actions within each priority. Within the current DRAFT of the AMP, there are two actions that pertain to graduate programming:
     o Evaluate and revise the graduate program array with a focus on maintaining and building programs that:
       1) respond to market needs; 2) build on or enhance the current strengths of the undergraduate program and reputation of the institution; and 3) are financially sustainable.
     o Revamp infrastructure, policies, and procedures to better support graduate programming.
   - Once the AMP is available, the list of actions will have people assigned.
   - Graduate education and graduate students need to be taken into consideration for all campus conversations.
   - Hoffman assured the Council that this discussion will continue once the full AMP is available.

5. Other business:
   - Hoffman asked, “Are there any collective things we want to look at or talk about this year? If so, let me know.”
   - Perchinsky announced that the Graduate Catalog has been migrated. The Graduate Catalog will now follow a yearly cycle (rather than every 2 years). All program requirements must be included in the catalog. Once a curriculum change has been approved, it will automatically update the catalog. Some policies have been questioned; these questions may come to Graduate Council. To make the next catalog, curriculum deadlines will need to be processed by March; colleges may have earlier deadlines.
The meeting adjourned at 3:30 p.m.

Respectfully submitted,
Nancy Amdahl
Secretary to the Graduate Council
October 4, 2016

*Copies of the handouts distributed at GC meetings may be obtained from the Office of Graduate Studies.