

# Graduate Council Meeting Minutes

Thursday, March 17, 2022 - ZOOM

## **MEMBERS PRESENT:**

Annette Barnes, DNP/Nursing  
Melissa Bugdal, Fulton Rep  
Doug DeWitt, Ed Leadership and Chair  
Heather Diehl, MSW  
Maida Finch, Ed.D./REED  
James Fox, EDLD  
Elizabeth Geiger, OGS  
Clifton Griffin, Dean of Graduate Studies  
Martin Hunter, Registrar  
Carolyn King, At-Large Seat  
Allen Koehler, AVP Enrollment Management  
Jacques Koko, CADR  
Laura Marinaro, MSAT  
Scott Mazzetti, HHPF  
Karen Olmstead, Provost  
Dana Price, BIO  
Isabel Quintana Wulf, ENGL  
Vicki Root, At-Large Rep  
Jessica Scott, OGS

Thea Williamson, Seidel Rep

## **MEMBERS ABSENT:**

Jennifer Bergner, MSME  
Christina Bradley, Henson Rep  
Celine Carayon, HIST  
Yvonne Downie-Hanley, M.B.A.  
Stuart Hamilton, GIS  
Jessica Strange, GSC President  
Diana Wagner, EDUC  
Star Weaver, MAT

## **GUESTS:**

Sue Eagle  
Katie Curtin  
Melissa Boog

- I. Call to Order – 3:30 p.m.
- II. Minutes
  - Minutes were unanimously approved as submitted.
- III. Provost's Update
  - Enrollment - Thanks for the work on graduate enrollment. Slate has been a great upgrade.
  - Faculty Handbook – Updates approved in 2019. This is a live document so we can update things as necessary.
  - Budget – Look at available budget and make sure expenses are encumbered before end of the fiscal year. FY 23 is not great but also not as bad as first thought.
  - Marketing – Thanks for the letter regarding marketing for graduate programs and the graduate student body. This is a good opportunity to review what is being done and work to get more data and photos of graduate students.
  - Accomplishments – How do we celebrate grad students? Recognizes there is disappointment about no separate Grad Walk. Grads can do SUSRC and national conferences. Have we considered a graduate research forum?

#### IV. Marketing Update – Sue Eagle and Katie Curtin

- D. DeWitt – Thanks to Celine Carayon for drafting the letter and thanks to Sue and Katie for attending.
- S. Eagle – Thanks for an organized statement so things can be addressed.
- There is now a collaboration with OGS with Katie Curtin and Liz Geiger meeting weekly.
- Updates:
  - Separated grad research from undergrad research
  - Graduate Program Video
  - YouTube Channel has 19 grad videos
  - Outcomes/Successes
    - Heard from just one program
    - Please send success stories, outcome data, etc. Looking for students who are willing to be in the spotlight. Deadline to get students recorded is Reading Day but would love to cover summer research.
    - Liz Geiger will be the point of contact.
- Questions:
  - Can pictures be taken in the evening?
    - Yes and if there is an event off-campus, that can be scheduled as well.
  - With the video profiles, can we highlight students off-campus as well?
    - Yes. We can use Zoom to get content from distant students.
  - Can Grad Program Directors be looped in on stories?
    - Yes. Often Faculty and Chairs are involved but can include Grad Program Directors.
  - Can we get content at non-SU settings (schools)?
    - Possibly. Still working around Covid protocols. Would love to get content in schools and businesses such as Perdue.
- C. Griffin – All programs have marketing funds. Some programs spend these funds, some don't. Please use them. If you aren't sure how to utilize the funds, use the resources available. Schedule time with Katie Curtin and Liz Geiger. If funds continue to not be used, may reconsider how those monies are budgeted.

#### V. Degree Areas of Concentrations and Tracks – Melissa Boog

- Have reviewed the MHEC Inventory for SU and our office is trying to line up our catalog offerings with what MHEC has listed.
- Asking departments to submit proposals for programs offered for some time and to eliminate programs no longer offered on campus.
- Very important for MHEC list be accurate as it is a public list and can be queried.
- Tracks, concentrations and specializations are internal terms.
- MHEC considers the following:
  - Undergrad – 24 credits or more is a concentration and must go through external process.
  - Masters – 12 credits or more/Doctoral – 18 credits or more is a concentration and must go through the external process.
- Previously these went through internal process and would then be submitted to Rich Wilkens to determine if additional approval was needed. We now identify them as they're submitted and the MHEC paperwork can be completed as it's going through the internal approval process.
- Also looking at internal language and if subset of courses should be called concentrations.

- H. Diehl – MSW uses the term specialization as that aligns with the language used by our accrediting body.

#### VI. Elections

- Academic Policies Committee – Maida Finch, Heather Diehl volunteered to serve. Jessica Scott and Martin Hunter will also serve in an ex-officio capacity.

#### VII. Review of Chapter 8 in Faculty Handbook – J. Fox

- APC previously reviewed Chapter 8 and sent all revisions to the Provost's Office. Faculty Senate has asked for one more review. J. Fox will provide Grad Council with old version and the recommended copy. Everyone should review and sent comments to Jessica Scott by 4/12.

#### VIII. Updating Grad Curriculum Process – C. Griffin

- Undergrad curriculum goes directly from UCC to Provost.
- Since Grad Curriculum Committee (GCC) is comprised of Grad Council (GC) members, is another level of approval necessary?
- As the Graduate Dean, I can be removed from the approval process as there was no value added.
- GCC should be empowered to make decisions on behalf of GC. Maybe GCC needs additional people.
- It has been very helpful to have M. Hunter and D. DeWitt serve on UCC.
- Put this on the April agenda.

#### IX. Fees for Clinical/Practicums/Internships – A. Barnes

- Agencies are indicating there is a lack of productivity when staff are preceptors.
- Considering payment to agencies but looking for ideas. Any experience with this?
- D. DeWitt – We have appreciation events for PD schools but we don't pay a fee.
- V. Root/H. Diehl – We've given CEU credits and have a Field Instructor of the Year. At other universities there are posters sessions during a luncheon for field instructors. Also served as recruitment for adjuncts
- T. Williamson – Grant writing sometimes produces funds to help.

#### X. Travel Funds for Students – Carolyne King

- J. Scott confirmed with K. Gibbs that departments can pay for student travel.
- Would be helpful to have a document that outlines funding sources and what can be covered.
- M. Bugdal – The RAP expense form is misleading as it seems that food isn't covered.
- J. Scott – Will make sure the form is updated.

#### XI. Other Remarks

- J. Scott – If you have Requests to Walk, please get them to Jessica Scott as soon as possible.

Meeting was adjourned at 4:58 p.m.

Submitted by Jessica Scott