The Graduate Council met on Wednesday, November 15, 2017, at 3:30 p.m. in 229 Terrell Hall.


Members absent: Gary Green, Tina Harris, Victoria Hasko, Denise Lewis, James Reap, Patricia Reeves, Marc Van Iersel, Dehai Zhao, and Johnita Daniel (GPSA).

Dean Suzanne Barbour called the meeting to order at 3:35 p.m.

Minutes of the October 11, 2017, Graduate Council meeting were approved as posted on the Graduate School website.

Graduate Council Committees Reports and Action Items

A. Administrative Committee
   Mary Caplan, Chair
   Since the last meeting of the Graduate Council, the Administrative Committee met once on October 31, 2017. In attendance were Nicholas Berente, Mary Caplan, Tina Harris, and Welch Suggs. The committee discussed strategies for hearing appeals during the summer and the review of graduate courses/ responsibilities of the Curriculum Committee. The Administrative Committee has three action items for the Graduate Council today:

   1. **Action Item**: The Administrative Committee recommends that the following language be added to the description of the Appeals Committee: “The first Appeals Committee meeting of the academic year will occur at the beginning of the academic year (before end of drop/add period) and the last will occur in the month of April”. **Approved.**

   2. **Action item**: The Administrative Committee recommends that appeals process guidance be modified to including the following: The appellant and department are each allowed 10 minutes to present their arguments to the Appeals Committee. This serves as guidance rather than a rule. **Approved, with following wording to be added to website:**

   "During the appeals hearing, each party (appellant and respondent) has a maximum of 10 minutes to present their case. The Appeals Committee then meets to discuss the case and renders a decision."
3. **Action item:** The Administrative Committee recommends that the Curriculum Committee be disbanded and that graduate courses are reviewed/approved by Graduate School staff. *Approved.*

B. **Program Committee**  
Welch Suggs, Chair  
Since the last meeting of the Graduate Council, the Program Committee voted via email to approve the request from the College of Environment and Design to change the name of the Graduate Certificate in Historic Landscape Studies to the Graduate Certificate in Cultural Landscape Conservation.

C. **Curriculum Committee**  
Mary Caplan, Chair  
Since the last meeting of the Graduate Council, the Curriculum Committee has approved 29 new courses, 32 course revisions, and 7 course deletions.

D. **Appeals Committee**  
Nicholas Berente, Chair  
Since the last report to the Graduate Council, the Appeals Committee met once on November 8, 2017. The committee members present were Nicholas Berente, Jennifer Lindstrom, and Houjian Cai. Marc van Iersel and Aaron Thompson served as substitutes. Ron Walcott, Cheri Bliss, and Kristin Lawrence from the Graduate School were present. The committee met to hear two grade appeals. *Both appeals were denied and the grades were not changed.*

E. **Strategic Planning Committee**  
Tina Harris, Chair *(report read by Mary Caplan)*  
Since the last meeting of the Graduate Council, the Strategic Planning Committee met once on November 3, 2017. The committee discussed Graduate Faculty and has the following action items for the Graduate Council:

1. **Action Item:** The Strategic Planning Committee recommends revision of the Graduate Faculty guidelines to allow both full and part-time faculty to serve as Graduate Faculty. *Approved.*
2. **Action Item:** The Strategic Planning Committee recommends disbanding of the university-level graduate faculty in favor of “Graduate Program Faculty” appointed at the program level.
   a. Each graduate program will develop its own Graduate Program Faculty guidelines, which must be based on the current Graduate School Graduate Faculty Bylaws and Graduate Faculty Procedures, but can be comprised of more program-specific criteria.
   b. The Graduate School will collect and house a library of Graduate Program Faculty Guidelines from each program or collection of programs.
   c. The Program Review and Assessment Committee (PRAC) review of the unit that houses the graduate program should include a review of compliance with these guidelines.
d. The Graduate School will work with the Graduate Council to address any inconsistencies, deviations, or disagreements pertaining to Graduate Program Faculty, including but not limited to appeals by individual Graduate Program Faculty on appointment, revocation, or removal decisions and disagreements regarding qualifications required for appointment to a Graduate Program Faculty. Such matters must be considered at the program, school, or college level before referral to the Graduate School for consideration by the Appeals Committee.

e. The Graduate Council will periodically review the overarching Graduate Faculty Bylaws and Graduate Faculty Procedures and recommend modifications, if necessary.

Approved, with requested changes highlighted in red.

Both action items will be sent out for a vote to the overall Graduate Faculty. A two-thirds vote is required for passage of the requested revisions.

Old Business
No old business.

New Business
No new business.

Information Items
The Graduate School has administratively approved proposals to offer the Graduate Certificate in Dyslexia and the Graduate Certificate in Non-Profit Management and Leadership online.

The meeting adjourned at 4:55 p.m.