



Graduate Council

Minutes —Thursday, November 8, 2018, 3:00 p.m.  
Academic Affairs Conference Room WAB 227

**Members Present:** Lance Hahn, Alex Lebedinsky, Evelyn Thrasher, Jacob Applin, Kristie Guffey, Martha Day, Sarah E. Ochs, Carl Dick, Dominic Lanphier, Diane Marie Lickenbrock, Nicholas Wheeler, Wes Berry, Ann Ferrell, Marko Dumancic, Eleanor Miller, Maire Blankenship (for Laurie Branstetter), Richard Dressler, Lauren McCoy (for Evie Oregon), Cheryl Davis, Emily Anne Pride

**Members Absent:** Leyla Zhuhadar, Skyler Green, Lauren Stevens

**Guests:** Provost Ballman, Merrall Price, Cathleen Webb, Drew McMichael, Danita Kelley, Scott Gordon, Laura Burchfield

1. Call to Order **\*Carl Dick**

2. Update regarding Graduate Dean position and search (Provost Ballman)

**\*Provost Ballman apologized for originally announcing the Graduate School Dean search would take place this year. She felt that we needed an analysis done to see what was really needed. Ballman described how the Graduate Dean Search Committee has transitioned to an advisory group. Additionally, the CAPE process is looking very critically at all of our academic programs. She said we may not end up having all the Graduate programs we have now. We need to look critically at our programs to make sure we have the right portfolio to grow. We will be doing the search ourselves instead of hiring a search firm. The Graduate Dean search will take place next year.**

**\*Dressler recommended setting up a meeting with DELO. He would like to know what DELO can do for the departments. Also, he asked if an internal candidate would qualify for the Graduate Dean search.**

**\*Ballman confirmed internal candidates could apply to the search.**

**\*Carl Dick asked if there could be an incentive to retain a Graduate Dean for a set period of time.**

**\*Dean Davis will continue in her role as Interim Dean for as long as needed.**

3. Consideration of October 18, 2018 minutes (Appendix A) **\*Dressler/Hahn; approved**

4. Graduate Enrollment Report (Appendix B)

**\*Gordon reported that we had an enrollment decrease of around 175 students. A significant portion of the drop was due to a decrease in international students.**

**\*Dressler asked how JUMP students are classified. Gordon explained it depends on how they are classified in that semester. They are classified as undergraduate students until they have been admitted to a Graduate program.**

\*Webb suggested having a report that separates part-time and full-time students. Gordon explained that this report was not designed for that purpose. He suggested reconfiguring a report with those categories. Discussion ensued regarding how these numbers would be considered in CAPE. Gordon reported there were 835 students on campus and 1,591 part-time students.

## 5. Committee Reports

### a. Executive Committee: No formal report

\*Chery Stevens is leading the Graduate Dean/Advisory Committee now. The committee is working towards a list of responsibilities for the Graduate Dean and the Graduate School.

### b. Policy Committee: No formal report

### c. Research Committee: No formal report

\*Berry reported there was \$22,000 remaining in the \$60,000 budget at the start of the last meeting. They awarded money to 6 students. The 7<sup>th</sup> student was a JUMP student and cannot be awarded Graduate School money. Berry said they will have \$8,000 remaining to give out.

\*Davis announced that we can use \$30,000 of carry forward funds to give out for Research Grants, bringing the total for the year to \$90,000. There are two more rounds in the spring.

### d. Curriculum Committee: Kristie Guffey (Appendix C)

\*There was only one bundled consent item for School Administration. The PSY course was tabled until the December meeting. The consent items were approved.

## 6. Report from Dean of the Graduate School: Cheryl Davis (October 18 13, 2018; Appendix D)

\*Davis reported the JUMP meeting was well attended and there was good discussion. We are up to 19 JUMP programs.

\*Carl Dick asked if iCAP can show if a student is a JUMP student. Guffey said that Rheanna Plemons is working on getting that added.

\*Davis encouraged the council to get the word out about additional research funds.

\*There were only five applications in the last round of travel fund requests. Each student was awarded a portion of what they were asking for. There are two more rounds of travel grants. There is no cap for the travel grants. \*Hahn recommended relaxing the cost share policy with travel grants. He said there is a lot of variability in the ability to support graduate travel between departments.

\*Davis announced that IT is considering supporting some very helpful workflow. \*Gordon said it would help with automating forms, replacing e-signature forms, and create a more seamless process. The solution they are looking at would be through Ellucian.

\*Discussion ensued regarding how students can check their eligibility for graduation.

\*Gordon said Slate will be used as the admission application system. Slate will eventually be used as the customer relationship management (CRM) system.

## 7. Public Comments

\*Davis asked who members of Graduate Council should go to with ideas regarding the Dean search.

\*Carl Dick said they can contact Alex Lebedinsky, Skyler Green, Colette Chelf, or Cheryl Stevens with ideas. \*Discussion ensued regarding how the new budget model would be implemented.

\*Webb asked Davis to discuss the Academy of Sciences. \*Davis said an email will come out from Public Affairs regarding the award winners. There were over 600 faculty and students registered for the meeting.

## 8. Announcements & Adjourn

\*Carl Dick announced for everyone to get as involved as they can in the CAPE process.

\*Danita Kelley announced there would be an email sent out regarding the Registrar search.

\*Hahn/Guffey; adjourn

Minutes prepared by Laura Burchfield