

GRADUATE COUNCIL MINUTES

April 24, 2017 (12:00pm)

Memorial Tower Conference Room

The Graduate Council met at 12:00 pm in the Memorial Tower Conference Room with the following members present: Chance, De Queiroz, Frick, Cai, Gansle, Lane (ex-officio), Lindau, Marchand, Massé (ex-officio), Mocan, Ortner, Page, Perry, and Pojman. Absent members were Eades, Lee (ex-officio), Kelso, Lockridge, and Porter.

Minutes of April 4, 2017

The minutes from the April 4, 2017 meeting were moved for approval by Lindau, seconded by Gansle, and the motion was passed.

Dean's Report

Graduate Council Membership: Massé thanked the council for serving. Eades left the university and a replacement will be recommended by the School of Veterinary Medicine. The committee members whose terms are expiring are Chance and Ortner whose colleges will recommend replacements.

Ad Hoc Graduate Council Members: Massé noted that Graduate Council Ad Hoc members will be discussed in the fall.

Master Plan: Over time, the Graduate School will acquire additional space.

Strategic Plan: The Strategic Plan has long-term goals and plans are being made for 2030.

Budget: Massé had no news to report on the budget since the legislature was still in session.

Online Policy Committee: Massé and Lee are serving on the Online Policy Committee.

Student Health Insurance Committee: Massé and Lee are serving on the Student Health Insurance Committee.

Policy and Procedure Changes: The Graduate Council has approved 20 policy and procedure changes. Academic Affairs has approved 15 changes this year.

Academic Affairs Report

No report.

Chair's Report

Pojman reported that he will be the new Graduate Council Chair. The council will receive an email ballot once a co-chair has been nominated and agrees to serve.

Old Business

Dean's Representative Policy: The committee consisted of Massé, Pojman, and Perry. Perry discussed the dean's representative policy the committee presented to the council. The purpose of the policy is to help encourage more graduate faculty to serve as the dean's representative and to address the role of the dean's representative. The Frequently Asked Questions (FAQ) section will include information on the role and responsibilities of the dean's representative and to clear up any misunderstandings the faculty may have regarding the dean's representative.

Chance mentioned that the way a dean's representative is selected to serve on a committee should be aligned to the faculty member's discipline. He asked what is the best way to handle those who are not serving as a dean's representative. Massé indicated that service as a dean's representative should be included in faculty members' annual reports. She met with Mimi Lee to ask that this section be included in the Faculty 360. Massé on behalf of the Graduate School would like to send the college deans an annual report on faculty that served as the dean's representative during that year. It should be a basic responsibility as part of being a member of the graduate faculty. The Graduate School does not have the oversight to do anything if faculty members do not agree to serve.

Chance mentioned that it may be appropriate to give graduate students the right to assist in finding their own dean's representatives. The council discussed that there are pros and cons to this suggestion. Page mentioned that the dean's representative needs to be an advocate for the graduate student and the graduate student should feel comfortable with the dean's representative. Marchand indicated that a graduate student may not know of a graduate faculty member to serve as the dean's representative, so the graduate student should ask the committee chair to recommend a faculty member to the Graduate School for approval. Lane noted if it is the graduate student's responsibility to find a dean's representative that the pool of faculty members serving may be even smaller. Massé mentioned that graduate faculty members do request to serve as the dean's representative on certain department committees.

Chance suggested that the FAQs need to include that a committee chair can recommend a dean's representative for a particular graduate student's exam. Cai recommended that the FAQs should state that the dean's representative may not be from the graduate student's department or a committee member's department. Marchand suggested that the FAQs should include what to do if the dean's

representative thinks the process was not fair, the exam went wrong, and what to do during the meeting. Lindau suggested adding who to contact at the Graduate School in the FAQs. The council discussed if the FAQs should state that a graduate faculty member should serve once every two years instead of every year.

De Queiroz recommended that service as dean's representative should be a part of the graduate faculty requirements. Mocan noted that the proposal has three different terms (general, milestone, and dissertation) included in the document, which needs clarity, and the terms need to be defined. Page suggested that a form should be created for the dean's representative to complete after each exam. The form could include a check box for yes or no if the exam had any procedural problems and if yes, to explain. The form would be submitted to the Graduate School to collect data. Lane noted that a short survey could be created to send to the dean's representative after serving to collect data.

Marchand motioned to have Perry make edits and circulate to the Graduate Council for an email ballot. Gansle seconded the motion and the motion was passed. [Addendum: the amended policy was approved by the Graduate Council 05/13/17 with 13 "yes" votes, no dissents, and no abstentions.]

Proxies for Graduate Council meetings: Mocan discussed the possibility of having a proxy at the Graduate Council meetings if a council member was unavailable to attend. Another Graduate Council member would serve as the proxy. The absent member would send a short email to the proxy with information on how the absent member would vote and give permission to the proxy to vote on his/her behalf. In the past, this has not been the norm and the proxy vote has not been recorded. Should there be a policy on proxies and should there be a limit on how many per meeting? Gansle noted that there still needs to be a quorum at the meetings even if proxy is allowed. Frick indicated that the absent member would miss the discussion to consider how to vote. The discussion is key on voting and may change the way a committee member would have originally voted. Should the proxy still be allowed to vote if the discussion changed the way the council voted during the meeting? Chance agreed that a proposal could be modified before voting during a meeting, so it would be unfair to use the absent member's vote based off the original proposal. Mocan noted that the council member missing the meeting without a proxy does not have input on policy changes.

Mocan motioned to allow proxy voting if a council member misses a meeting and the proxy vote does not count towards quorum. There can only be one proxy per person in attendance. Gansle seconded the motion. Lindau suggested that an email could be sent to those not attending the meeting to allow that not in attendance a chance to vote after the council meeting. Gansle mentioned that the absent council member would still miss the discussion and maybe the discussion should be included in the email to the absent members. Ortnier motioned to table the discussion, Perry seconded with three opposing the motion. Perry suggested a new motion that a council member write a proposal for the council to vote on and Ortnier seconded the motion. Mocan will create the proposal and send as an email ballot. The council voted with one opposing vote.

New Business

Codicil: Jinx Broussard agreed to serve as Co-chair of the Graduate Council for 2017-18, and to become chair 2018-19. An email ballot was issued to confirm this. Effective May 3, 10 members votes "yes," none dissented, and none abstained.

Executive Session: Standing Committee Reports


Promotion and Tenure Committee: The committee was Chance (chair), de Queiroz, Eades, Frick, and Gansle. The committee received 67 cases in January. Almost all were traditional cases (i.e. assistant professor to associate professor, and associate professor to full professor). A handful were not traditional cases. The committee receives a spreadsheet and the files to cast votes. The committee meets to review only the cases that the voting was not in agreement or that the vote would mean the faculty member was being denied. The committee members can change votes after the discussion during the committee meeting. The committees' recommendations then go to the Dean of the Graduate School, who adds her own comments, and from her to the Provost.

Graduate Faculty Committee: Massé noted that the committee reviews professional and affiliate graduate faculty nominations. The nominations are submitted by the departments and college deans. The committee has 14 pending nominations which they are reviewing and will be voted on by the entire council via email ballot.

Awards Committee: Lane thanked those who reviewed the applications for Graduate School awards. The Dissertation Academic Year Fellowships and SREB winners are about to be announced. The SREB applicant pool will be used to review for the Huel Perkins (HP) Diversity Fellowship. The HP is for graduate students who indicate a focus to teach in the future. Lane thanked the council for their patience the past year as Graduate School staff members moved from a manual process to Infoready. He thanked Graduate School staff members, Tiffany Galasso and Cindy D'Amico, for their assistance in preparing the council to use Infoready. Infoready is getting better and the company is taking suggestions on how to improve the software. After the committee votes, the ratings are added up and gives a ranking of the applications. Mocan proposed that the committee is given a better ranking scale to be used in the future. Lane indicated that the committee chairs did rubrics for each award for the committee to use while voting. Marchand noted that she feels better to judge the quality if within her own discipline to understand the proposals. Lane recommended that the awards committee review the awards policies for future voting.

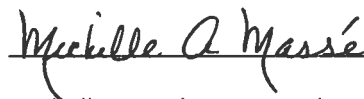
The meeting adjourned at 1:26pm.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:



Michelle Massé, Dean Graduate School