

# Graduate Council Meeting Minutes

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April 5, 2022

**Members Present:**

Dalton, David, (Chair), Languages & Culture Studies  
Brintnall, Kent, Religious Studies  
Canevello, Amy – Psychological Science  
Chakrabarti, Kausik – BIOL, alternate for Nicole Peterson  
Fenwick, Abbey – Kinesiology  
Lachance, Joan – Middle, Secondary and K-12 Education  
Lai, Gene – Finance  
Morse, Ed – Mechanical Engineering and Engineering Science  
Mostafai, Taghi – Computer Science  
Reynolds, Tom – Associate Provost and Graduate School Dean

**Guests Present:**

Buchenau, Jurgen - History  
Goodliffe, Julie – Graduate School  
Hall-Hertel, Katherine – Graduate School  
Huerta, Jill – Graduate School  
Krause, Sandy – Graduate School  
Morse, Janet – Graduate School  
Names-Mattefs, Alaina – CLAS  
Prasad, Ritika - History  
Rodriquez, Monica – Languages and Culture Studies  
Watson, Johnna – Graduate School  
White, Brian – Graduate School

**Absent:**

Cooke, Sekou – The School of Architecture  
Truesdale, Angel – Atkins Library  
Udeubor, Mike – PhD Candidate, Civil Engr/Grad Student Rep (GPSG)  
(attending for Dylan Turner)

I. Report of the Chair – Dr. David Dalton

A. Approval of the February 1, 2022, Meeting Minutes

Brintnall made a motion to approve the minutes as submitted with a second from Canevello. The motion was approved by a unanimous vote.

Chair Dalton reminded the Council of the upcoming annual assessment of the Dean of the Graduate School which will be going out this week. The council subcommittee facilitating the assessment is being led by Kent Brintnall, chair and

assisted by subcommittee members Amy Canevello and Gene Lai. So be watching for this survey to arrive and I encourage you to complete in a timely manner.

## II. Report of the Dean – Dr. Tom Reynolds

- Dean Reynolds reported that he has submitted his 2021-22 Annual Assessment and Goals to the subcommittee facilitating his performance evaluation.
- Academic Affairs has provided some additional funding for faculty research in a good faith effort as many faculty research and projects were disrupted because of COVID. There are about 40 awards in the amount of \$7500.00 each.
- There will be some additional funds for summer fellowship support as students still have expenses over the summer and are not traditionally supported during this time.
- NinerNation Gives starts today and the Dean encouraged the council to spread the word and support their program of choice to help support the university.
- Johnna Watson (Graduate School) reported on summer/fall enrollment. Overall, 2022 summer/fall applications for admission are up over this time last year, while Domestic applications, offers of admission and intents to enroll are all down. Watson to provide the Council with an e-copy of her Enrollment Management report in its entirety.
- Katherine Hall-Hertel (Graduate School) reminded the council in the chat function about the upcoming Commencement ceremony being held on May 13. The ceremony will begin at 6:00pm and will be held in the Jerry Richardson Football Stadium (rain or shine).

## III. Course and Curriculum Proposals

- A. DSBA 6188 – Text Mining and Information Retrieval  
Originator: Xi Nui (Sunshine), Software and Information Systems  
**Graduate Council Assignments: Canevello, Cooke**

Canevello made a motion to approve this proposal as submitted with a second from Lai. The motion was passed by a unanimous vote.

- B. DSBA 6274 – Digital Marketing Analytics  
Originator: Ming Chen, Marketing  
**Graduate Council Assignments: Chakrabarti, Mostafavi**

Canevello made a motion to approve this proposal as submitted with a second from Lai. The motion was passed by a unanimous vote.

C. MBAD 6284 – Digital Marketing Analytics

Originator: Ming Chen, Marketing

**Graduate Council Assignments: Chakrabarti, Mostafavi**

Canevello made a motion to approve this proposal as submitted with a second from Lai. The motion was passed by a unanimous vote.

D. MDSK 5300 – Content Area Instruction and Assessment

Originator: Adam Myers, Middle, Secondary and K-12 Education

**Graduate Council Assignments: Fenwick, Lai and Uduebor**

The Originator was asked to separate the combined syllabi for Undergraduate and Graduate into separate documents.

Canevello made a motion to approve pending revisions with a second from Lai. The motion was approved pending revisions by a unanimous vote.

E. STAT 5227 – Loss Models and Applications

Originator: Wafaa Shaban, Mathematics and Statistics

**Graduate Council Assignments: Lachance, Morse**

The following revisions were requested:

- Separate Undergraduate and Graduate document into two separate documents.
- Add objectives
- Add topical outline
- Add required policies (Title IX, Academic Integrity, etc.)

Canevello made a motion to approve pending revisions with a second from Lai. The motion was approved pending revisions by a unanimous vote.

IV. Discussion Items

A. Graduate Assistantships for students being paid by state funds – Chair Dalton

Chair Dalton shared with the Council that he has been contacted by GPD's regarding the rules changing significantly for how Graduate Student Assistants are funded.

Dean Reynolds gave a brief background on what has driven the changes:

- The Department of Labor changed the way we pay students performing administrative functions. Per Fair Labor Standards Act, they no longer qualify as an exempt position. They will be treated like a temporary employee and subject to the laws that govern wage, overtime, etc.
- This change created the need to have clear definitions of the types of job functions that graduate students perform.
  1. If students teach, they are classified as Graduate Teaching Assistants
  2. If students primary function is research, they are classified as Graduate Research Assistants
  3. If students perform administrative duties, the former general term of Graduate Assistant, even if supporting the unit, or graduate program, the students will be classified as a temporary, wage-earning employees.
  4. With regard to how students are funded, the university is looking for ways to sustain how we fund students because the model that has been used for years cannot be sustained. It's been suggested that research assistants should be funded by grants. We've seen an increase in external funding but still have a long way to go. and teaching assistants be funded

Chair Dalton is going to draft a memo to request that changes that affect graduate education and graduate students should be shared with this Council before going into effect so that we can provide meaningful input.

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#### B. GA Handbook – revisions needed – Chair Dalton

Chair Dalton mentioned that he's hearing that revisions are needed for the GA handbook. What are these revisions? The Graduate Council should have input in this process since this is the body who championed its creation and submitted to the FEC initially.

Chair Dalton will also include this topic in his memo to the FEC in relation to keeping the Council involved in decisions that affect graduate education and graduate students.

C. Workload policy – Provost’s office is facilitating this policy change. – Chair Dalton

Chair Dalton shared that a workload policy for graduate students is being debated by Higher Administration but he’s concerned because this issue has not come before the Graduate Council.

Chair Dalton will include this topic in his memo to the FEC.

D. Continuous Registration and Leave of Absence Update – Sandy Krause, Graduate School

Sandy Krause reminded the Council that the Graduate School was working with the Graduate Policy Equity Audit work group to review graduate policy for bias. They reviewed the policies for Continuous Registration and Leave of Absence. While the policies remain unchanged, the language was revised to better articulate what constitutes continuous registration and define university resources as related to these policies.

Krause worked with faculty members and Legal to add some clarifying verbiage to a very vague policy.

- Graduate students enrolled in graduate degree programs do not have to be registered for classes during the summer semester provided they maintained continuous registration each Fall and Spring semesters. This will support students having access to campus resources over the summer months.
- This access also includes laboratories. Graduate students must be given access, adhere to and follow all department policies for safety protocols. Individual departments will oversee that these safety protocols are followed by their graduate students.

V. Other Business

Morse called for a motion to adjourn the meeting with a second from Lai.

The meeting ended at 1:37pm.

The next meeting will be May 3, 2022 and we will continue with the Zoom format. Link will be shared in the agenda which is forthcoming.

Respectfully,

A handwritten signature in cursive script that reads "Annette Parks".

Annette Parks  
Graduate Council Secretary