Graduate Council
Columbus State University
Minutes
4/8/2011

Members Present:
Tara Redmond, Chair
Angkul Kongmunvattana (for Wayne Summers, Co-Chair)
Greg Domin
Bill Frazier
Tina Butcher
Kimberly Gill
Joe Sanders
Lenoir Gillam
Donna Pascoe

Guest:
Kristin Williams, CSU Director of Recruitment

1. At 12:03 the meeting was called to order.

2. The motion to approve the previous minutes passed.

3. Kristin Williams presented information about the Hobson Connect enrollment technology management product. It will allow recruiters, admissions personnel, department chairs, and other interested parties to have access to an extensive amount of tracking data about recruiting and admissions of students. With its detailed database, the student data can be presented in various reports depending upon users’ needs. The product will also be used to track performance data involving recruitment efforts.

4. Concerning the Graduate Faculty Status list distributed to the committee by the Chair, the motion passed to approve the list with committee members’ emendations allowed until April 13, after which other graduate faculty could be included by additional votes conducted with the members by e-mail.

5. Donna Pascoe discussed the three phases of instituting the university’s Institutional Review Board (IRB). Phase I involved meetings of the IRB Task Force to determine the rationale for and structure of CSU’s IRB. Phase II involved creating the Website for the IRB. The URL for the Website is http://research.columbusstate.edu/irb. The site contains links to the following:
   a. Home and Research Statement,
   b. IRB Process & Procedures,
   c. IRB Policies & Definitions,
   d. IRB Resources,
   e. IRB Review Application, and
f. IRB Member List.

**Phase III** is to make the IRB operational and to develop training for users, achieved primarily through the Collaborative Institutional Training Initiative [https://www.citiprogram.org/Default.asp](https://www.citiprogram.org/Default.asp). The Human Subjects Review Committee’s responsibilities will be subsumed by the IRB. The HSRC will function over this coming summer, after which the IRB will become operational.

6. Greg Domin, with the approval of all present, congratulated the Chair on her outstanding work for the committee.

7. The next meeting, at which the Chair-elect and Secretary are to be elected, will be announced by the Chair.

8. At 12:52 the meeting was adjourned.

Respectfully submitted – Tom Loughman