Graduate Council Minutes November 8, 2013  
Richards Hall, VPAA Conference Room 12:00PM

**Attendees:** Kimberly Gill, Chair (COLS), John Ellisor (COLS), Cheryl Smith (COEHP), Ellen Roberts (Academic Affairs), Radhouane Chouchane (CPSC), Margie Yates (COEHP), Sallie Miller (COEHP), Bill Frazier (COLS), Carol Bishop (for Andres Jauregui, DATCOB), Tina Butcher (VPAA)

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<th>Item</th>
<th>Topics</th>
<th>Presenters</th>
<th>Meeting Notes</th>
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<td>1.</td>
<td>Welcome and Lunch</td>
<td>Dr. Kimberly Gill Chair</td>
<td>Welcome with Introductions</td>
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| 2.   | News from the Office of the Provost and Vice President for Academic Affairs | Dr. Ellen Roberts | Thanks to all who made the recent Domin Graduate Conference a success. A recommendation to have a steering committee set up for next year’s event. A lot for one person to handle.  
Recent graduate expo on campus was not well attended. Upcoming Graduate Expo needs representation from all programs. Notify Ellen of who will represent your program. |
| 3.   | Approval of Meeting Minutes | Dr. Kimberly Gill | Minutes were presented.  
Motion to approve by Cheryl Smith. Second by Margie Yates.  
All approved. |
| 4.   | Curriculum Issues | COB Dr. Carol Bishop | MBA Concentration in Accounting Proposal  
HR Graduate Certificate  
SL Graduate Certificate  
Presented by Carol with explanation that existing resources will be used to administer the certificate programs and the MBA with a concentration in Accounting. All three are face-to-face programs.  
Ellen suggested that more information is needed in the descriptions of the course requirements.  
Sallie made the motion to accept the MBA with Accounting track with the changes. Bill seconded the motion. All approved.  
Cheryl made the motion to accept the COB certificate proposals with the changes. Sallie seconded the motion. All approved. |
5. Policy Concerns/Ad Hoc Reports

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<th>Columbus State University</th>
<th>Policy on admitting students from non-accredited institutions</th>
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<td>Columbus State University does not currently accept applications at the graduate level unless the applicant has earned a baccalaureate degree from a regionally-accredited institution. Applicants who hold a baccalaureate degree from a non-accredited institution may appeal this policy by submitting a letter of appeal to the Program Director or Chair.</td>
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<td>Tina Butcher will talk with Admissions and the new registrar and make a recommendation on where the letter and supporting documents should go. She will report back at the next graduate council meeting.</td>
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<td>This letter must be accompanied by letters of support from the appropriate Chair and Dean of the College for which the applicant is seeking acceptance. These materials will be submitted to the CSU Graduate Council for final review and determination.</td>
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<td>Revision of the Graduate Assistant Handbook- tabled until next meeting</td>
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<td>Graduate Council Standing Committees- a discussion about the need for the two committees was heard. If we dissolve the committees then the bylaws would need to be changed. No changes were suggested at this time.</td>
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<td>Summer Meeting Dates- tabled until next meeting</td>
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6. Graduate Faculty Membership

| Dr. Ellen Roberts | Proposed to Change: Faculty must meet the following criteria: hold an earned doctorate/terminal degree in the teaching discipline or a related discipline; or, if the terminal degree is in an unrelated discipline, there must be a minimum of 18 semester hours of graduate course |
work specifically related to the course(s) in which the faculty member will be teaching.
Motion to approve this change by Sallie. Second by John. All approved.

Addition to Provisional Graduate Faculty:
In addition, this category applies to full-time faculty in their first year of university teaching at CSU who do not yet have a record of effective teaching at the university level.
Motion to approve this change by Bill. Second by Margie. All approved.

Changes to Appointment Terms: (These recommendations were voted and approved at the Dean’s Council).
Full- change from 5 years to 3 years
Associate- no change
Provisional- change from 1 year to 2 years
Motion to approve this change as endorsed by the Deans by Margie. Second by Radhouane. All approved.

Ellen recommended the process become automated using digital applications. The faculty member would initiate the process by completing the form and sending it to the Chair who would verify effective teaching and the courses being taught. Additional qualifications of the faculty would be included.
Margie made the motion to start using an automated process. Bill seconded. All approved.
Ad Hoc committee to work on the process: Sallie, Ellen and Kimberly.

7. New Business
   Time line for Curriculum issues
   Family Nurse Practitioner prospectus
Dr. Kimberly Gill
Dr. Cheryl Smith

Timeline for Curriculum Issues-Proposal: Seven days prior to meeting.
Ellen suggested some formatting changes on the FNP prospectus.
Motion to approve the FNP prospectus made by Cheryl. Second by Sallie. All approved with the format changes.

Motion to adjourn.
Motion to adjourn by Cheryl. Second by Sallie. All approved.