University Graduate Council Minutes
Richards Hall, VPAA Conference Room
December 13, 2019, 12:00 PM EST

Council Members
Dr. Kevin Burgess (COLS), Chair
Dr. John Finley (TCOB)                    Dr. Ryan Lynch (COLS)
Dr. Tammy Condrey (COEHP)                Dr. Saoussan Maarouf (COEHP)
Dr. Kimberly Gill (COLS)                 Dr. Scott Harris for Dr. Lisa Oberlander (COA)
Dr. Shamim Khan (TCOB), Secretary        Dr. Brian Tyo (COEHP)

Ex Officio Members
Dr. Margie Yates, Interim Associate Provost
Dr. Tim Howard, SACSCOC Liaison
Ms. Kristi Williams-Griffin, Graduate Admissions & Recruitment

Item 1: Welcome, Lunch, and Approval of Minutes
• Dr. Burgess called the meeting to order at 12:05 pm and the Council approved the November meeting minutes with some amendments.

Item 2: Report from Dr. Yates, Interim Associate Provost for Graduate Education
• Graduate Hooding – Dr. Yates thanked those who were able to attend the Graduate Hooding Ceremony and mentioned that we had a great turnout with 91 graduates being hooded.

• Graduate Enrolments – Dr. Yates mentioned that it is still possible to work to increase the J-Term and spring graduate enrolments, which is very important to our future state appropriation funding. The numbers comparing 12/13/17 to 12/12/18 to 12/2/19 show the overall graduate enrolment headcount down by 86 students from last year for a -7.47% decrease. Credit hours are down 310 hours for a -4.01% decrease from 2019. Dr. Yates is going to have Dr. Sitharaman run the numbers for graduates in Dec. 2018 and 2019 to see if those numbers impact the way we interpret the current numbers. She stressed that it will be extremely important for programs to contact students who should be and are not currently enrolled in their programs. Dr. Yates shared a success story for the M.Ed. in Higher Education program. They just enrolled 15 new students for spring semester. Multiple admission opportunities, 8 week courses, and targeted emails and recruiting are helping to raise their numbers. Ms. Williams mentioned that the Admissions Office has been sending out emails targeting recent graduates.

Item 3: Old Business
• Approval of Graduate Faculty
  The Council reviewed eleven graduate faculty membership applications; three of these were approved for full membership, four were for provisional and one was for associate membership. Two applications were sent back for clarification and/or updated vitae. There was some discussion on the late arrival of faculty applications making it difficult for the council members to review them adequately. A motion requiring the application workflow to end one week before the scheduled meeting date was approved.

Item 4: New Business
MA History deactivation and Teachout Plan – Dr. Lynch presented his report on the MA History deactivation by COLS and the teachout plan for this program over the next three years. The vast majority of the courses involved are at the 5000 level. No courses have been proposed to be deactivated until all students have graduated or have left the program. Currently six students are left in the program, half of them are expected to graduate in the next one or two terms. The council voted and approved the deactivation and teachout plan,

Meeting adjourned at 1:30 pm.
Next meeting: January 10, 2020