University Graduate Council Minutes  
Richards Hall, Tucker 104  
February 14, 2020 12:00 PM EST

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

Ex Officio Members  
Dr. Margie Yates (COEHP), Interim Associate Provost  
Ms. Kristin Williams-Griffin, Graduate Admissions & Recruitment

Item 1: Welcome, Lunch, and Approval of Minutes  
Dr. Burgess called the meeting to order at 12:15 pm. A motion was passed to approve the January meeting minutes with changes made to reflect Dr. Yates’ clarification on grading without direct supervision from the faculty of record by graduate assistants, Dr. Tim’s statement about faculty qualification and the section on thesis and dissertation submission.

Item 2: Report from Dr. Yates, Interim Associate Provost for Graduate Education  
Dr. Yates suggested restructuring the Council agenda items under New Business as informational, advisory and action items. A motion to adopt this suggestion was approved.

There was some discussion on the role of the Graduate Council. Dr. Yates stated that the National Council of Graduate Schools suggests that the Council organization be just like it is now. Bodies at every USG institution at our level are reflective of ours. The Graduate Council has been developed to advise the Graduate School on all matters related to graduate education.

Regarding graduate assistants, Dr. Yates stated the policy that they should not grade final exams or assessments requiring qualitative judgements unless they have 18 hours. The guidelines on this are available on the Graduate School website.

Dr. Yates read out a statement by Dr. Howard clarifying what he had wanted to say about the purpose of Dean Karass’s visit at the last meeting and the Council accepted the statement.

The 1st Lunch and Learn workshop was held with 18 attendants. There were representations from Health Professions, Education, Chemistry, Earth & Space Science, Business and Computer Science. The next Network & Knowledge meeting for graduate students will be on Thursday, February 20th. Graduate student and faculty volunteers will be needed for the Graduate fair at the Clock Tower on March 24. Also needed is a recommendation on a grad student for the Employers Roundtable in April.

A number of complaints have been received from students regarding the number and cost of proctored exams and this is something to keep in mind.

The Graduate School will partner with the Library to hold a Saturday research retreat in fall in the downtown campus. DocuSign is being used for graduate assistantship applications.

University grant proposals are due at the Graduate School Director’s office on February 21 with the Faculty Development Committee meeting on March 9.

Item 3: Old Business  
Approval of Graduate Faculty – The Council reviewed three graduate faculty membership applications; one was approved for full and one for provisional memberships. The third application was sent back to the Chair for documentation on the publication status of submitted manuscripts.

Graduate Council bylaws – The discussion on this item was tabled for the next meeting.

Item 4: New Business  
Review of Exclusion/ Probation Policy – Dr. Yates mentioned the Academic Standards committee’s recommendation on the probation and exclusion policy for undergraduates including the change in terminology. She asked members to look at this issue at the
graduate level keeping in mind the differences in hours required to graduate and the grade forgiveness policy. The relevant PowerPoint will be uploaded to the shared drive.

**Proposed Graduate Faculty Mentor Awards** – Dr. Yates proposed a new Graduate Faculty Mentor award for faculty mentors, who are nominated by their students, to be presented at the Graduate Faculty Research Conference. The Council would review these nominations. She asked for comments and suggestions on this proposal through the shared drive.

**Chappell Award Update** – Dr. Yates reported that the recommendation of the Graduate Council will be accepted this year for selecting the recipient.

**Graduate Fair at the Clock Tower** – Ms. Kristin Williams informed the Council about the coming graduate fair at the clock tower, at 11:30-2:30 pm on March 24. Departments will be emailed about it soon asking them about their participation and material needs.

**Announcements** – The Professional Dinner for Students will be held on March 3 (free for Graduate Students).

The meeting adjourned at 2 pm.

Next Graduate Council Meeting: March 6, 2020.