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

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

Item 1: Welcome, Lunch, and Approval of Minutes
Dr. Condrey called the meeting to order at 12:20 pm and the Council approved the January meeting minutes with some amendments.

Item 2: Report from Dr. Yates, Interim Associate Provost for Graduate Education
Submission of Graduate Faculty applications – Dr. Yates mentioned that she had emailed all department chairs requesting that any graduate faculty membership applications they want considered be submitted at least a week before the Graduate Council meets. It was expected that except for a few involving late hires, the Council should not receive large numbers of applications right before the meeting.

Graduate Enrolments – Dr. Yates reported that January 1st 2019 to January 1st 2020 application numbers are down. Graduate enrolments are down by 46, but this does not include the doctoral students, who were enrolled this time last year. The impact of graduate enrolments on the University budget is much greater than undergraduate enrolments since they are funded from the state budget at a rate 2.5 times the undergraduate rate. She implored council members to contact any students in their program who have not registered in any courses to find out if anything can be done to help them enrol for spring. Dr. Lynch mentioned that the J-term numbers are down by 35 compared with last year. Ms. Williams stated that the Admissions Office sent out a message right after graduation to students from all programs that do not require GRE encouraging them to come back for graduate school. Dr. Yates said that she is working on a plan to start a campaign to enable graduate students to receive more scholarships and fellowships. She reported that graduate international numbers are also down and there are some talks going on about increasing international enrolments. She also mentioned that our funding actually depends on the number of credit hours our students are enrolled in.

Graduate Assistants – Dr Yates clarified that GAs can assist with grading with the direct supervision of faculty of record.

Workshops and Synchronous teaching – The Graduate School is to organize some workshops on creative scheduling to help increase student numbers. The UITS is working to facilitate synchronous teaching of online courses, where students can log in to participate in lectures live as well as listen to recorded lectures.

Faculty Qualifications – Dr. Howard spoke on a SACS liaisons meeting and other reviewer training and accreditation related workshops he attended recently. He stated that he had investigated SACSCOC expectations regarding graduate faculty qualifications, and whether our offering of a doctoral program has any bearing on faculty qualifications outside that program. He inquired at a SACSCOC liaisons meeting in November and participated in

SACSCOC reviewer training in December. Indications were that our offering a doctoral program does not influence the judgement of faculty qualifications outside that program. SACSCOC reviewers consider faculty qualifications at the course level, judging whether the given instructor is appropriately qualified to teach the course(s) assigned. They will consider the content in the course, the level of the course, and possibly the program(s) the course serves. Our classification within the USG determines the tuition rate we can charge our students. More research, publications and graduate programs will have a bearing on our classification. A new graduate faculty hiring process based on the level and requirements of courses to be taught instead of the current 18 credit hours of graduate courses requirement is being developed.
Item 3: Old Business

Approval of Graduate Faculty – the Council reviewed and approved three graduate faculty membership applications; all three were provisional, with one of them limited to clinical supervision only.

Item 4: New Business

Graduate Council By-laws – Dr. Lynch reported on behalf of the working group on by-laws. One major change considered for Grad Council membership was the representation of colleges. The use of a formula almost identical to that of UGA was proposed for this. It is based on the number of faculty who hold graduate status and the number of graduate students enrolled within those colleges. Given the current situation, this policy would result in six out of ten members from the COEHP and it would have some major repercussions on the representation of COLS and TCOB. The representation of the COA would not be affected because of the required one member minimum representation. Dr. Tyo mentioned that the scope of the Graduate Council varies among different colleges. Some councils have representations from every program but a large number of sub-committees. At some institutions, the council reports to the senate for ratification of its recommendations; at others, the chair of the council is the Dean of the graduate school and the council is the policy making body. On the issue of ex-officio members who belong to the next level of the decision making process, the proposal was to drop them from the Graduate Council. Another recommendation is to add an ex-officio member from the faculty senate.

Thesis and Dissertation Submission Form – The Dean of Libraries Dr. Karass spoke about the Thesis and Dissertation Submission Form and clarified the process of submitting theses to the library. The Graduate School thesis guide will be updated to reflect the new submission process. The thesis will be archived in electronic form only and be accessible from the Library’s Bepress repository. Students can have their own printed and bound copy if they want. Students may choose to have their thesis embargoed for up to 2 years. Students will need to initiate the process of making it available through ProQuest if they want it.

DocuSign Graduate Assistant Hiring Process – HR Director Ms. Clerie presented the use of the DocuSign digital system for streamlining the hiring process for graduate assistants.

The meeting adjourned at 2 pm.