MINUTES OF THE GRADUATE COUNCIL MEETING
October 16, 2015
3:00 PM, Beatty Center, Room 216

Members Attending: Annalisa Calini, Jason Coy, Angela Cozart, Jon Hakkila, Martin Jones, Jim Kindley, mutindi ndunda, John Peters, Nenad Radakovic, Amanda Ruth-McSwain, Silvia Rodríguez Sabater, Laura Turner, Félix Vásquez

Guests: Divya Bhati, Joshua Bloodworth, Lexie DeLone, Christine Finnan, Nancy Muller, Victoria Vasquez

GSO Staff: Cassandra, Foster, Susan Hallatt, Cicely McCray, Michelle McGrew, Robyn Olejniczak

I. Welcome and Introductions – Associate Dean Jon Hakkila called the meeting to order at 3:06 p.m.

II. Approval of the Minutes – The minutes of the Sept. 18, 2015 meeting were approved unanimously.

III. New Course Proposals and Change in a Graduate Program – Christine Finnan, presenting on behalf of the Faculty Committee on Graduate Education, Continuing Education, and Special Programs

M.Ed. in Teaching, Learning and Advocacy
- MTLA 668 – Curriculum: Foundations, Principles, Issues and Applications
- MTLA 671 – Introduction to Project Based Learning
- MTLA 672 – Applications of Project Based Learning
- MTLA 674 – Practicum in Project Based Learning
- Add existing course and new concentration

mutindi ndunda, Program Director of the M.Ed. Teaching, Learning and Advocacy program, spoke about the definition of project based learning and its impact for future MTLA students. Courtney Howard, the Director of the Center for Partnership to Improve Education, originally approached mutindi about the idea of project based learning. She proposed four new courses and a modification to the program in order to increase program appeal and student enrollment. She explained the next step would be to consolidate these new courses into a project based learning certificate.

Divya Bhati, AVP for Institutional Effectiveness and Strategic Planning, asked if these proposals were new courses and if so, they would need to notify CHE before it arrives in the Office for Institutional Effectiveness and Strategic Planning. She explained it may take at least six months before the new MTLA courses could be implemented. Mutindi said that the new courses were an
endorsement for teachers and asked if the issue dealt with the actual course proposals or the term concentration. She highlighted that this was a time-sensitive issue since there were current students in the program who wished to receive this training.

Martin Jones and Annalisa Calini, Program Directors for the M.S. Mathematics program, explained that even though a workflow has been published, there has been confusion among in the faculty regarding the exact process. Annalisa noted that their math proposal was in the Academic Affairs office for eight months.

Jon Hakkila, Associate Dean of the Graduate School, noted there might be miscommunication on curriculum matters between the Office of Academic Affairs, the Office of Institutional Effectiveness and faculty members. He emphasized that all involved parties need to be present at every meeting in order to maximize efficiency and avoid future confusion.

Christine Finnan, Professor in the Department of Teacher Education, asked if the council would move to approve the planned program changes knowing that mutindi would be meeting with Divya to check on whether CHE approval was needed.

The Graduate Council unanimously approved the MTLA proposals with this conditions.

**New Course Proposal - M.S. in Environmental Studies**
- EVSS 606 – Wildlife Law

Victoria Vazquez, Program Coordinator for the M.S. in Environmental Studies, presented on behalf of the wildlife law course proposal. She explained that the class has been offered several times as a special topics course and has maintained high enrollment (fall 2016 class has 16 students). The course focuses specifically on the Endangered Species Act, which has been a high interest rate among the students. Victoria mentioned that a lot of the EVSS students are interested in working in governmental or non-profit organizations dedicated to environmental issues. This fall semester has marked the sixth time wildlife law has been offered, indicating it was overdue to become a formal course.

The Graduate Council unanimously approved the EVSS proposal.

IV. **Update from the Graduate Student Association – Joshua Bloodworth**

Joshua Bloodworth, the president of the Graduate Student Association, reported that Stern Student Center has completed construction of a lactation room located on the second floor. He indicated that the center is also currently reevaluating
how to best utilize the open pool space and is considered providing a student printing venue to alleviate traffic in the library.

Joshua announced they are now offering GSA awards that focus on independent research; all awardees need to complete a travel authorization form for all projects that require travel. The Graduate Student Association is in the process of completing annual registration forms for sub-organizations and will be working with Jeri Cabot, Dean of Students in Student Affairs, on applying for healthcare options for graduate students.

The Graduate Student Association updated their constitution in the previous monthly meeting. Joshua indicated the GSA is working with sub-GSA organizations on their programming and planning efforts, advising officers to invite the President, Provost and school deans to high-profile events.

Joshua announced he will be attending the Board of Trustee meetings the following week and if the council had any imminent issues they would like for him to address, to please email him directly.

V. Announcements, Updates and Reminders – Jon Hakkila

Jon Hakkila reminded the council of the following assessment workshops:

Part I Assessment
- Monday, October 26th 1:00 – 3:00pm (Session I)
- Tuesday, October 27th 11:00am – 1:00pm (Session II)

Part II Assessment
- Tuesday, November 3rd 1:30 – 3:30pm (Session I)
- Friday, November 6th 9:30 – 11:30am (Session II)

Jon advised council members to attend one Part I and one Part II workshop and that Cassandra Foster, Assistant to the Graduate Dean, would email them the following week with information regarding meeting locations.

Jason Coy, Program Director of the M.A. History program, indicated he would be out of town for the workshops and inquired if they could be recorded for those faculty members who could not attend. Jon Hakkila explained the Graduate School Office would look into the matter and Divya Bhati offered to work with faculty members on scheduling additional workshops conducive to their schedules. Jon announced the timeline for the assessment plans had been extended to November 13th. Divya also advised council members to bring their assessment plans to the workshops so she could evaluate them and make the necessary adjustments.
Jon Hakkila reminded council members that the last Dinner with the Dean event would be held Monday, November 9th in Tate Center, Room 202. Jon also encouraged program directors to facilitate 3MT® Competition participation among their students. He announced Fall 2015 Graduation will be held Saturday, December 19th at 2:00pm in the TD Arena.

VI. For the Good of the Order

Robyn Olejniczak, Director of Graduate Student Records, announced October 15th was the deadline to apply online for fall graduation; any student wishing to apply now should be sent to the Graduate School Office to apply in-person. She explained they were on target in terms of participation numbers, indicating that 37 have applied thus far (last year 38 students graduated).

Cicely McCray, Director of Graduate Recruitment, announced the Graduate School would be hosting honors junior and senior students from Claflin University during the week of November 16th; tentative times were scheduled from 1:00 – 3:00pm on Wednesday, November 18th. She indicated the students were most interested in the MBA, Communication, History, English, Education and EVSS-PCMI programs. Cicely encouraged participation from the GSA & GSCA for the events.

VII. Adjournment

The meeting was adjourned at 3:52 p.m.

The next Graduate Council meeting will be Friday, Nov. 20 at 3 p.m. in Beatty 216.