**Graduate Council Meeting Agenda**

**April 8, 2020 3:00 PM**

**Via Zoom**

1. **Welcome**
2. **Call to Order-**

**Attendees: Dr. David Fitzhugh, Dr. Elliot Isom, Dr. Gary Andersen, Ms. Janelle Harding, Dr. Karmen Porter, Dr. Candace Mehaffey-Kultgen, Dr. Kimberly Chappell, Dr. Kimberly Perez, Ms. Misty Koonse, Dr. Phillip Olt, Dr. Scott Robson, Ms. Rhonda Weimer, Dr. Pauline Scott, Dr. Suzanne Becking, Dr. Thomas Schafer, Dr. Brooke Moore, Dr. Brent Goertzen, Dr. Eric Gillock, and Dr. Whitney Whitaker**

**Not in Attendance: Ms. Linda Ganstrom, Dr. Paul Faber, Dr. Trey Hill, and Dr. Valerie Yu**

**Guests: Ms. Kaley Klaus**

1. **International transcript evaluation and WES**

We have had an issue with international applications/admission.  WES evaluations are slower than normal, as expected, but some students are not able to have one completed as their institutions are closed.

*As a temporary measure, if a student is able to supply us with all the relevant information required for applying to a program (with the exception of the WES) we will be forwarding those files for review.  Since this would be a temporary waiving of the WES requirements, we will add the WES evaluation as a condition for admission.*

We will still wait to send anything forward until we have at least an unofficial copy of their transcript in English, which should not be a problem for the majority of applicants. What this brings about is what to do if the student is able to get here for fall but their school still isn’t open?  We will allow one semester of enrollment, giving them time to acquire a transcript.  If they are still unable to acquire one, cases will be handled on an individual basis.

1. **Graduate School Update**

Mr. McNeil updated the council on the Graduate School operations during COVID-19.

* + Email over phone calls for communication. If you are needing to get ahold of any Graduate Staff member, please email each staff member individually or the Graduate School inbox [gradschool@fhsu.edu](mailto:gradschool@fhsu.edu).
  + The main line is being forwarded to a landline at Mr. Glen McNeil’s house and will be answered during normal operation times.
  + Our eight student workers are currently not working. The Graduate School staff is picking up the slack. Please be patient with our staff as we navigate our operations without our student workers.
  + Graduate School deadlines have not changed. Please visit the website for those deadlines.
  + We are getting the mail twice a week.

1. **Tiger Bot**

Feel free to ask the bot questions about your program. If answers are not correct or lacking we can address those questions. Answers will need to be generic or provide a link to gather correct information, so we do not have to update answers constantly.

1. **Graduate Assistantships**

All allocations were awarded to departments via email on March 18. All spreadsheets are due to Staci DeWild by Friday, June 12.

**Note:** Positions will not be posted to Workday unless a job description and application committee members are sent to Staci DeWild.

1. **Spring Commencement**

Commencement scheduled for May 15 and 16 is canceled in light of COVID-19. The Commencement Committee is moving forward creating commencement in a box which will include regalia, their hood, diploma covers with their diploma, as well as other fun items that have yet to be determined. These boxes will go out in early June. The Commencement Committee is working on an alternative date for these students to participate in an in-person commencement ceremony.

1. **Configurable App**

Katie and Linda have been participating in the development of the Configurable application that will be through Workday. It will likely be completed within the next month or so to roll out. Tech Services is currently working on building the integration to our fee payment software and CICS.

**Note:** Departments were not consulted about building their own apps as at this time, the app is “configurable” not “customizable”. The group is working within the framework that Workday has developed and FHSU gets one app per academic level (non-deg, MS, EdS, DNP).

1. **Report from Curriculum Committee**

Dr. Kimberly Chappell reported that there were no programs or courses submitted for approval this month.

1. **Reports from the Badging Committee**

The Badging Committee will working on the policies and procedures of the badging/certificate process. There next meeting is Friday, April 10.

1. **Office of Scholarship and Sponsored Project Report**

Ms. Misty Koonse gave an update on the GSE Grant awards and an update on SACAD.

GSE Grants

* 25 applications totaling around $15,000.
  + We had $11,000 available in funding.
* 6 applicants were awardees in the fall
* All 5 colleges were represented:
  + Arts, Humanities, & Social Sciences – 8
  + Business – 4
  + Education – 1
  + Health & Behavioral Sciences – 5
  + STEM – 7
* 22 awards were given

SACAD

* 56 poster submissions so far.
* Deadline this Friday, April 10th.

1. **English Proficiency Test**

Mr. Glen McNeil wanted the council members to acknowledge that due to COVID-19 the English Proficiency Test is being reviewed to find alternatives to collecting the information needed. These discussions are happening and if you find any concern please reach out to your individual College Deans.

1. **Announcement**

No announcements