Graduate Council Meeting

10/21/2020

3pm

Attendance-Rhonda Weimer, Linda Ganstrom, Thomas Schafer, Suzanne Becking, Paul Faber, Phillip Olt, Valerie Yu, Eric Gillock, Gary Anderson, Janelle Hardening, Kim Perez, Pauline Scott, Misty Koonse, Kimberly Chappell, Scott Robson, Candace Mehaffey-Kultgen, Brent Goertzen, Elliot Isom, David Fitzhugh, Karmen Porter

Missing Members- Dharma Jairam, Brett Bieberle, Brooke Moore

Guests-Valerie Zelenka

Meeting Start 3:04pm

Minutes from last meeting-approved

**Graduate Dean search is underway**

-for any questions or the status of search contact Dr. Grady Dixon

-Plan is to have someone in place by end of June

**Policy procedures and bylaws update**

**1) Awards**

*Background Information: When looking at the criteria for the following awards, Mr. McNeil realized we did not have written criteria or nomination process. This was made aware when students were trying to nominate an Outstanding Graduate Advisor and we had no process for students to nominate. Also, previous awards were the Graduate Dean’s discretion after nomination. Put forth is to create an awards committee and to be able to provide written, publicized guidelines for the following awards.*

Outstanding Graduate Teaching Assistant award

-GTA only, Proposed criteria and process for selection

Outstanding Thesis/Dissertation

-Awards only in spring, but may be awarded for previous semesters. Summer/Fall Thesis/Dissertations allowed to be awarded in Spring.

-What material needs to be submitted is on nominator to collect

Outstanding Graduate Student Research and Creativity Award

-For students not having Thesis/Dissertation

-Have to be enrolled in graduate program/must have a Program of Study

-Requires more information about program/project than Thesis award

Outstanding Graduate Advisor

-Was previously nominated by Department Chair/Faculty

-Expanded to students in last semester/graduate faculty/department chair/program director

Question-Will these awards have input to the Lighthouse Award?

Current understanding is the Lighthouse Award takes into much more consideration than the specific criteria we are wanting to use for these awards. However, Lighthouse Award may take into consideration the person’s track record of winning awards.

Proposed-Create Awards Committee-5 representatives, 1 from each college. Committee would make the decision on who to award. Also, how many do we award, is there a financial award to them?

One per college for students, 5 total for each award

1 Graduate Advisor per college, no financial award.

Define Graduate Advisor-excludes professional advisor, does more than just advise on classes

Award given once per year in Spring.

**2) Leveling Hours**

*Background Information:* *Students are being admitted to Graduate School with the conditions of having either specific courses, or a number of hours in a subject. Students are not completing these hours and is only being caught before graduation. This is causing students to not graduate, or advisors to waive the requirements of admission for some students.*

Proposal:

Add to the policy on leveling hours during admission to be completed with the first two semesters.

Or, add language for each specific program since leveling hours can vary between 3-9 hours, some programs can be as many as 18 hours.

This proposal gives more weight to advisors when students refuse to take courses/leveling hours.

**3) Admission Denial**

*Background Information: Denied Students are contacting the Graduate School once they are denied seeking information. In the past, we have referred students to the Program Director for more information.*

Proposal:

When a student is denied to change language in the denial letter to state to contact the program director for more information.

Action: Mr. McNeil will forward the request to FHSU Legal so we can minimize the possibilities for legal action. Current belief is to keep denial requests to the Graduate School to keep all information in one spot and reduce the chances of misinformation/legal action.

**4) English Language Proficiency**

Approval to add University’s values about the English Language Proficiency to Policies and Procedures.

Negotiated contracts with schools if English is the instruction language no test is needed.

**Curriculum Meeting**

-Courses will be voted on next month

**In-Person Meetings**

Zoom or in Person.

Unanimous for Zoom for fall.

**Changes in Graduate School**

Linda Garner has retired

Staci DeWild moved to Degree Analyst

Scott Sakraida moved to Administrative Assistant

Meeting Adjourned 4:11PM