

Members Present: Harold Pardue, Eric Loomis, Alex Sharland, Susan Santoli, Stephanie Fitzpatrick, Kathy Wheeler for Lorene Flanders, Susan Gordon-Hickey, Robert Cloutier, Barry Dale, Bret Webb, Treena Finney, Debra Chapman, Gayle Davidson-Shivers, Mark Taylor, Thomas Rich, Sam Fisher, Kathy Bydalek, David Forbes, Payton Marinello, LaSonya Toney, DeAnna Cobb

Absent: Tom Johnsten, Leigh Minchew, Kelly Osterbind

Guests: Heather Nix, Lynda Garvin

Agenda and other information were distributed before the meeting, handouts also available at meeting.

Dr. Pardue opened the meeting. A quorum was verified.

1. **Minutes from previous meeting (1/31/18):** Minutes motioned, seconded, approved.
2. **Admissions Update (Harold Pardue):** Liaison has offered a free Enrollment, Marketing, and Data Analytics package. Now working on drafting messages to prospective students and will be in contact with programs regarding content. One issue that has been identified is Letters of Recommendation for international students. It is a new and extra step for these faculty to upload the letters themselves and we are experiencing delays as a result. Suggest moving LORs to quadrant 4, and programs will oversee this function in future cycles. For this current cycle, the best course of action is to inform the student applicant that they can fill out the faculty information, send the letters, and Admissions or the Program can upload the letters. This will allow the application to be reviewed more quickly with the names of the LOR writers and application fee required. The letters themselves will still be required before admission, but can be uploaded when available. School of Computing is hiring a consultant to recruit students in India. The price is feasible and may be something other programs will want to consider. Training session dates and times on the new cycle are included in the handout as well as Liaison Cycle Rollover information.
3. **Annual Spring Research Forum (Harold Pardue):** Program attendance was sparse, however the student presentations went very well and the students expressed that they were pleased to get the opportunity. Poster session was well attended. Calls for posters were answered in a timely fashion in contrast to previous years. Student presentations as the main part of the program was well received vs. 3MT or a keynote speaker as in past years. Will revisit the Forum topic again before next year's event.
4. **GS Form Subcommittee Update (Harold Pardue):** Very productive meeting (Harold Pardue, DeAnna Cobb, Susan Gordon-Hickey, Robert Cloutier), number of forms will be cut in half. GS Forms will be revised and released once thesis/dissertation process is complete. Will work with the Registrar's office as well on functionality. More information forthcoming on usage once forms are available. Harold Pardue and Amy Clay also working on simplifying and condensing the Graduate Assistantship forms and associated documents. LORs will no longer be required. PA forms will continue to be on paper due to variations of assistantships. Working on procuring health insurance for Graduate Research Assistants.
5. **Strategic Planning Meeting Update (Harold Pardue):** This will be a Summer term project. One volunteer thus far. The Foundation was receptive and enthused regarding recent luncheon presentation on proposed research focus.

6. **Graduate Teaching Faculty Update (Harold Pardue):** The Faculty Subcommittee passed this proposed policy. Next will go to Dean's Council and if approved, then into Fall Handbook. Will cut down on paperwork immensely.
7. **English Proficiency Exam Requirements (Robert Cloutier):** Should students from English speaking countries be required to take the English language proficiency exams? This policy already in existence and posted on website per LaSonya Toney.
8. **Accelerated Bachelor's to Master's program (Harold Pardue):** The individual mechanisms for this are already in place, however, would like the Council to endorse this policy as a whole to promote to students. Concerns were expressed regarding voluntary nature for individual programs, graduate certificate programs not being eligible, educational quality, and funding sources. After some discussion, it was agreed that Harold Pardue would draft a revised policy and send out for email discussion and vote.
9. **Graduate Admissions GPA policy (Harold Pardue):** New policy included in handout for Council review. Motioned, seconded, approved. Will not affect current admissions, but will go into effect for Spring 2019.
10. **New Business:** Is Graduate Student Review Form necessary? This form came into existence a few years ago in response to NIH funding requirements per DeAnna Cobb. Keith Harrison (prior Dean) was involved in several meetings with Research and this form was developed and a link to the MYIDP was posted under Graduate Student Professional Development (GC meeting 2015 minutes). Harold Pardue to contact Research Office regarding this requirement. This discussion led to the question of whether the Graduate Assistant evaluation forms are also necessary. SACS does require evaluations for Teaching Assistants, however, Harold Pardue will check to see if there are requirements for Research Assistants or Graduate Assistants to have evaluations on file.
11. Meeting motioned, seconded, and approved to adjourn.