MINUTES
GRADUATE COUNCIL
MARCH 25, 2021

Present: Ex officio: R. Bonhomme, H. Edwards
Voting Members: G. Anagnostopoulos (alternate for W. Allen), A. Bleakley, C.
Bostater, D. Carstens, J. Du, V. Follette, E. Perez, R. Peverati, Y.
Sohn, C. Subramanian, D. Wilder
Guests: G. Burns, C. Johnston, T. Marcinkowski, E. Vogt

The meeting was called to order at 1:02 p.m. (via zoom).

(1) CALL TO ORDER—Dr. Heidi Edwards

Dr. Edwards welcomed all to the meeting. All voting members are present. Dr. Edwards thanked
the guest members for attending the meeting. This month’s agenda consists both of action items
and information items.

(2) ADDRESS COUNCIL MEMBERS—Dr. Raymond Bonhomme

Dr. Bonhomme made the following comments.

In the past when the Graduate Council met in person it was understood anyone who initiated
agenda items was invited to the meeting. Since the council meetings this year have been on zoom
invitations have not been consistently issued. As of this meeting anyone who initiates an agenda
item will be invited to the zoom meeting.

The list of graduate faculty members on the web now include the first and last names rather than
the initial of the first name and last name.

Some of the graduate policies are being updated. Some graduate polices are out of date due to
organizational changes (examples are College of Engineering and Science and Education
Centers), title changes (for example Director of Education Center), changes in requirements (for
example no longer requiring bound copies of a thesis and/or dissertation). The graduate policy on
language requirements for international students for teaching and/or research assistantships has
been updated to include the Duolingo English Test (Dr. Rosiene had approved and compared to
other tests previously).

Graduate Policy 4.2 Graduate Council changes consistent with the Graduate Council charter have
been submitted to Dr. Carvalho for approval.
(3) **MINUTES OF THE JANUARY 2021 GRADUATE COUNCIL MEETING**

**Minutes Unanimously Approved**

The minutes of the January 28, 2021, meeting were unanimously approved on a motion by Dr. Perez and a second by Dr. Carstens.

(4) **APPOINTMENT TO THE GRADUATE FACULTY**

**Unanimously Approved and Recommends Approval by the Provost**

Department of Computer Engineering and Sciences

Request is made by the Department of Computer Engineering and Sciences to re-appoint Dr. Natasha A. Neogi to the graduate faculty in computing. The appointment is at the MS level.

Bisk College of Business

Request is made by the Bisk College of Business to appoint Dr. Troy Glassman to the graduate faculty in business. The appointment is at the MS level.

Request is made by the Bisk College of Business to appoint Dr. Jonathan Reed to the graduate faculty in business. The appointment is at the MS level.

On a motion made by Dr. Perez and a second made by Dr. Peverati, the requests made the Department of Computer Engineering and Sciences and the Bisk College of Business were unanimously approved and recommends approval by the Provost.

(5) **UPDATED NEW COURSE SYLLABUS—BISK COLLEGE OF BUSINESS**

This is an information item. At the last Graduate Council meeting a question was asked about not awarding a “D” grade in **BUS 6038 ADVANCED MARKETING MANAGEMENT**. The updated syllabus has grades A-F as indicated on the adding a new course form.

(6) **CHANGING REQUIREMENTS FOR A COURSE—COLLEGE OF ENGINEERING AND SCIENCE**

**Unanimously Approved and Recommends Approval by the Provost**

Request is made by the Department of Mathematical Sciences to approve the revisions to the prerequisite requirements for **EDS 6010 RESEARCH PRACTICUM** to add **EDS 6000 READINGS IN EDUCATIONAL RESEARCH** and **EDS 6070 STATISTICS FOR EDUCATIONAL RESEARCH**.

On a motion made by Dr. Du and a second by Dr. Perez, the request made by the Department of Mathematical Sciences was unanimously approved and recommends approval by the Provost.
(7) **UPDATE TO GRADUATE POLICY—PROVOST’S OFFICE**

This is an information item. Dr. Carvalho has approved an update to GRADUATE POLICY 1.11 ACADEMIC PROBATION AND DISMISSAL FOR MASTER’S AND SPECIALIST DEGREE STUDENTS. In the section Academic Warning, Probation and Dismissal “term and overall” has been changed to “cumulative” and deleted “term or.”

(8) **MANAGING THE CURRICULUM PROCESS**

Dr. Edwards recognized Ms. Caroline Johnston, Registrar, to provide information on Curriculog.

The university has acquired an electronics web-based system (Curriculog) to make curriculum changes. Changes to the curriculum will be done electronically with appropriate approval queues within the organization (including Graduate Council) with updating the Catalog. The system will allow for importing information and checking the impact of proposed curriculum changes on other programs. Training for the system is being planned.

(9) **DISCUSSION ITEM**

The discussion item was recognizing Graduate Council’s role in reviewing policies that impact both future and current graduate students. Recent policies initiated by enrollment management have had significant implications for programs. Future such proposed initiatives could benefit from Graduate Council input.

(10) **ANNOUNCEMENTS**

Dr. Edwards announced that the next Graduate Council meeting is April 15, 2021, and the submission deadline for materials is April 1, 2021.

With no further business, the meeting adjourned at 1:52 p.m.

Dr. Carvalho has approved all the recommendations from the Graduate Council.

Raymond F. Bonhomme, Jr.
Associate Vice President of Graduate Programs