

Graduate Faculty Council (GFC)  
January 13, 2015  
1 to 2:30 p.m.  
Meeting Minutes

Present: Walt Horton, Amy Lee, Denise Inman, Chris Ritter, Paul Hartung, Julie Aultman, Chelsey Bruce, Gary Meszaros, Yanqiao Zhang, Fayez Safadi, Alex Galazyuk, Nona Hose

A motion was made by Alex Galazyuk to approve the minutes from the GFC meeting on November 14, 2014. The motion was seconded by Yanqiao Zhang and the minutes were approved.

Denise Inman shared an update of the work that is being done through the NCA Progress Report Taskforce with the council, which is to create a policy for the College of Graduate Studies that addresses teaching assistant (TA) assignments. The goal of the policy is to formalize the TA process for COGS students across the college and to have the information readily available for the students.

Currently, the policy is only applicable to students in the IPM program, but would apply to student in the college as a whole in the future. The policy will address what a TA is, the expectations and appointment of TAs, how to address grievances and will include research assistants as well. Denise shared that the policy will also include language regarding students whose teaching assistant assignments are bought out by their advisors with grants, etc. as well as students who are serving on committees at the university. The policy would apply to masters and doctoral students.

Denise and Alex Galazyuk will meet to compare TA policies for COGS students and KBMS students to ensure there are no discrepancies.

Walt Horton and Paul Hartung provided the council with an update of the program review for the Bioethics Certificate program. January 15, 2015 is the deadline for the self-study report to be turned in and having the review committee in place. Neither of these things are completed at this point. Julie Aultman shared that the self-study is completed except the course evaluations, which she has not received from Academic Services yet. Julie and Walt will follow up with Bob Larson from Academic Services regarding the evaluations.

Walt and Paul met to discuss who would make up the review committee. It was decided the chair of the GFC's Program Evaluation Subcommittee (currently Paul) would chair the review committee. The dean will choose the three individuals along with the chair to make up the committee and review the self-study.

Chris Ritter led a discussion regarding the graduate faculty re-appointment process in the COGS. There are three types of graduate faculty appointments: adjunct faculty, which have a two year appointment; then graduate faculty and graduate faculty with doctoral advising status, each carrying a five year term for appointment.

Chris suggested streamlining the re-appointment approval process for individuals who have regular graduate faculty status. Individuals whose terms are ending should be asked if they are interested in re-appointment. If they are interested, they need to submit a letter expressing their interest and summary of graduate activity along with an updated CV. The office of the dean will review the requests and compile a list of eligible individuals to present to the GFC to vote on all at once.

Individuals who may want to change the type of appointment they possess will have to apply for a new appointment.

Chris suggested the criteria for appointment as graduate faculty with advising status appointments be modified. Individuals seeking this appointment need to identify which program in the COGS they are aligned with. Walt pointed out that the by-laws will need to be modified as well to state that individuals seeking graduate faculty with advising status need to align with a doctoral program. The COGS office can send a letter to individuals seeking re-appointment stating they need to align with a program. Currently the IPM program is the only program at NEOMED with doctoral students.

Adjunct faculty are appointed for two years and can be re-appointed for two additional years without reapplying. When reapplying, individuals need to submit a letter of interest including reasons for wanting to stay on as an adjunct faculty member along with a current CV. Adjunct faculty appointments need to have the approval of the program director. Nona will send a list of adjunct faculty members whose terms are ending to program directors for review.

Walt Horton opened a discussion regarding GFC membership reappointments. There are five members who are eligible to rotate off of the council if they choose. Walt will be in contact with each of these members to see if they want to remain on the council for another term, as faculty are permitted to be reappointed for a second term if they would like to be. A process for staggering the terms of GFC members will be established moving forward.

The meeting was adjourned.