

Graduate Faculty Council (GFC)
September 17, 2015
2 to 3:30 p.m.
Meeting Minutes

Present: Amy Lee, Chelsey Bruce, Chris Ritter, Denise Inman, Paul Hartung, Walt Horton, Yanqiao Zhang, Nona Hose, Guests: Terrilyn Richardson, Heidi Terry, Sandra Emerick, Abi Sriharan

A motion was made by Paul Hartung to approve the minutes from the GFC meeting on July 14, 2015. The motion was seconded by Denise Inman and the minutes were approved pending the correction of some typos.

Denise Inman presented a new course for the IPM program titled Research Writing. It has been recognized that students in the College of Graduate Studies need help writing scientific papers. This two-credit hour elective will be comprised of lectures by a team of faculty, evaluation of students' writing abilities and discussions about types of scientific writing, finer points of authorship and individual points of research papers. Students will be using their own data to write a paper throughout the course and will have the opportunity to work with faculty one-on-one regarding their papers. Grades will be given based on the work they submit throughout the course. Submissions will be returned for editing and by the end of the course their paper should be complete.

Concerns arose from members of the council in regard to minimum and maximum numbers of students, how often the course will be offered and pre-requisites for taking the course. The minimum and maximum number of students is 2 and 10 respectively. The course will be offered annually and there are no pre-requisites for taking it.

Amy Lee made a motion to approve the course pending modifications. Paul Hartung seconded the motion and the course was approved.

Walt Horton welcomed the guests of the council and introduced Terrilyn Richardson to those who had not met her yet. He shared with them that the purpose of the meeting was to give the GFC an opportunity to step back and evaluate its processes as well as give attention to one of the objectives set forth in the College of Graduates Studies' strategic plan. This objective is a part of accomplishing goal A of the plan which is to strategically integrate and align the graduate program support infrastructure. The start date for the goal is September 2015 and it is to be completed by November 2015.

Walt explained the role of the GFC and asked what can be done to encourage on-going communication and physical interaction between the GFC and support infrastructure departments throughout the university.

Sandra Emerick shared that there are some university services and support offered to students in which COGS students are already participating. The office of Student Affairs would like to identify how COGS students can be further incorporated into processes and more services and support including customizing the way these things are delivered to them.

Abi Sriharan shared that her department of Faculty Relations is growing as well. She would like to find ways her office can partner with the COGS, for example, offering courses for CME credits, like the new writing course presented earlier by Denise Inman, and including COGS students in leadership programs that are being developed.

Heidi shared that there are several options to explore regarding interaction with Enrollment Services (ES) as the institution has evolved into a university. She stated that her department is held accountable to state and federal regulations as related to reporting enrollments for funding, federal records management, financial aid and Title IV, etc. and a clearer understanding of these things would allow for better communication and flow between ES and the COGS. The goal is to give our applicants and students the best experience possible.

Walt asked members of the GFC how they believe these areas can intersect with the COGS.

Denise Inman shared that having Enrollment Services in the loop on the ground floor of program development and being a part of the uniqueness of each program would be beneficial to both the program director and those who help operationalize the program.

Chris Ritter asked what the most effective way to get the information ahead of time so as to make processes go more smoothly would be. Heidi stated that COGS policies need to be documented and available to all other support departments. Abi would like to set in on GFC meetings to gain a better understanding of how COGS operates, from which she would better be able to see how her department can interact. Sandra would like to learn how student affairs can help each program individually.

Walt stated that the council wants to be more intentional about sharing information before the meeting instead of the history after the fact. Infrastructure departments should be involved in building the agenda as appropriate and given the opportunity to attend meetings as the agenda requires.

Paul Hartung suggested forming a subcommittee of the GFC including program directors and support departments in which they can interact face-to-face regularly. He suggested a tentative model could be to have standing meetings bi-monthly, opposite the GFC meeting months.

Denise asked if there is a place where ES policies are currently stored. Heidi stated there currently is not, but the Vice President for Academic Affairs' office is working to do this. Sandra shared that the student handbook contains policies as well.

Nona will schedule a meeting of the program directors, executive directors, a representative from Finance (Carrie Bast) and IT/ATS (Rey Notareschi) which will convene as a sub-committee of the GFC.

The meeting was adjourned.