The Graduate Council met at the Alumni House on Thursday, April 1, 2010, at 3:30 p.m. Graduate Council members include the following:

Dr. Mary Gunter, Chair  Ms. Karen Futterer
Dr. Mary Ann Rollans  Dr. Richard Ihde
Dr. Cheryl Smith  Dr. Shelia Jackson
Ms. Connie Zimmer  Dr. Susan Underwood
Dr. John Jackson  Dr. Deborah Wilson
Dr. Linda Bean  Ms. Tanna Bartlett, Student
Dr. Peter Dykema  Representative
Dr. Johnette Moody  Ms. Tammy Rhodes, Secretary

Dr. John Jackson, Ms. Tammy Rhodes, and Ms. Karen Futterer were absent.

Shanel Smith was present for administrative support.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Gunter called the meeting to order. Dr. Gunter indicated a quorum was present for the meeting and business could be conducted. Dr. Gunter asked for approval of the minutes from February, 2010, meeting. Dr. Shelia Jackson moved, Dr. Smith seconded, to approve the minutes. Motion carried.

Dr. Gunter asked for approval of the minutes from the February 2010 Electronic vote. Dr. Dykema moved, Ms. Zimmer seconded, to approve the minutes. Motion carried.

ACTION ITEMS:

After discussion of forms submitted for Nomination for Membership on the Renewal Graduate Faculty and Appeal, the decision was made to vote on each request separately. Dr. Bean moved, Dr. Shelia Jackson seconded, to vote separately. Motion carried.

Dr. Bean moved, Dr. Rollins seconded, to approve Dr. Melinda Wilkins to Regular Graduate Faculty Tenured. Motion carried.

Dr. Shelia Jackson moved, seconded by Ms. Zimmer, to approve the request from Dr. Ruth D. Enoch for Regular Graduate Faculty Non-Tenured. Motion carried.
Dr. Bean moved, seconded by Dr. Shelia Jackson, to approve the renewal request from Dr. Byra Ramsey for Regular Graduate Faculty. Motion carried.

Dr. Moody moved, seconded by Ms. Zimmer, to approve the resubmitted forms for Faculty Renewal from Dr. Scott Jordan. Call for Question from Dr. Dykema. Motion carried.

Dr. Shelia Jackson moved, Ms. Zimmer seconded, to approve the appeal request for Dr. Bell for Renewal of Faculty status. Call for question from Dr. Wilson. After discussion it was decided that Dr. Bell needed to fill out the papers and submit them. Motion did not pass.

After discussion of Policy Change the decision was made to vote on each item separately. Dr. Rollins moved, Dr. Bean seconded, motion carried.

Dr. Bean moved, Dr. Shelia Jackson seconded, to eliminate summer meetings in section V: of the faculty handbook. Motion carried.

Dr. Bean moved, Dr. Underwood seconded, to adjust Section VI of the faculty handbook to change “appeal from Graduate Council to Graduate Dean”. After discussion where Dr. Dykema stated this was voted and approved last year by council but never changed in the book, motion carried.

**Sub-Committee Progress Reports**

Dr. Shelia Jackson indicated that the sub-committee had a draft for processes and that the Human Subjects committee is supposed to have a member from each college. The sub-committee felt the Human Subjects Committee needed to review what they have before it can move further.

Dr. Deborah Wilson indicated that she had a meeting with Dr. Gunter regarding the Thesis Manual and Process. The timeline for the guide was missing. Dr. Gunter indicated a change she had made, that thesis be delivered to the Graduate College three weeks before graduation instead of two. Dr. Bean would like the guide published online as a PDF file. Dr. Shelia Jackson moved, Dr. Bean seconded, to approve the guide. Motion carried.

**Information Updates**

Dr. Gunter updated the council on the Jim Ed McGee Award. No one applied.

Dr. Gunter informed the council of the 2009-10 Annual Report that is completed by the Graduate Dean. She indicated she was going to do a publication with stats and highlight areas such as the council student representative, enrollment, and new programs.
Dr. Gunter informed the council that the 2010-11 catalog was almost complete and members could pick up their section to review after the meeting.

**Discussion Items**

Dr. Gunter discussed the Graduate College Mission Statement. Dr. Gunter asked for discussion of the Graduate College Mission Statement. Statement is the same as Arkansas Tech. After discussion it was decided that the Graduate College needs a Mission Statement separate. Dr. Gunter requested volunteers to work on the mission statement. Dr. Rick Ihde and Dr. Rollins volunteered.

Dr. Gunter asked for discussion of Technology and future needs for Graduate Programs and Students. Items mentioned were:
- Video conferencing IE: open source
- Technology support
- Technology support for nights and weekends
- One technology person that provides faculty support and training for software, programming, and technology use.
- A centralized Technology Center
- Technology funds
- Communicative Package IE: Connect Pro

**Other Items**

Also discussed by the council were online student needs. Discussion points:
- Graduate fees should go to fund graduate programs
- For online students they have to have the initial immunization waiver and then acquire another waiver each semester for the duration of their program which is a hindrance to off-campus students
- Students have mentioned paying fees for things they do not use or have access to, such as technology
- Infrastructure for support needed

Security issues were discussed. It was mentioned that teachers working nights and weekends are unsafe and that the campus needs to be secured. Items mentioned were: the outside of Corely and Witherspoon are not well lit. Lights being out around building and in the parking lots.

Next Meeting: May 4, 9 am, Tomlinson Rm 102.

Meeting adjourned.

Respectfully submitted,

Shanel Smith