The Graduate Council met in TOM 102 on Thursday, September 17, 2009, at 3:30 p.m. Graduate Council members include the following:

Dr. Mary Gunter, Chair
Dr. Mary Ann Rollans
Dr. Cheryl Smith
Ms. Connie Zimmer
Dr. John Jackson
Dr. Linda Bean
Dr. Peter Dykema
Dr. Johnnette Moody

Ms. Karen Futterer
Mr. Richard Ihde
Dr. Shelia Jackson
Dr. Susan Underwood
Dr. Deborah Wilson
Mr. Jimmy Warren, Student
Representative
Ms. Tammy Rhodes, Secretary

Ms. Karen Futterer was absent.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Gunter called the meeting to order. Each committee member was asked to introduce themselves and indicate a goal for the 2009-2010 Graduate Council.

Dr. Gunter indicated a quorum was present for the meeting and business could be conducted.

Dr. Gunter asked for approval of the minutes from April, 2009. Dr. Shelia Jackson moved, Dr. Bean, seconded, to approve the minutes from the April 21, 2009, meeting, with the correction of the spelling of Dr. Cheryl Smith’s name. Motion carried.

Election of Vice-Chair

Dr. Gunter asked for nominations for the position of Vice-Chair. Dr. Gunter indicated she would like the Vice-Chair to serve as Parliamentarian. Dr. Rollans nominated Dr. Bean. Dr. Wilson moved to cease nominations. Dr. Shelia Jackson made a motion, seconded by Dr. Wilson, to approve Dr. Bean for the position of Vice-Chair. Motion carried.

Graduate Dean’s Report to Council

Dr. Gunter discussed the following items in the report:

review the process for graduate assistants;
update web page;
on-line recruitment;
graduate faculty approval process;
thesis manual;
international students;
need to streamline office procedures;
graduate enrollment;
program viability;
TESL Academy;
MTLL Endorsement for Instructional Facilitator; and
on-line programs

Registrar’s Update to Council

Ms. Rhodes distributed curriculum change forms. She asked committee members to distribute the forms to faculty responsible for graduate curriculum changes. Ms. Rhodes indicated the forms were available on the web site. Dr. Gunter explained the proposals were due on October 1, 2010. She would like one copy be sent to the Registrar and one copy to the Graduate College. Dr. Gunter reminded the committee that proposals dealing with education would be sent to the Teacher Education Committee which will meet on November 3. Dr. Gunter indicated that she was aware of two new program proposals, health informatics and engineering management. ADHE timeline for submission dates were reviewed.

ACTION ITEMS:

Dr. Gunter asked the committee if they would like the action items to be considered as one proposal or consider each item separately. Motion by Dr. Shelia Jackson, seconded by Dr. Wilson, to consider the following action items as one proposal. Motion by Dr. Bean, seconded by Dr. Wilson, to approve the following nominations to graduate faculty:

Regular Graduate Faculty:
Dr. Alejandra Carballo, Foreign Language
Dr. Forrest Anderson, English
Dr. Florian Misoc, Electrical Engineering
Dr. Carlos Castillo, Electrical Engineering
Dr. Gill Richards, Electrical Engineering
Dr. Edward Carl Greco, Jr., Electrical Engineering

Non-Regular Faculty:
Dr. Barbara Wood, Center for Leadership and Learning
Dr. Mona Chadwick, Center for Leadership and Learning
Ms. Diane Hughes, Curriculum & Instruction, Adjunct

Motion carried.
Dr. Gunter asked for volunteers for formation of a Sub-Committee for Thesis Manual Review. Dr. Wilson, Dr. John Jackson, Dr. Rollans, and Mr. Ihde volunteered to serve. Dr. Wilson agreed to chair. Dr. Gunter requested the group submit a proposal by December for implementation in January.

Dr. Gunter asked for volunteers for appointment of Human Subjects Committee. Dr. Shelia Jackson, Dr. Moody, Dr. Smith, and Ms. Zimmer volunteered to serve. Dr. Shelia Jackson agreed to chair. Dr. Gunter requested the group review action research and the web site forms for Human Subject review.

Dr. Gunter asked for volunteers for appointment of Sub-committee to establish Graduate Faculty Review and Renewal Procedures. Dr. Dykema, Dr. Underwood, and Mr. Warren agreed to serve. Ms. Futterer was appointed to the committee and Dr. Dykema agreed to chair.

Other Council Business Items for Discussion

Dr. Gunter indicated the committee needed to establish a Graduate Academic Appeals Committee. She requested each member submit names of a faculty and student name from their area to serve on the committee if needed.

Dr. Gunter announced the next meeting is scheduled for October 22, at 3:30 p.m.

Meeting adjourned.

Respectfully submitted,

Tammy Rhodes