

MINUTES OF THE GRADUATE COUNCIL MEETING

March 11, 2014 – Fidel Center – Graduate Office

The Graduate Council Meeting was called to order at 4:00 P.M. on Tuesday, March 11, 2014 in Fidel Center – Graduate Office Conference Room. Members present: Lorie Liebrock, Chairman, Snezna Rogelj, Barbara Bonnekessen, Subhasish Mazumdar, Ivan Avramidi, Corey LeClerc, Michelle Creech-Eakman, Mark Samuels, Clint Richardson, Gary Axen, Bhaskar Majumdar, Ashok Ghosh, Frank Reinow. Others who attended were: Bill Stone, Steve Simpson, Mallory White

1). Call for Approval of Minutes:

The Chairman called for the approval of minutes of February 11, 2014 meeting. Liebrock made the motion to approve the minutes, Axen seconded the motion. All approved and the motion passed.

2). Announcements:

- a. Pro Quest – Establishing Institutional Repository – Liebrock - Liebrock made the announcement that we were getting ready to start accepting Thesis/Dissertations through Pro Quest. Some work still needs to be done such as setting up the billing and completing a detail list and instructions on how to use the program.
- b. Other – No other Announcements

3). Old Business:

- a. STEM Communication Fellows Discussion – Liebrock/Simpson - Liebrock asked the council if they had any funding suggestions for funding the STEM Communication Fellows. A question was asked about the program being institutionalized. Simpson said that it was but that the plan was a little vague. He said there was some good data and some not so good data. Liebrock stated that at one point we had graduate enhancement funds but Shari says it cannot be used because it was being used elsewhere. They use it for extra money for TA's for departments. The department chairs are saying no for funding the program. They are not giving up money for their TA's. Axen

suggested a form letter be made up for companies that come for the Career Fair requesting support for this program. However he said, they would be more likely to spend money on RA's rather than TA's. Michelle Creech-Eackman mentioned Faculty Endowments stating that there was a 3% return on endowments. She stated that she was just letting them know that this would be the cost. Liebrock mentioned a grant as well but stated that she needed more ideas. Liebrock said the Sustainability committee would be meeting soon. Ghosh stated that the Mechanical Engineering Program would be willing to share their TA's with this program. Liebrock stated that if we had another couple of departments willing to do this it would be a great help. Avramidi suggested that it be made into a 1 credit course. Liebrock said she would bring this to the Sustainability Committee as a suggestion. Simpson said he had also thought of a 1 credit Proposed Writing Course. Rogelj stated that she knew some of her students were using some of those programs offered but she said she really didn't know how many and how often. She stated that she would like a summary of how many students are using the programs. Simpson said he would start sending over a summary statement by student level to the different departments so that they would know how it was being used by their students. Liebrock stated that more data is needed and that we need to find some way to fund this program.

b. Other – No Other Old Business

4). New Business:

a. Earth Science Course Changes – Axen - Axen had several course changes and additions for the council to approve. The first one was for a New Course to be offered by Peter Mozley.

Axen made a motion to accept this new course, Michelle Creech-Eackman seconded the motion. All Approved and the motion passed.

The next courses were courses to be offered by New Assistant Professor Maher.

Axen made a motion to accept these courses, Ghosh seconded the motion, with the modification of the course number, all approved and the motion passed.

The next courses were courses to be offered by Assistant Professor Jolante van Wijk.

Axen made a motion to accept these courses, Mazumdar seconded the motion, with the addition of wording (Same as GEOL 5XX), (Same as GEOP 5XX) and Delete GEOP 525, all approved and the motion passed.

The next courses were courses that were catalog changes for Fall 2014

Axen made a motion to accept these course changes, Michelle Creech-Eakman seconded the motion, all approved and the motion passed.

- b. Mathematics Course Additions – Avramidi - Avramidi proposed a new course be added to the catalog for the Mathematics Department

Avramidi made a motion to accept this new course, Ghosh seconded the motion, all approved and the motion passed.

- c. Graduate Recommendation Letters and Forms – Liebrock - Liebrock asked the council how they wanted to receive recommendation letters. In the past the recommender has always had to write a letter and also fill out the Recommendation Form and check whether they waive their rights to see the recommendation or not before recommendation letters could go to the department. She stated that we had been getting letters by e-mail on letterhead and signed but with no form. Avramidi asked why this could not be done electronically. Liebrock said she would check into it but there would be a fee in order to do this electronically. It was discussed further and was decided that we would continue to ask for the form along with the letter of recommendation.
- d. Graduate Re-admission – (students requesting re-admission if suspended) – Liebrock - Liebrock stated that the graduate office now does the re-admits for graduate students. She asked the council if they wanted to approve those students who request re-admission if the

student had been previously suspended. The council stated that they would like to have the Department Chair to approve the re-admit and they would like to be given the Advisors name at the time of their suspension.

- e. S-STEM Proposal – Liebrock - Liebrock stated that she was working on an S-STEM Proposal and mentioned that only one proposal can be submitted per year and that the Center for Graduate Studies was approved by Academic Affairs and Research and Economic Development to submit this year. She said she was going to write it and go for graduate scholarship money. She asked for Departments to Co-PI on this if they wanted to help. Bill Stone, Gary Axen, Bhaskar Majumdar, Snezna Rogelj, and Frank Reinow agreed to help with the proposal. Liebrock said this would be used for US Citizens or naturalized students with financial need. She stated that she still had to read up on this and get full details. These particular students will need support for 2-4 years. It sounds like it should be used more for the newer students but could also be used for those already here. This proposal allows for at most 225,000.00 per year. She wants to look into inter-disciplinary areas. She also thought this might possibly work to support Stem Fellowes. The deadline is August.
 - f. Other - Graduate Applied Statistics Course – Liebrock stated that she has heard some departments express interest in such a course and that departments would benefit from collaboration on these types of courses. She asked the departments to come up with a list of topics or courses that might be merged into something that would work. Avramidi or Oleg Makhnin would be willing to help with specific needs.
- 5). Student Questions and Concerns: (GSA Representative) – None
- a. Other – No Other Business
- 6.) Adjournment:

The Dean made a motion to adjourn the meeting. The meeting was adjourned at 5:10 P.M.