

Graduate Council Meeting Minutes
January 28, 2015
Commons Crest Room
3:30 - 5:00 p.m.

X	Jie Chen	-	Scott Minnich	X	Greg Turner-Rahman
X	Jerry McMurtry	X	Gordon Murdoch	X	Jon Van Gerpen
X	Courtney Conway	-	Diane Prorak	-	Jane Weiss
X	Laura Holyoke	X	Sandra Reineke	X	Tao Xing
-	Ebenezer Jones-Mensah	X	Thomas Morrow		
X	Jill Johnson	-	Mary Gardiner		

- I. Approval of the minutes from November 19, 2014
 - Turner-Rahman moved to approve. Murdoch seconded.
 - Approved unanimously.

- II. Announcements and reports
 - A. Introduce Sean Scoggin, Graduate Recruitment Coordinator
 - Chen introduced Sean Scoggin to the Council.
 - Sean announced that GRE search service will be used. COGS will get names and contact information for 11,000+ students. He will make the initial contact with the student and will pass their information along to the appropriate department for follow-up.
 - Council members asked Sean to get information from faculty, rather than only the department chairs.
 - B. Thesis/Dissertation Signature Pages
 - Chen informed the group that about the new signature pages, requiring only the committee members and department chair signatures. Deans' signatures will no longer be included on the signature pages.
 - McMurtry reminded Council that the department chair must sign – not the administrative assistant.
 - McMurtry said the committee names will be typed at the bottom of the thesis/dissertation title page. The signature page will no longer be included in the bound thesis/dissertation.
 - The student is responsible to let COGS know if they want to extend the embargo on their document.
 - C. Defense and Submission Deadlines
 - Chen reported an overwhelming positive response from students about the earlier deadlines.
 - McMurtry reported these deadlines have reduced the number of students who were stuck here and extra semester.
 - Chen apologized for sending unclear emails re: deadlines. He assured the group that emails would be more clearly labeled in the future.
 - Morrow asked COGS to keep sending emails – major professors do not always read and/or relay important information.

D. AGEP

- McMurtry gave a brief report about the AGEP grant and reported that the first meeting of the internal steering committee would be February 11.
- Councilmember asked if this is focusing on any particular program. McMurtry told Council the funding is for STEM.

E. PSM Program

- Chen reported that the Provost decided to move the existing PSM program to CALS.
- Provost Aiken asked Chen to continue talking to college deans about future PSM tracks and opportunities to expand PSM programs.

III. Discussion

A. Credit Reservation Form

- McMurtry went over the four criteria in the Credit Reservation Form materials:
 - 1- cumulative GPA ≥ 3.0
 - 2- course(s) to be moved are 400 level or above
 - 3- grade not lower than a B on course(s) to be moved
 - 4- course(s) not used for undergraduate degree
- Van Gerpen disagrees with the student having to move the course the semester it is taken. He suggested Councilmembers take this back to their faculty and get their feedback for discussion at the next Graduate Council meeting on March 11.
- McMurtry will also ask associate deans to take it back to their departments for discussion.
- McMurtry explained there is a need to tighten up this policy. There are issues with Financial Aid compliance when classes are moved after the semester in which they were taken.
- Conway asked if students can move classes back to their undergrad transcript. McMurtry said they cannot.
- Van Gerpen gave an example when it might be necessary for the student to have to move a course back to their undergraduate transcript in order to graduate with their undergrad degree.
- Chen asked then group to take this information back to their faculty for discussion at the next Graduate Council meeting.

B. Retention

- Chen went over the Spring 2015 Enrollment Report with Council. He showed them new graduate enrollment was up in Fall 2014, and continuing enrollment was down for Spring 2015. Idaho Falls is down 33%, with changes in policy at INL being the primary cause.
- Murdoch stated that the reasons behind the decrease is critical information. Many factors are out of our control – illness, faculty leave and take students with them, etc. He also mentioned that federal funding is down.
- Conway reiterated that the data behind the numbers is critical. Faculty turnover is currently high. Faculty retention is a huge student retention issue. Graduating students makes it look like a decline in retention.
- Conway said the number of students leaving before they graduate is important to know.

- Murdoch suggested we look at students who defend and never complete their thesis/dissertation.
 - Chen asked Councilmembers to report to him factors that might contribute to loss of students.
- C. GPSA
- Morrow reported 2 new GPSA representatives would join Graduate Council at the next meeting.

Future Meetings:

*****UPDATE***** March 11 (previously February 18) – Commons Horizon

April 1 – Commons Crest

April 29 – Commons Crest

All meetings will be on Wednesdays at 3:30 p.m. Pacific time.