

# Graduate Council Meeting Minutes

Thursday, October 20, 2022 - ZOOM

## **MEMBERS PRESENT:**

Annette Barnes, DNP, MSN  
Stephanie Bernhard, ENGL  
Melissa Bugdal, Fulton School Rep  
Celine Carayon, HIST  
Tom Calo, Perdue School Rep  
Heather Diehl, MSW  
Yvonne Downie-Hanley, M.B.A.  
Maida Finch, Ed.D./REED  
James Fox, EDLD  
Elizabeth Geiger, OGS  
Clifton Griffin, Dean of Graduate Studies  
Martin Hunter, Registrar  
Allen Koehler, AVP Enrollment Management  
Ignaciyas Soosaipillai, CADR  
Eric Liebgold, BIO

Scott Mazzetti, HHPF  
Masoud Moghaddam, CHHS Rep  
Andrea Presotto, GIS  
Jessica Scott, OGS  
Diana Wagner, MED

## **MEMBERS ABSENT:**

Jennifer Bergner, MSME  
Chloe Birch, GSC President  
Memo Diriker, Faculty Senate Liaison  
Erin Stutelberg, MAT  
Thea Williamson, Seidel Rep

## **GUESTS:**

Melissa Boog

- I. Call to Order – 3:30 p.m.
- II. Navigate – Melissa Boog
  - Was designed as an undergraduate tool but we are constantly working at adapting it to grad needs.
  - Some known challenges being worked on:
    - No Term at Glance for grad students. Should be able to see snapshot of information like credits and GPA.
    - Separate cumulative GPA from undergraduate records.
    - Students can't see notes on student facing app.
    - Advisors can only see students who are currently enrolled.
  - Helpful Hints:
    - Navigate is linked to Outlook. Don't block of advising time in Outlook or Navigate will not have those time options available for students to select.
    - Query function is easier than GullNet. No need for IT to build queries. You can select items yourself.
    - Can query undergraduate students to help with graduate recruiting.
    - Has a text function but don't overuse.
  - Questions:
    - Will it contact employees in classes?
      - Yes
    - Some lists are including students who have graduate.
      - M. Boog will check on that.
- III. Minutes
  - M. Bugdal asked that security information regarding the Writing Center doors be redacted.
  - September minutes were approved pending revision.

#### IV. Elections

- Vice-Chair
  - C. Carayon nominated Doug DeWitt for Vice-Chair and was accepted by Doug. He was elected unanimously.

#### V. Curriculum

- Still need to determine if curriculum needs to be approved at the Grad Council level. Will review APC suggestions.
- COMM 645 – Change to Grad Course
  - Remove pre-requisite of admission into the MBA program
  - GCC recommended approval. D. DeWitt seconded. GC unanimously approved.
- EDUC 665 – Change to Grad Course
  - Update course title and course description.
  - GCC recommended approval. M. Bugdal seconded. GC unanimously approved.
- ENGL 555 – New Grad Course – Graduate Fiction Workshop
- ENGL 556 – New Grad Course – Graduate Nonfiction Workshop
- ENGL 557 – New Grad Course – Graduate Poetry Workshop
  - All three courses will ultimately be part of a new MA track in Creative Writing that is currently being developed. Until that is approved, these will be available as electives in current tracks.
  - GCC recommends approval. D. DeWitt seconded. GC unanimously approved.

#### VI. Boot Camp Update and Email Apathy – C. Carayon

- Attendance was down. Possible reasons:
  - Not enough marketing
    - Students receive several emails, posters are sent over campus, it is highlighted on OGS social media and even was televised on marketing screens around campus.
  - Some events are taught within English courses so a percentage of students don't need these sessions.
  - It's 2 days.
  - Modality
    - Surveys were sent out to participants last year and there was an overwhelming support of being virtual.
  - Update event name to something that looks more professional on a resume and drop the themes.
- C. Griffin – Can't continue to fund and support an event that has very little attendance. May need to move to a more professional development type of program. Offerings occur throughout year, not just one a year. Put topics together for MyClasses and have as resources. OGS will welcome any suggestions.

#### VII. Graduate Compensation – A. Presotto

- Are we considering increasing compensation for grad faculty.
- Y. Hanley – MBA has adjunct faculty which is new. Interested in campus pay scale
  - A. Barnes – There is a higher workload calculation for masters and doctoral courses.
  - D. DeWitt – There are separate scales for UG and Grad. And there can be variation within schools depending on how the model is set up.

- S. Bernhard – Would also like to see increase in GA stipends. Lower stipends means quality issues.
  - C. Griffin – Departments can always more than the minimum stipend if their budget allows.
- Business and Administration suggests its better to hire a C-1 once you calculate stipends and tuition waiver.
- C. Griffin – Reminder that only pinned employees get recent COLA increase. There may be some pushback on raises due to departmental budgets.
  - D. DeWitt – Increases should be funded by Business and Finance.
- C. Griffin – Grad Council should draft a letter of concern regarding pay for GA's and graduate instructors. OGS Dean will 100% support.
  - C. Carayon – Will draft a statement to be approved at November meeting.

#### VIII. Grad Fair – J. Scott

- Some discussion about revisiting an on-site grad fair.
- M.Ed. recently held one. Parking and catering charges are challenging. Despite low turnout, applications were started by potential students.
- OGS will explore holding an in-person grad fair. Look to be hold in middle of the day in a high traffic area.

#### IX. Dean's Remarks – C. Griffin

- Goal setting was discussed at September meeting. With volatile market, we will not plan for growth but rather holding onto current students.
- Tuition Increases for FY24 are being discussed. Recognizes challenges with a tuition increase but there was no grad increase last year. If undergrad goes up 2%, expect grad to do the same.

Meeting was adjourned at 4:52 p.m.

Submitted by Jessica Scott