



USF St. Petersburg Faculty Senate Committee:
Graduate Council: Meetings

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Graduate and Undergraduate Council

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Graduate Council Meeting : 2012 : 09 : 24

Graduate Council

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USFSP Graduate Council

Meeting Minutes, September 24, 2012

Present: Tina Neville (Library), Zafer Unal (COE), Donna Knudsen (Graduate Studies) Rebecca Johns (CAS), Sharon Segrest (COB).

Meeting commenced at 10 am. Tina Neville was nominated to serve as Chair until Lisa Starks-Estes returns to the committee in Spring term. Rebecca is substituting for Lisa this semester and will rotate off in Spring when Lisa returns. The nomination was seconded and approved by voice vote unanimously.

The committee needs a graduate student representative. It was suggested that the previous student representative, Veronica, be contacted to see if she would like to continue and this was agreed upon.

The meetings for Fall semester were scheduled. The next meeting will be October 22nd at 1 pm, followed by the November meeting on November 26th at 1 pm. If needed, a December meeting will be scheduled later.

The committee discussed the proposal from the College of Business for a new course, MAN 6704, Social Issues in Management, submitted by Jim Fellows. Committee members raised a few questions about the proposal, and then Dr. Fellows was called into the meeting. A discussion of the course proposal ensued, in which Dr. Fellows answered the committee's questions. He then left the room and the committee further discussed the proposal. It was suggested that the Student Learning Outcomes be added to the course syllabus as is required; some minor typographical errors in the proposal be fixed; the percent of grade impacted by missed attendance be clarified and that the attendance policy should be reflected in the syllabus.

Rebecca motioned that the proposal be approved with the suggested changes; Zafer seconded and the proposal was approved by unanimous vote.

The committee discussed possible activities that the Council may take on if the course proposal and program submissions are light this semester. In the past, the Council has worked with graduate program advisors to help improve programs or assist them in overcoming obstacles and challenges. It was agreed that the committee members will read through the Graduate Council's mandate for next meeting and make suggestions about possible projects for the Council. Donna indicated that she would have some policy related issues for the committee to consider.

In the discussion, it was brought up that there is misunderstanding on the campus about the role of Graduate Studies, and how the processes for decision-making related to graduate programs may differ from undergraduate programs. The committee briefly discussed this issue, and it was suggested that Donna provide a summary of the duties and responsibilities of her

office that could be sent to faculty in order to make clear what kinds of issues and requests should be sent to Graduate Studies. Donna agreed to do this.

Donna indicated that there is one course proposal (also from COB) on the docket for the next meeting.

The meeting was adjourned at approximately 11:20 pm.

Minutes submitted by Rebecca Johns