



1-25-2016

## Graduate Council Meeting : 2016 : 01 : 25

Graduate Council

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**MINUTES OF GRAD COUNCIL MEETING HELD ON January 25, 2016**

<b>List of attendees</b>		
<b>Members</b>	<b>Present</b>	<b>Regrets</b>
Ms. Donna Knudsen (Ex officio; Director)	X	
Dr. Mark Durand (Ex officio; Interim RVCAA)		X
Dr. Hemant Merchant (Chair; COB)	X	
Dr. Kim Stoddard (COE)	X	
Ms. Patricia Pettijohn (Library)	X	
Dr. Lisa Starks-Estes (CAS)	X	
Layne Farmen, graduate student rep	X	
Ms. Nicki Hannum (Grad Studies support)	X	
<b>Guests (if any)</b>		

<b>Minutes of last GC meeting held on 11/19/15</b>	
Motion to approve minutes:	Kim Stoddard
Seconded by:	Lisa Starks-Estes
Discussion (if any):	Minutes to be revised to reflect that Dr. Starks-Estes was present during the last meeting.
Result:	Minutes of 11/19/15 approved

<b>Agenda item #1 Revisions to Graduate Council Scope &amp; Responsibilities Document</b>	
Discussion:	Donna Knudsen presented a draft of the revised Graduate Council Scope and Responsibilities document, along with an adapted <i>Roberts Rules of Order</i> document. Suggested revisions included further defining when the student representative can vote (when serving as a GA/TA/RA in-unit), expanding the role of the Vice Chair to include assuming the duties of the outgoing chair after approval by the voting members and to serve as chair of the elections process. Suggestions also include the appointment of a Graduate Assistant to serve as clerical support for the Council.
Motion:	Motion to approve with revisions
Proposed by:	Patricia Pettijohn
Seconded by:	Kim Stoddard
Result:	Approved
Action:	Donna Knudsen to provide revised document to Patricia Pettijohn who will take it to the Faculty Senate for review.
Responsible person:	Donna Knudsen

**Agenda item #2 SACS Requirements for Graduate Programs – Info Item Only**

Discussion:	Donna Knudsen shared with the Graduate Council a document that outlines the SACS requirements for Graduate Programs which help to inform the scope of responsibilities for the Council.
Motion:	No action needed – information item only
Proposed by:	
Seconded by:	
Result:	
Action:	
Responsible person:	Donna Knudsen

**Agenda item #3 Policy Revision – Master’s Degree Requirements**

Discussion:	Graduate Council reviewed the policy entitled Master’s Degree Requirements which had been revised to reflect that, effect immediately, and in accordance with SACS requirements, programs may no longer accept any undergraduate courses towards the completion of minimum master’s degree requirements.
Motion:	Motion to approve the Master’s Degree Requirements with new language.
Proposed by:	Kim Stoddard
Seconded by:	Patricia Pettijohn
Result:	Approved.
Action:	Donna Knudsen will file the changed policy and make sure that the changes are reflected in the Graduate Catalog.
Responsible person:	Donna Knudsen

**Agenda item #4: Policy Revision**

Discussion:	Graduate Council reviewed the policy entitled Transfer of Credit which has been revised to reflect that no UG courses will be transferred into a graduate program and be counted as satisfying program requirements. These changes were needed to be in compliance with SACS.
Motion:	Motion to approve policy with new language.
Proposed by:	Kim Stoddard
Seconded by:	Patricia Pettijohn
Result:	Approved.
Action:	Donna Knudsen to be sure that new policy language is updated in the graduate catalog.
Responsible person:	Donna Knudsen

Meeting adjourned at 4:30 p.m. Upcoming meeting dates: February 15(subsequently cancelled), March 28 and April 21.