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| [x]  Dr. Mary Fischer (Chair) (CBT) | [x]  Dr. David Criswell (CNHS) | [ ]  Dr. Robert Sterken (CAS) | [x]  Dr. Gary Miller (ExO)  |
| [ ]  Dr. Dennis Combs (CEP) | [x]  Dr. Jenifer Chilton (CNHS) | [x]  Dr. David Pearson (COP) | [x]  Chelsea Miller (GC) ExO |
| [x]  Dr. Yanira Oliveras Ortiz (CCEP) | [ ]  Dr. M Sathyamoorthy (COE) | [ ]  Dr. Fadi Alkhateeb (COP)  | [x]  Brenda Burton (ExO) |
| [x]  Dr. Nicholas Fessler (CBT) | [x]  Dr. Torey Nalbone (COE) | [x]  Dr. William Geiger (GC) ExO | [ ]  Terra Gullings (ExO) |
| [x]  Dr. Tammy Cowart (CBT) | [x]  Dr. Marsha Matthews (CAS) | [x]  Dr. Alecia Wolf (GC) ExO | [ ]  Aubrey O’Toole: Student (CAS) |
| [x]  Dr. Tom Guderjan (CAS) | [x]  Dr. Kenneth Wink (CAS) | [x]  Patricia Royal (CAS) | [ ]  Zack Billings: Student (COP) |
| ([x]  = Present) |  |  |  |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order |  Called to order by Dr. Mary Fischer (Chair) | 1:14 p.m. |
| II. Approval of Minutes | Approval of minutes from October 2017 meeting* Approved: contingent on changing the date at the top
 | Unanimous Approval |
| III. Committee ReportsIV. Unfinished Business | **A. Graduate Faculty Status Committee Report (Dr. Nalbone)*** Courses ready for approval: ACCT 5380, ACCT 5385, PHAR 7202, PHAR 7221, PHAR 7222, PHAR 7401
* Change of Program: Master of Accountancy (MAcc)
* Waiting on Environmental Biology to change term on their syllabus
* Certificate in Executive Healthcare Administration brought forward, College of Business is concerned with 60% of courses being business related.
* Meeting was held to discuss alternative courses that would benefit both colleges, They would like the number of business courses to be dropped down to 40%
* Dr. Nalbone asks that everyone notify their colleges that 2018-2019 cutoff is coming up, March 2018

**B. Ad Hoc Committee Report and Proposals*** **Task Force - Graduate Faculty (TN)**
* Faculty members are added to Graduate Teaching Faculty if they have a terminal degree
* Dr. Nalbone requests that everyone receive an email letting them know they are granted Graduate Teaching Faculty Status
* Chelsea confirms that is being done
* **Task Force – Graduate Program Review (MM)**
* Doctoral Review – 3 items to be corrected
* Dr. Matthews will send copy of changes to Chelsea (Pending)
* Dr. Fischer calls for Master and Doctoral Review approval
* Dr. Matthews motions, Dr. Nalbone 2nds
* **Task Force – Graduate Council By-Laws (TC)**
* Meeting the following week to review the items posted on the website

**A. Review Dashboard (WG)*** Dr. Geiger asks for suggestions on things to be added to the dashboard from the council, items they might like to see to help benefit their program evaluations
* The Dashboard is meant to show the programs their health and growth
* GRALT program is broken out and will meet in the spring, fall data will be included to help 2nd sessions for GRALT
* There has been an application lag time that needs to be corrected, The Provost wants decisions made within the week once the student is ready for review
* 7 day decisions would keep you in the green on the dashboard, yellow would be about a month and anything past that would put you in the red
* Suggested that a Legend be added to the dashboard to show the system on how you are placed in green, yellow, red
* Dr. Nalbone suggests adding GRE, GMAT and TOFEL scores, he also suggests maybe a percentage that shows which students are online, hybrid or on campus.
* Fact book has demographic information that links to programs

**B. Graduate Student RA funded positions (WG)*** ISF funds created to support students assisting faculty in teaching
* Target students for these funds are ones who are actively engaged in research (Thesis or Dissertation)
* 30 Positions a semester at $3,500 per student
* The determination on who gets the positions to offer is based on the number of programs that offer Thesis, The number of Thesis that have been produced in the last five years, that number is divided by college and then they receive (x) number of positons
* Students can be up for renewal with their positons
* The council brings forward the fact that there are students not involved in writing a Thesis that are still engaged in research
* Dr. Wolf talks about Grad School 180, the 3 minute Thesis, used to promote research and scholarship. Presentations will be videotaped for scholar works
* Project options being considered
* Coordinating board reports how much financial aid is given to PhD and Masters Students
* The Route is as follows: System – Coordinating Board – SACS – then to Grad Council for approval
* Task Force for RA funded Position’s Created: includes, Dr. Gary Miller (Chair), Dr. Tammy Cowart, Dr. Torey Nalbone, Dr. Alecia Wolf

**C. 2017-2018 Closed Catalog (WG)*** Brenda asks for support in the Registrar’s Office to let departments know of deadlines
* Expectations to the deadline will be that last minute approvals can be made and in peoplesoft but not in the catalog
* Deadlines other than that need to be enforced
* Dr. Nalbone questions why we have a single deadline if we are electronic and it is addressed that it keeps students under a specific catalog for each current term.

**D. QEP Update (WG) (AO)*** Moved to discuss at the December meeting
 | Unanimous ApprovalUnanimous Approval |
| IV. New Business | **None to Date** |  |
| V. Announcements/ Open Forum | **None to Date** |  |
| VI. Adjourn |  Meeting Adjourned by Dr. Mary Fischer (Chair) | 3:00 pm |