

Executive Council of Graduate Faculty

Minutes for 27 September 2019

Present:

Absent:

Also present:

Called to order at 15:00

Announcements

- Introductions
- Transition Updates
 1. Dean Lamb strongly encouraged anyone on the Council who is not interested in the Vice Provost position to volunteer for inclusion on the search committee to select the new VP.
 2. The plan is for interviews to occur in early November and an appointment to begin effective 1 January 2020.
- Dean Lamb thanked Hui Cai, who has volunteered to represent the graduate faculty on the new advisory council for International Affairs and will be able to share information from those meetings with this Council. The dean is very grateful for her service here to strengthen the collaborative work required to advance international graduate education.
- Academic Affairs Committee Updates
 1. The Provost's Academic Affairs committee will be considering an update to the Change of Grade Policy. The question is whether the current policy should expand its enumeration of the legitimate causes for a course grade change.
 2. The Provost's Office will also work with the Office of the Registrar to develop guidelines for the proposal of new subject codes and with Student Affairs to develop guidelines for instructors when students have club sport competitions or other club obligations during finals week.
- Reminder: Graduate Application Fees will not be returned this year. Programs will still be able to sponsor the fee for selected applicants using their own funds.

Graduate Faculty Nominations

- The Council approved these nominations for master's-level exam committee service:
 - Gerri Berendzen (JOUR)
 - Chad Curtis (JOUR)
- The Council approved these nominations for master's- and doctoral-level exam committee service:
 - Mary Elizabeth (Lisa) McLendon (JOUR)

- Crystal Y. Lumpkins (JOUR)
 - Robin Kuhn (ABSC)
 - Amber Rowland (SPED)
 - Jordan Taylor (HSES)
 - Tyler Hicks (SPED)
 - Christina E. Bejarano (POLS)
- The Council approved these nominations for master’s- and doctoral-level exam committee service, master’s-level chairing, and service as the Graduate Studies Representative:
 - Eungsik Kim (ECON)
 - Jiakun Zhang (POLS)
 - The Council approved these nominations for all five privileges and responsibilities:
 - Steven Bloom (MDCM)
 - Zhongquan Zheng (AE)

Petitions for Exception to GS Policy

- There were no pending petitions at the time of the meeting.
- If urgent petitions arise, Graduate Studies may ask the Council to review them by email.

Partnership Discussion: Executive Council and Graduate Admissions

- Graduate Admissions’ formal reporting line will transition to the Office of Enrollment Management this fall. However, Graduate Admissions will maintain a close partnership with the Office of Graduate and Postdoctoral Affairs.
- One aspect of this will be continued partnership between the Graduate Admissions staff and the Executive Council of Graduate Faculty. In particular, the EC will continue to review all petitions for exception to admissions policy.
- In addition, Graduate Admissions staff will take over primary management of the funding awards that Graduate Studies provides for first-year students, such as the Chancellor’s Doctoral Fellowship and the University Graduate Fellowship.
- Current plans anticipate implementing the transition before the new Vice Provost for Graduate and Postdoctoral Affairs comes on board in January.

Graduate Studies Awards

25 minutes

- Dean Lamb announced that the new structure for the Chancellor’s Doctoral Fellowship has been approved by the Chancellor’s Office. The new structure is modeled off of the Self Graduate Fellowship to ensure they are an extremely attractive package that will assist with recruiting the best students. She anticipates being able to share more information with stakeholders, including the Council, in a couple of weeks.
- The Council discussed plans for administering the University Graduate Fellowship this year. They reviewed the application materials from last year and recommended changes. They endorsed the following application timeline.
 - 27 September: Finalize application form and timeline

- 4 October (or before): Share call for applications with programs
 - 21 October: Applications due back to OGS
 - 28 October (or earlier): Share all applications with EC for review
 - 8 November (EC Meeting): Discuss Applications, Determine Selections
 - 15 November (or earlier): Notify programs of the results
- Dean Lamb announced that the call for students to participate in the Three Minute Thesis (3MT) competition had just gone out. She urged the Council members to recruit students to participate and set a goal to have at least one student from every school participate.

Bylaws and EC Administration Discussion

40 minutes

- Council members began to address several considerations this year, in order to define how the Council will operate in the future.
- They began by discussing the most appropriate member composition for the group. Considerations included:
 - Voting and non-voting membership (What, if any, *ex officio* membership is appropriate?)
 - Member composition and appropriate representation of each school/college
 - Appropriate qualifications for membership
 - Nomination procedures
 - Substitute representatives in cases of absence
- The Council also discussed possible procedures for carrying out electronic voting in the event an urgent issue arises between Council meetings.

Review of Minutes

5 Minutes

- 6 September 2019
The minutes of the previous meeting were approved as amended: Amber Roberts Graham was not in attendance on 6 September.

Adjourned at 16:59

Next Meeting: 11 October 2019 — 3:00 pm in 210 Strong Hall