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Date: Monday, March 26, 2018 (Rescheduled from snow day Wednesday, March 21, 2018)

Location: J. Ryan Building Room 204

Subject: Graduate Faculty Council (GFC) Meeting Minutes Summary

Attendees: Karen Bresciano (*Ex-Officio*), Andrew Bush, Zhiyi Chi, Amanda Denes, Mary Anne Doyle, Miguel Gomes, Kent Holsinger (*Ex Officio*), Lawrence Klobutcher, Barbara Kream (*Ex-Officio*), James Marsden, Barbara Parziale (*Ex Officio – Secretary*), Subhash Ray, Kathy Segerson (*Ex Officio*), David Solomon, Anastasios Tzingounis, Ngoc Chau Vy (GSS), Andrew Wiemer, and Chuanrong Zhang.

Absent: Daniel Adler, Mark Aindow, Mary Anne Amalaradjou, Mehdi Anwar, Janet Barnes-Farrell, Robert Bird, Eric Brunner, Audrey Chapman, Yongku Cho, Ki Chon, Casey Cobb, Caroline Dealy, Pamela Diggle, Valerie Duffy, Niloy Dutta, Maria-Luz Fernandez, Jon Gajewski, Jane Gordon, Mitchell Green, Ashley Helton, Matthew Hughey, Magdalena Kaufmann, Adam Lepley, Louise Lewis, Nicholas Lownes, Charles Mahoney, D. Betsy McCoach, Lynn Puddington, Heather Read, Guillermo Risatti, Victoria Robinson, Alexander Russell, Beth Russell, Joel Salisbury, Jennifer Scapetis, Cristian Schulthess, Gregory Semenza, Farhed Shah, Juliet Shellman, Gregory Sotzing, Jiong Tang, Rachel Theodore, Judith Thorpe, Deepthi Varghese, Penny Vlahos, Peter Zarrow and Cyrus Zirakzadeh.

1. Agenda item number one (1) – Call to order. Dean Kent Holsinger called to order the regular meeting of the GFC for March 26, 2018 at 3:03 pm.
2. Agenda item number two (2) – Approval of Minutes. Dean Holsinger introduced the minutes of the February 21, 2018 meeting to the GFC. There was a motion to accept the minutes offered, which was seconded and the motion was adopted in favor by all members present. **Agenda item number two (2) was passed unanimously without dissent on a voice vote.**
3. Agenda item number three (3) – New Business.
	1. Degree Auditing and Change in Filing Deadline was presented by Associate Dean Kathy Segerson.
		1. The current graduate catalog copy states that formal application for a degree must be filed in a timely manner. The catalog does not define “timely.” The Academic Calendar, which is part of the catalog, historically sets the Friday before the conferral date as the last day to submit final paperwork.
		2. Students often wait until the final day to submit paperwork to ensure continuation of their Grad Assistantship through the end of the semester.
		3. A recent Federal Regulation and Audit finding now dictates degrees need to be conferred within 30 days of the last day of the term. This now makes it very difficult for the Degree Auditors to comply with the federal requirement if students are allowed to submit paperwork on the last day of the term.
		4. The suggested proposal would be to move up the deadline for final paperwork by two weeks to allow Degree Auditing to begin earlier. At the same time there will need to be a slight change to the rules for GA’s to ensure that the earlier deadline does not impact the continuation of the GA through the end of the semester.
		5. Carl Rivers from the Registrar’s Office will come to the next GFC meeting to answer questions. A vote on the proposal is planned for that meeting.
	2. Approval Processes for Catalog Changes
		1. Associate Dean Segerson explained the three sections of the Graduate Catalog which consist of:
			1. general information and policies for which the GFC is responsible;
			2. graduate program requirements;
			3. Graduate Courses for which the School/College C&C committees are responsible.
		2. Dean Segerson addressed who has authority to change the Graduate Catalog.
			1. Policy changes need GFC approval. Editorial language changes in order to make the text clearer and more concise does not need GFC approval.
			2. Updating the information or rearranging or editing of the text in the grad catalog can be done without GFC approval.
		3. Creation of GFC By-laws for policies
			1. The Registrar’s Office views The Graduate School catalog as a contract with the student. In this case Dean Segerson suggested that it would behoove The Graduate School to create a separate set of By-laws that would codify GFC decisions on policies and procedures and ensure that catalog language is consistent with the GFC-approved policies.
	3. For Program Requirements:

 With the move to have the Registrar’s office publish The Graduate School Catalog comes the question of changes to the currently published program requirements.

* + 1. The Registrar’s office would like some type of sign off for technical changes.
		2. The Graduate School needs the Dean’s approval for changes to programs within their School/College. The Graduate School would then review the change and send it on to the Registrar’s office.
		3. The same annual deadlines for making changes to the Undergraduate catalog will apply to The Graduate School catalog.
1. Agenda item number four (4) – Old Business. ASL as a related area/foreign language. At the February meeting the membership was asked to consider a change to the language in the section of the Graduate Catalog under **Doctor of Philosophy Degree, Related Area and/or Foreign Language Requirement**. A motion was made which was seconded and the following changes to the language in the related area and/or foreign language portion of the graduate catalog were approved on a show of hands.
	1. For all fields of study except those listed in the following paragraph, satisfactory completion of at least one (1) Related Area **or demonstrated reading reception / comprehension proficiency** of at least one (1) appropriate language other than English is required….
	2. Fields of study which require neither a Related Area nor **demonstrated reading knowledge or reception / comprehension proficiency** of a language other than English currently include: Biomedical Engineering, Biomedical Science, Cell Biology, Chemical Engineering, Chemistry, Civil Engineering, Computer Science and Engineering, Ecology and Evolutionary Biology, Economics, Educational Leadership, Educational Psychology, Environmental Engineering, Human Development and Family Studies, Learning, Leadership and Education Policy, Linguistics, Materials Science, Materials Science and Engineering, Molecular and Cell Biology, Pathobiology, Philosophy, Physics, Plant Science, Political Science, Psychological Sciences, and Statistics….
	3. One of five (5) methods below may be used to establish evidence of **reading or comprehension / reception competence** in the approved language….
	4. **Whether a specific language is considered appropriate is determined by the advisory committee, which can base its decision on a variety of reasons (E.G., the existence of a significant body of literature relevant to the student’s interests as reflected in the Plan of Study, expected relevance in the professional environment, or promotion of diversity in research)….**
		1. The student may pass both semesters of an approved one (1) year reading or intermediate course in the language with grades equivalent to C (not C-) or higher…. Courses approved for this purpose include **ASL 1103-1104**, French 1163-1164, German 1145-1146, and Spanish 1003-1004.
		2. The student may pass an examination….. **In the event that a student is studying a language not typically rendered in print / text form, such as American Sign Language (ASL), the examiner will provide an appropriate text that the student will translate into English.**

 **Agenda item number four (4) was approved by all members present without dissent on a show of hands.**

1. Agenda item number five (5) – Report from the Graduate Student Senate.
	1. The Graduate Student Senate continues its work on the logistics of upcoming events such as
		1. GSS Happy Hour on April 4, 2018
		2. GSS Formal on April 6, 2018
	2. The review of all Tier 2 budgets have been completed and will be presented at the GSS meeting on Wednesday, March 28th.
	3. The GSS sponsored Short Term Loan has been moved to an online system.
	4. The negotiations between the University and the Graduate Assistant Union continue. Two issues loom large for the Union:
		1. Increase of cost for insurance. The premium has doubled.
		2. Increase of $400 to be offset by the 50% stipend increase.
	5. The GSS is looking into having the Visa Compliance Fees for international students removed.
2. Agenda item number six (6) - Announcements from the Dean
	1. The Student Speaker for graduation is Jorell Melendez-Badillo.
	2. Graduate Appreciation week is April 2nd through April 7th. Of particular note is the 3MT competition on Thursday, April 5 at 6:00 pm in the Student Union Theater.
	3. Please complete the Council of Graduate Schools Master’s Survey.
3. Agenda item number seven (7) - Updates and Other Announcements. There were no other updates or announcements.
4. There was a motion offered for adjournment, which was seconded. The motion was passed unanimously and the meeting was adjourned at 4:01 pm.
5. The next regular meeting of the GFC is scheduled for April 18, 2018.