



Date: Wednesday, March 24, 2021

Location: Webex due to pandemic

Subject: Graduate Faculty Council (GFC) Meeting Minutes

Attendees: Richard Anyah, Marina Astitha, David Atkin, Janet Barnes-Farrell, Christopher Blesso, Deborah Bolnick, Kristin Bott, Karen Bresciano (*Ex Officio*), Preston Britner, Kelly Burke, Kenneth Couch, Jose Cruz, Mustapha Diaby, Jennifer Dineen, Hannah Dostal, Valerie Duffy, Kristie Farrar, Megan Feely, Martin Han, Kent Holsinger (*Ex Officio*), Todd Kravet, Barbara Kream (*Ex Officio*), Jacqueline Loss, Charles Mahoney, D. Betsy McCoach, Michael Morrell, Ovidiu Munteanu, Kenny Nienhusser, William Ouimet, Barbara Parziale (*Ex Officio – Secretary*), David Pierce, Diane Quinn, Chad Rittenhouse, Victoria Robinson, Alexander Russell, Kathy Segerson (*Ex Officio*), John Settlage, Victoria Smith, Ron Squibbs, Matthew Stuber (sub for Yongku Cho), Judith Thorpe, Penny Vlahos, Andrew Weimer, Michael Willig, Peter Zarrow, and Yuping Zhang.

Absent: Mary Anne Amalaradjou, Zeljko Boskovic, Yongku Cho, Niloy Dutta, David Embrick, Nathan Fiala, Susan Glenney, Mitch Green, Rahul Kanadia, Julia Kuzovkina, Royce Mohan, Michael O’Neill, Eugene Pinkhassik, Joel Salisbury, Irio Schiano (GSS), Anji Seth, Helena Silva, Prabhakar Singh, Helene Swede, Aditya Tadinada, Rachel Theodore, and Alexander Woodward.

Guests: Megan Petsa, Carl Rivers, Suzanne Wilson and Xinyu Zhao

1. The meeting was held on a Webex site due to the coronavirus.
2. Agenda item number two (2) – Call to order. The meeting of the GFC for March 24, 2021 was called to order at 3:03 pm.
3. Agenda item number three (3) – Approval of Minutes. The minutes of the February 24, 2021 meeting of the GFC were presented. 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 three (3) was passed unanimously.**
4. Report from the Graduate Student Senate. There was no report from the GSS.
5. Agenda item number five (5) – Old Business (for voting) There was no old business.
6. New Business (for discussion)
 - a. Process for Fee Waivers. If a department pays the fee on behalf of a student it needs to be the same for all students. Waivers must be offered to all groups.

- b. New integrated defense/dissertation online approval process. Carl Rivers and Megan Petsa joined the GFC meeting to explain the new online approval process. The student will submit the online form which will then go to the advisors to be approved. When this is complete, the form will be forwarded through the workflow system to Degree Audit.
 - c. Proposed Template for Annual Progress Reports for Students. The Graduate School is developing a draft template that departments can use for annual reviews for doctoral and other students. It is a valuable tool for showing what progress was made each year, what is still necessary for the student to do to fulfill the requirements for the degree and what assistance the advisor can offer. This draft template is not a requirement but can be used to improve advising efforts with students. It is totally customizable for the department's use. Members were asked to take it back to their programs to discuss. If they have comments regarding the draft the representative should send them in to The Graduate School by March 26. Then it will be posted on The Graduate School website before the end of the semester.
 - d. Update on mentoring and advising. The Template for Annual Progress Reports for Students is one way to assist faculty in mentoring and advising students. The Graduate School is developing additional resources for faculty relating to mentoring and advising, and will report back on these at a future meeting.
7. Announcements from the Dean of the Graduate School, Kent Holsinger.
 - a. Guidance on GA appointments for fall 2021. Previously there was guidance dispersed about international GA's. At the current time it is not anticipated that next year we will be in the same situation as we are now with the Covid virus. It may be necessary to make some accommodations for students in countries with Visa issues but the assumption at this point is that students will return to campus in the fall.
 - b. Update on Commencement plans. Commencement is planned to be in person at Rentschler Field over five days for the class of 2020 and the class of 2021. The ceremonies will be live-streamed. Doctoral degrees will be awarded on Saturday, May 8th. Master's degrees will be awarded on Wednesday, May 12th. Further information will be announced at the next GFC meeting in April.
8. There was a motion offered for adjournment, which was seconded. The motion was passed unanimously and the meeting was adjourned at 4:16 pm.
9. The next regular meeting of the GFC is scheduled for April 28, 2021 via Webex.