

Graduate Council Meeting  
Minutes  
February 25, 2014

Members in attendance: Vose, Curry, Gilg, Stanley, Jaeger, Roberson, Zhan, Sheffler, Zhan, Moore, Christie, Buchwalter, Kavan, Godwyll, Reigger, Schonning, Zoellner, Candler, Lange, Biernacki, Saltmarsh, Kapcio

Guests in attendance: Elfayoumy (for Dr. Eggen), Campbell, Biernacki

Dr. Roberson called the meeting to order at 12:26 p.m.

Dr. Roberson welcomed members and guests and asked new and substitute faculty to introduce themselves. He made several Graduate School announcements; Lilith Reigger is leaving the Graduate School and he asked that members please stop by the Graduate School for light refreshments on Thursday, Feb. 27 from 8-9:30 am to say farewell. Megan Saltmarsh is assuming the role of Coordinator, Graduate Admissions Processing effective March 3. Applications are currently under review for the position of Graduate School Director. Dr. John Kantner, AVP of Research, will assume the role of Graduate Dean which is a common model in other Florida state institutions. Dr. Roberson is working on a transition plan for the next few months and Graduate School staff will remain the primary point of contact.

A link to the IRB Dashboards for graduate program directors is now available on the Graduate School website. The Dashboards feature admission profile data by degree program and are on the Graduate School Faculty & Staff page under *Online Resources*.

A motion was made to approve the January minutes (Godwyll, Jaeger). All members were in favor with no opposed.

Dr. Roberson spoke briefly about last month's discussion on cross-listed courses and will bring sample/draft language back to the council at next month's meeting.

Dr. Roberson presented draft language for emeriti faculty to retain Graduate Faculty status. The draft maintains the same original eligibility criteria but adds a statement that emeriti faculty are eligible. College specific criteria will still apply. A motion to accept the draft language was passed (Jaeger, Kavan); all members were in favor.

Dr. Roberson thanked the members who are currently serving on two council subcommittees; each committee has met to review policies for Theses and Dissertations and Graduate Assistantships. Both subcommittees expect to bring findings back to the council at the meeting next month.

A brief discussion took place regarding FTE targets. Dr. Roberson explained that targets were met for Fall term 2013 (graduate enrollment was within five percent of target); however, some colleges were above target and some below, so the average was within target. The above mentioned link to the IRB Dashboards will help programs to review admission information in greater detail. The Graduate School has implemented several marketing campaigns to increase enrollment; look for ads at the airport, ads on both WEJZ and WJCT radio stations, and two permanent billboards coming soon.

Dr. Roberson reminded members of the Graduate Open House on Tues. May 6 at MOCA downtown from 4-7 pm. He asked members to identify organizations, corporations, schools, or hospitals that their programs would like to target and provide a point of contact so that Graduate School staff can design a flyer and distribute for publicity. The model of arranging two open house events each year (a Fall event at the student union and a Spring event at MOCA) has been successful to date. Program Directors should reply to Megan if they plan to attend the Open House or if another representative from their program will attend.

Members briefly discussed a council member's question about readmission for students who have been inactive in a program for long periods (years) and need to reapply. Dr. Roberson stressed the importance of ensuring that the student reapply online, and *after* the application is submitted, program directors can contact Graduate School staff via email to waive supplemental materials. Dr. Roberson cautioned that students should be notified that re-admittance to a program does not mean that previous coursework will transfer.

Dr. Roberson called for further questions or announcements (none).  
The meeting was adjourned at 12:58 p.m.