

Graduate Council Meeting
Minutes
March 24, 2015
President's Conference Room, 1/2400

Members: Elfayoumy, Gilson, Goel, Kantner, Nies, Stanley, Vose, Zoellner, Lichty

Guests: Stephanie Race

Dr. Kantner called the meeting to order at 12:18 p.m.

Dr. Kantner welcomed Stephanie Race who attended on behalf of Elizabeth Curry to represent the Library. Stephanie is the new Head of Research and Faculty Outreach in the Library.

Next, Megan Lichty announced the spring Graduate School Open House. It will take place on Tuesday, May 19 from 5:30-7:30 p.m. at the Museum of Contemporary Art Jacksonville. The Graduate School will be sending out additional information in the coming weeks.

Dr. Kantner announced the 2015 Research Week. Graduate students are encouraged to participate in the Graduate Student Research Spotlight on Friday, April 17. Of the students who submit abstracts, five or so will be selected to participate in the Florida Statewide Graduate Student Research Symposium to be held on April 24 at UCF. Dr. Kantner noted that next year's research week will be organized earlier to facilitate an increase in graduate student participation.

After the announcements, Dr. Kantner requested a motion to approve the February minutes. The motion (Nies, Goel) was approved unanimously.

Dr. Kantner continued the discussion from the previous meeting regarding the Graduate Council bylaws. He distributed a draft of the bylaws with proposed changes and questions. As previously discussed, the Graduate Council does not feel the need to review and approve new graduate program proposals. Members also agreed that the council does not need to review and approve new graduate faculty appointments. Dr. Nies confirmed that it should remain under the purview of chairs and deans. Dr. Goel asked if it could be shared with the Graduate Council as an information item, similar to new program updates. Dr. Kantner agreed and mentioned that the list of graduate faculty is also maintained on the Graduate School's website. Members briefly discussed the graduate faculty policy and exceptions process for non-graduate faculty to teach graduate courses and to serve on thesis committees.

Members discussed the next section of the bylaws regarding membership. Currently, the bylaws indicate that each department offering a graduate program shall be represented by one member. Dr. Goel explained that the MBA program is not housed in one specific department. Dr. Elfayoumy suggested alternative language to have each graduate program represented. Dr. Kantner noted that, while he's not opposed, if all graduate programs were represented there would be 40+ members. Dr. Elfayoumy asked how information is currently disseminated, if not all programs are represented. Dr. Kantner explained that information on policies and procedures are shared via the Graduate School's monthly email update. There are also concerns of having too many members to make a quorum. Dr. Kantner will explore other models beyond having every program represented and requested ideas from other members.

Regarding non-voting members, Dr. Kantner explained that it may not make sense to have the Director of One Stop represented at Graduate Council meetings, but asked if members felt comfortable inviting the Associate Vice President for Enrollment Services, Albert Colom. He is involved with recruitment and marketing. Dr. Kantner also asked members if a graduate student representative should be present as indicated in the bylaws. Members agreed that the AVP for Enrollment Services and a graduate student representative should be invited as non-voting members.

Based on this discussion, Dr. Kantner will update the draft of the bylaws and see if there are enough members at the final meeting of the semester to finalize them.

Dr. Kantner announced that he has drafted a document regarding graduate assistantships that he will send out to the Graduate Council members requesting feedback. This document proposes a better way to use assistantships in order to recruit and yield quality students. Currently, assistantships are used to reward students who are already enrolled at UNF, which may not be the most effective way to use the funds. The most immediate change is enabling use of assistantship funds earlier. The Provost is allowing the funds for the upcoming fiscal year to be announced at this time. Dr. Kantner is working on sending a notice to deans to let them know that the allocation from last year will be the same for this upcoming fiscal year. Dr. Vose asked if there is a timeline for the deans to distribute the information at the department level. Members expressed concern that there might still be a delay this year. Dr. Kantner explained that each college allocates the funds differently, so it is at the discretion of the deans. Next year, the plan is to announce the allocation of funds to each college in January to allow programs to use the funds more strategically.

Dr. Kantner asked if there were any questions. Dr. Nies asked how many total applicants we had for the Graduate Scholarship. Dr. Kantner mentioned that there were around 150 applicants. From there, programs were asked to nominate their top candidates. The final ten awards will be randomly selected from the list of first tier nominations.

Dr. Goel asked for an update on the digital marketing campaign at the next meeting. Dr. Kantner agreed and noted that the campaign launched less than two weeks ago, so we are likely to receive data in the next few weeks. Related to marketing, Dr. Vose asked if the Graduate School has a template for sending out email blasts. Dr. Kantner answered that we currently do not have a template but it is something that can be discussed with Albert Colom.

The meeting adjourned at 12:55 p.m.