

**Graduate Council Meeting Minutes**  
**November 2, 2015**  
**SURC 301; 3-5:00**

**In attendance:** Abdalla, Laila; Andonie, Razvan; Archer, Kevin; Bouillon, Marvin; D'Acquisto, Leo; Dowd, Duane; Gabriel, Anthony; Gabriel, Kara; Irwin, Jason; Lovett, Sadie; Lubinski, Pat; Lupton, Natalie; Olson, Darren; Reasons, Charles (standing in for Cody Stoddard, L & J); Rivera, Dion; Robison, Stephen; Robinson, Scott; Samples, Mark (standing in for Jeff Snedeker, Music); Sheeran, Lori; Spybrook, Janet; Walker, Sharryn; Williams, Henry

1. Meeting minutes from October 5, 2015 had a change. Henry Williams said that he was elected chair of the Procedures committee and that should be noted in the minutes. No other additions. Amended minutes were then approved.

2. Announcements. No announcements were made.

3. Committee Reports:

A. Dean's Report: Kevin Archer 1) The Interim Provost will start tomorrow, November 3<sup>rd</sup>. He was hired from "The Register". He seems to have graduate and fiscal experience, and appears to be honest and forthright. He will be involving the Dean's in meetings and projects. His tenure will either be 4 or 18 months – depending on how the upcoming search goes for a permanent provost. This interim will not be applying, so has no vested interest in CWU – will be more of a placeholder and fiscal consultant. 2) GA's – waivers are directly tied to undergraduate tuition – since tuition has been decreased, do not expect to have any more GA funds available next year. Try to have recommendations to Archer by March. Remember the ROI model. If you want to raise GA salary – send Archer a recommendation proposal with the rationale. He will decide and get back to you. Cannot at this time increase salaries across the board – will have to be piecemeal for now and hope to have forward movement on increasing GA's as funds become available. 3) SGSR Research Magazine has been approved by the President and Linda Schactler. The model will be the Connections Magazine. Send Archer prospects to highlight in the magazine – looking for student and faculty research and creative activities across the board – arts, social sciences, STEM. Looking for quality articles – this will go out to graduate alumni as well as CWU administration. 4) Archer sees his role at this meeting as providing a quick rundown of current events and then opening up to Q and A as time allows. Scott Robinson said that we had time now if anyone has question. Anthony Gabriel brought up the use of WLU and advising of graduate students and this was discussed. Razvan Andonie asked if there is a realistic RCM model to use for the Computer Science master's program. Archer said that it will be coming and encouraged everyone to send in as much info about their programs as they could. Henry Williams commented on the CBA requirements of teaching WLU and how they don't reflect the reality of working with Graduate Students. This was also discussed by the group. Archer stated he was in favor of layered classes as a way of making the graduate level classes more cost effective. Laila Abdallah said that if changes are needed, should bring it up to the CBA for discussion for next year.

B. Associate Dean's Report: Natalie Lupton 1) Lupton pointed out the Graduate School Banner hanging over University Way. Will also have the Grad School and the Grad School Assoc. banners in the SURC on and off this year 2) The GSA is going Strong! Lots of student interest – send your students to the meetings – The announcement for meetings can be found on the SGSR web site newsfeed 3) FDRC fellowship deadlines coming Nov 23 for both faculty and student fellowships – the application materials have been streamlined into packets – links can also be found on the SGSR web site newsfeed. Let her know if you have questions or things are unclear – trying to make the process more user friendly. Have included budget templates in the packets. 4) Lupton met with several contacts from many departments last week to discuss the workshops that are being offered to assist undergraduates get into graduate schools. By meeting with all the contenders, Lupton hopes to avoid duplicating efforts and maintain accuracy as well as provide info about CWU graduate programs. Turns out a lot of departments as well as McNair, DHC, Career Services offer their own workshops. There is now a student GA out of DHC that will be distributing info and coordinating the efforts.

C. Curriculum Committee: Janet Spybrook 1) Committee met last month with Rose Spodopalski-Brower, Associate Registrar, to get information about "Curriculog" – the new curriculum software. Spybrook handed out a copy of the memo received from the Faculty Senate Curriculum Committee with detailed information. Leo D'Acquisto asked what the approval flow was. Spybrook noted that new curriculum goes to first to the college, then the registrar, graduate committee, graduate school, senate curriculum committee then back to the registrar. Will have new dates with the online process. The Curriculum Committee will be able to review the proposals in the system without having a face to face meeting. Darren Olson voiced concerns over how the date changes that will change the work flow – who made the changes? Was concerned that the registrar was setting policy. Kara Gabriel said that the policies in the academic code had been approved by the faculty senate. Janet asked Natalie to find out about the policy changes. Dates for 2016-2017 as follows:

- Program changes for AY 2016-2017 are due to the Registrar's Office by January 8, 2016.
- Program changes received after January 8, 2016 will not be implemented until the following catalog year.
- New courses and course changes for Winter 2016 due to the Registrar by **September 21, 2015**
- New courses and course changes for Spring 2016 due to the Registrar's Office by **December 11, 2015**
- New Majors, new minors, new specializations, and new certificates can be offered once they are approved.
- New courses and course changes for Summer 2016 are due to the Registrar's Office by **February 26, 2016**.

D. Academic Standards Committee: Steve Robison – no report – have not met yet. Scott Robinson said there was an item he sent that they can be working on.

E. Procedures Committee: Henry Williams – 1) Had 17 – 18 graduate faculty applications to review. Dawn set up a folder for them on an 'S' drive so that the committee can all have access to the applications without having to have a face to face meeting. Everything went well and the letters will be going out soon. The committee will be able to review the applications easier now with the 'S' Drive ability and meet when appropriate to do so. 2) Dawn has been sending the letters out to faculty who have to renew.

F. Executive Committee; Scott Robertson – no report

G. Old Business – None

H. New Business - None

Meeting adjourned at 3:50 p.m.