

**University Graduate Council
Minutes
September 18, 2012
GL 156 (MMC) and ACI 319 (BBC – A&S Dean’s Office)
2:00 p.m. - 3:30 p.m.**

Members Present: Fred Blevens (SJMC), Liz Cramer (ED), Winifred (Elysse) Newman (ARCH) Rita Mukhopadhyay (COM), Kang Yen (EG), Adis Beesting (LIB), Karlene Cousins (BU), Dennis McCarthy (CNHS), Alok Deoraj (PH), Matthew Mirow (LAW), Svetlana Tyutina (Graduate Student representative), Eunju Suh for Mary Tanke (HO)

Guests: Delano Gray (Chair, Faculty Senate), Lidia Kos (Associate Dean, University Graduate School)

The meeting was called to order by the Chair, Fred Blevens at 2:01 p.m. and the meeting agenda was approved.

Hearing dates are mandatory and set in the Curriculum Calendar. Hearings are scheduled jointly with the Curriculum Committee to review proposals for programs and program changes. Fred reminded the Council to add Hearing dates to personal calendars. Hearing times will vary depending how hearings are arranged on the docket.

Business meetings may be scheduled to deal with matters at the request of Senate Chair & the Provost. It was agreed to keep the Tuesday at 2:00 time slot for the Council’s business meeting. One member of the Council cannot meet at this time. Fred will speak to that member. If you cannot make a meeting, the unit must send a representative.

A non-voting graduate student is on the council, Svetlana Tyutina, Chair of GPSC. She is member of the Graduate & Professional Students Committee (Student Government Association) that is responsible for professional development, conference funding for graduate student research, the Annual Scholarly Forum and Graduate Student Appreciation week. Ms. Tyutina hopes to attend all of the Council’s meetings. Fred highlighted the importance of having students on Senate Committees.

Elections

Chair, Fred Blevens
Vice – Chair – Liz Cramer
Recording Secretary – Adis Beesting

Discussion with UGS Associate Dean, Lidia Kos

Lidia is currently updating the Graduate Catalog and working on revamping the UGS website. The new website will include the Graduate Policies & Procedures manual approved by this body. Lidia is also working on developing best practices & procedures for Graduate Program Directors.

Action item:

Council must review Bylaws to assure no changes and adjustments are necessary. Recent changes included adding of the Graduate Student representative to the Council and re-alignment of schools. Fred will send new updated bylaws and call for a vote at next meeting.

Council adjourned at 3:00 P.M.

Respectfully submitted,
Adis Beesting, Secretary