

10-27-2014

## Graduate Council Meeting : 2014 : 10 : 27

Graduate Council

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## **Minutes of the Graduate Council USFSP**

**Oct. 27, 2014**

Meeting Called to Order at 3:40 PM

**Members Present:** Donna Knudsen, Hemant Merchant (Chair), Patricia PettiJohn, Lisa Starks-Estes, Kim Stoddard,

**Members Absent:**

**Guests:** Han Reichgelt, Regional Vice Chancellor  
Deanna Michael, Senate President

### **I. Overview of Agenda Items to be Covered in the meeting**

- A. Introduction of new members
- B. Charge by Faculty senate chair (Dr. Deanna Michael)
- C. Review of current Grad Council policies and procedures (See attached document)
- D. Review of current issues and initiatives (Dr. Han Reichgelt)
- E. Set regular meeting dates
- F. Other business, if any.

### **II. Agenda Item**

- A. All members of the Council were introduced along with the guests, RVC Han Reichgelt, and Senate President Deanna Michael.
- B. Senate President Deanna Michael reviewed the Charge to the Graduate Council (see Charge attached to these minutes) and current Graduate policies and procedures. Discussion points included a history regarding the number of members on the Council. A suggestion was made that we may want to look at the current number of members and possibly increase the membership of the Graduate Council.

Discussion on the charge continued with an explanation of the Graduate Council's role in the accreditation process. Donna Knudsen shared that the USFSP Graduate Studies website has all the information on an overview of policies and procedures and new course program implementation. Deanna Michael reminded the Council that the implementation of new programs or changes to programs should come from the faculty members in each College. A review of the internal process within each college was also shared along with the process for submitting a new course proposal.

Donna also reviewed the process for determining concurrence of a course within the USF System and a recommendation was made that we need a separate inventory of courses for USFSP.

The importance of a need for increased communication from the Council to the Colleges and from the Colleges back to the Council was noted. This includes posting of the agendas and minutes of the Graduate Council's meetings. The

Colleges also need to inform the council when internal reviews occur or when the process for accreditation is occurring within the colleges.

As part of the Charge of the Council it is recommended that the Council members review the policies and procedures that have been established for the Council.

As part of this review, Donna Knudsen indicated that the office of Graduate Studies has data on the graduate students that can be shared with the Colleges to assist with recruitment and retention practices. She also indicated that the new IR Director will most likely coordinate this practice once the new IR Director is hired.

Hemant brought up the issue of the continuity of membership within the Council and that perhaps we should have more than one representative from each College. Hemant will send out a draft statement to all Graduate Council members which will then be sent to the Senate regarding increasing the membership numbers of the Council.

- C. The RVC report reiterated the importance of the 4<sup>th</sup> Charge to the Graduate Council. He requested that the Council email all faculty 2 weeks before a meeting to request that any agenda items be sent to the Council. He also requested that the minutes of the meeting be sent to all faculty members and that the minutes be posted in the digital archives.

Discussion was held on the importance of program review being tied to the Strategic plan and that data review is critical regarding retention issues. The importance of viability of current programs and new programs was also emphasized. Discussion continued on the SCH rising versus specific graduate program numbers increasing.

- D. The next meeting is scheduled for Mon. Nov. 24<sup>th</sup> @3:30 pm

**The Meeting was adjourned at 5:03 PM**

**See attachments of the Charge of the USFSP Graduate Council**

The Graduate Council of The University of South Florida St. Petersburg (USFSP) is responsible for recommending to the USFSP Regional Vice Chancellor for Academic Affairs, and for reporting to the USFSP Faculty Senate, on matters pertaining to graduate courses, curricula, and instructional programs of USFSP. The Council advises the Regional Vice Chancellor for Academic Affairs on the development of future graduate programs of USFSP, to include reviewing and updating of the statement of academic goals and objectives of USFSP.

To this end, the USFSP Graduate Council addresses itself to questions about graduate academic policies related to admissions criteria, academic standards, the curriculum, and graduation requirements. In addition, the Council may serve as a reference body to other USFSP councils and committees on matters of program policy and as a recipient of requests for the development of graduate courses or programs.

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The charge of the Graduate Council of USFSP is:

1. Regular and systematic checking of the USF system Graduate Proposal Status Site ([http://www.grad.usf.edu/programs/grad\\_course\\_status.php](http://www.grad.usf.edu/programs/grad_course_status.php)).
2. Program review status for each college (COB and COE as well as Journalism in CAS are accredited but additional information is necessary for USF System)
3. Regular review of statements of academic goals and objectives for the institution.
4. Review data about retention and program viability with recommendations to the Regional Vice Chancellor of Academic Affairs