

Graduate Council Meeting
Location: Colston, Conference Room 209
4:00 PM, March 22, 2016

Present: Nat Hardy, Director Graduate Studies; Carla Curran, Associate Professor Marine Science; Tara Cox, Associate Professor Marine Science; Maryjo Fayoyin, Assistant Professor & Dean of Library Services; Yousef Jahmani, Full Professor Dept. Chair Accounting, CIS & Logistics; David Bell, Assistant Professor Public Administration; Daniel Piatkowski, Assistant Professor Political Science & Public Affairs; Roenia Deloach, Associate Professor Social Work; Yonpae Park, Associate Professor Business Administration; Guan Jun Wang, Guan Jun Wang, Assistant Professor Business Administration; Amanda Kaltenberg, Assistant Professor Marine Science; Wendy Merkousko, Registrar; Sanya Compton, Administrative Assistant Graduate Studies

Minutes

- I. Meeting minutes from last meeting (September 3, 2015) were reviewed. Dr. Curran raised a concern about agenda item 6 - *Proposed Change to Graduate Faculty Committee description in Graduate Council Bylaws*. Dr. Curran indicated that persons who have strong opinions about this topic were not present. It was suggested that persons who were not present should refer to this agenda item

- II. Dr. Curran made the motion to approve the minutes from last meeting. Dr. Bell seconded that motion. Motioned passed, unanimously

- III. Ms. Johnson, Library Services gave a presentation on the Tiger Scholar Commons.
Presentation:
 - Using the tiger scholar commons as a repository for final thesis papers
 - No cost to students
 - Institution repository (collect, preserve, permanently maintain)
 - Host and disseminate already published materials, conference materials, white papers and presentations
 - 1 of 16 in the university system
Discussion on the topic:
 - Dr. Hardy asked about the format for materials being submitted to tiger scholar commons. Ms. Johnson stated that there were no limitations in format, however, it will be primarily pdf based.
 - There was some discussion on how the tiger scholar commons got started. It was mainly because of graduate students who needed to submit electronic theses, as well as moving away from having bound copies as a graduate requirement. Proquest open access is a cost to student and tiger scholar commons proposes a more uniformed system
 - The pros of tiger scholar commons were highlighted: digital preservation, open access (faculty, staff, departments and graduate students), discoverability, indexed in

major search engines

- Dr. Bell asked about accessing specific types of information and documents. Ms. Johnson stated that access is checked “behind the scenes”. Materials are quickly indexed and discoverable, however, all legal aspects must be considered

- There was a lot of discussion on embargos and what can be made publishable for faculty and/versus students. Dr. Cox asked about student’s publishing through proquest and then making the document available “after the fact”. Dr. Curran wanted clarity on what was allowable. Ms. Johnson stated that tiger scholar commons has its own embargo and advised that all persons submitting materials for any publication should refer to the spark addendum

- Mrs. Merkousko asked about the process for students submitting their final document. Does graduate admissions have an indicator for when the final document is submitted, so that the registrar’s office can report it in degree works? There was discussion about having an automatic notification process

Actions:

- Have a discussion at next meeting on whether to make tiger scholar commons a requirement for students

- Mrs. Fayoyin will prepare and send a document to faculty about tiger scholar commons, addressing the concerns about publication rights

- Mrs. Fayoyin will meet with graduate students at the beginning of the semester to discuss publication rights. This will be a part of the graduate student’s orientation

- Mrs. Merkousko will look into what attribute could be added so that thesis submissions are finalized and report (???)

IV. Mrs. Merkousko addressed the topic of academic renewal policy:

- There is currently no academic renewal policy in the graduate catalog

- Issue with students being placed on academic suspension due to conflicting grades: e.g. a student applied to a SSU graduate program (and was perhaps doing poorly), discontinued the program, then reapplied to a different SSU graduate program, but their previous grades are affecting their current GPA and academic standing

- The student’s option is to repeat the program in order to improve their grades before being able to successfully complete the current program

Discussion on topic:

- Mrs. Merkousko explained the undergraduate procedure and 5 year separation policy as well as the forgiveness policy. The system policy for SSU was written to be in line with the BORs system policy

- Dr. Bell asked about what sort of system/policies/procedures other universities have in place

Actions:

- Graduate Council will review other policies in the university system. Mrs. Fayoyin will send examples of other university's policies to council members

- Student affairs committee will do a first read of the proposed policy

V. Dr. Hardy asked that the provisional graduate status be considered

Discussion on topic:

- Dr. Cox suggested that there should be further discussion about the verbage/language

- Mrs. Merkousko asked about being able to track graduate faculty using an attribute in banner

- There was discussion on what characterizes provisional status and how long should that status be permitted

- It was suggested a 1 year provisional status could be considered

- Dr. Cox indicated a need for the graduate council to have representation from the math department

Action:

- Mrs. Merkousko will look into developing and attribute for graduate faculty as part of the curriculum management process. The attribute will have an expiration date to ensure that provisional graduate faculty does not continue to teach past their provisional status

VI. Dr. Bell asked for clarity on distinguishing major vs. minor changes for programs and curriculum that require council approval

Discussion on the topic:

- Mrs. Merkousko explained the difference between substantive vs. non substantive changes. Substantive changes will have to be reviewed by VAPP and finalized through BOR while non substantive changes can be reviewed and finalized by the graduate council

- Dr. Hardy indicated that the review process and information is available on the website

- Dr. Curran as about who determines what is substantive. Mrs. Merkousko stated that the graduate council decides on what is substantive. The Provost uploads changes to BOR. The BOR website has information on substantive changes

Action:

- Mrs. Merkuosko will share information on substantive vs. non substantive changes

- VII. Ms. Compton asked for clarity on language detailing graduate assistants working hours
- The student handbook does not explicitly state what holidays may or may not apply to graduate assistants

Discussion on topic:

- Some students do not have a clear job description while completing their graduate assistantships in the various departments. This has given rise to students not being sure of whether or not they are expected to work during certain academic breaks (e.g. spring break)
- Ms. Compton suggested updating the language in the handbook so that is less ambiguous

Action:

- **Ms. Compton will provide draft language for updating the graduate assistant handbook. The updated language will be sent to the student affairs committee for review**

- VIII. Dr. Curran wanted clarity of the process for reviewing superiors

Discussion on topic:

- The consensus was that the entire council will conduct reviews of superiors

- IX. Announcements

- Graduate professionals and schools week is April 18 – 21, 2016
- New student orientation in Atlanta

- X. Meeting Adjourned