

**Graduate Studies Council Meeting
September 21, 2016
Orr Center 3076**

Meeting called to order at 9.08 am

March minutes approved. Motion by Matt Hanka, second by Kevin Valaderas.

April minutes approved. Motion by Matt Hanka, second by Tom McDonald

Announcement by the Director of Graduate Studies

1. Open House on Sept 22, 3-5.30. In addition, have been to 6 fairs with approx. 30 new contacts each; 5 upcoming fairs with additional invitations to other places
2. Enrollment in Graduate Studies up by 20%.
3. When traveling with students, associate provost for student affairs and the director of graduate studies must sign form. This includes a travel conduct document with a travel authorization form.
4. International Studies is putting together a brochure to recruit international graduate students.
5. Academic Integrity Committee is working to reformat policies including how to handle grievances. The consensus of those present was that graduate director, students, and faculty should assess issues related to graduate students and that the director of graduate studies should be active in any procedures related to graduate students.

Old Business

1. Graduate faculty-student travel: New criteria were introduced and discussed. Funding will also cover expenses associated graduate students and faculty might incur when conducting and publishing research, in addition to travel to present research. Based on concerns about timely decisions for monetary awards, Graduate Council requested the director to make decisions for awards when the request is in obvious compliance with the criteria. In cases in which the request is less obvious, the travel funding request would be sent to a committee for input on the decision. A vote on this changes will occur at the October meeting.

New Business

1. Upcoming program reviews include Teacher Ed, MPA, and then after reaccreditation the MSW program.
2. CAP instructor: All programs have been working to get CAP instructors accepted at USI so they have the credential expected by the HLC. If they are getting the 18 hours only then they are accepted with transcripts of the final degree conferred. If they have applied to a program or plan to complete the degree, they must go through regular procedures for admission.
3. Strategic Plan: GD adopted purposeful and sustainable growth as is strategic plan thread with concentrated efforts to quantify growth. Plans include:
 - a. Open houses, student ambassadors to help recruit
 - b. Co-sponsoring activities
 - c. Faculty presence at events
 - d. Recruiting Rice Scholars to USI graduate programs

Additional implementation ideas also come as a result of the environmental scan. Ideas included:

- a. Capitalizing on the boom growth in graduate studies
 - b. Focusing on actions to make programs sustainable and build an infrastructure to kindle growth
 - c. Add more graduate programs
 - d. Support departments with graduate assistants to support their efforts toward growth
 - e. Continue to build scholarship opportunities by working with the Foundation for new funds or access to other existing funds
4. Scholarship for fall: there will be opportunities but amounts are uncertain.

Closing Announcements

1. Send program updates to the director of graduate studies
2. Lindsay is working on the web site and will include a live chat
3. Will investigate DegreeMaps for graduate students

Meeting adjourned at 10.34 am.