**Minutes**

Graduate Programs Council

December 5, 2012 – Room 308 The Education Building

**Present**: Susan Hydro, Matthew Hall, Stuart Roe, Shri Rao, Melissa Pieller, Brenda Leake, Claire Lindberg, Nicole Magno, Kelly Fischer, Cassandra Jackson

**Excused**: Nita Ball

**Absent**: Todd McCrary, Jessica Solano

Minutes were reviewed, with the following changes recommended:

* Rao noticed minor change needed under “Summer Courses/Teacher Evaluations” 🡪 “Because of the/these…”
* GPA Council Composition Change: 1 representative from the Office of Graduate studies (move down below staff members), 1 faculty, take Susan’s name off (she might not be in this position)
* Special Education should be either expanded to “Special Education Language and Literacy” or correctly abbreviated to (SEL).
* “In such a case, **we** will ask if we can have 17 members on our Council…”
* Put explanation in rationale for this composition change—Rao.
  + Due to the wide variation in structure, we feel that it is necessary to have (or hope to have) one representative…
* Graduate Comparator document: we discussed steps (take out about what)

Motion to approve minutes with amendments: Leake motioned, seconded by Lindberg.

**Graduate Office Report-** No official report.

**Graduate Programs Council Composition Change-**

Rao explained that there are several road blocks in this process.

1. Because the governance review for changes in composition of committees/councils and their charges happens approximately every 5 years, we should request a change in the composition of GPC during the next review of the governance process.

2. Steering would likely not accept our request at this point because it’s difficult to find people to serve on committees and councils on campus. If we are too prescriptive of the membership on each council, it’s likely we won’t be able to fill it.

However, Rao shared that if at any point we feel it would be beneficial to have a specific representative from a school or department come to the council meeting, we are allowed to invite them to attend. This person would not be able to vote, but can provide any information or comment for their respective program.

Leake asked the council to take note of this, and suggested that we keep the issue on our agenda, so that we do not forget to propose the composition change the next time it can be reviewed.

Further, Leake suggested that the GPC drafts an invitation memo to each graduate program to give a standing invite for representatives to attend our meetings. The hope would be that by sending an open invitation to all programs, unrepresented programs have the opportunity to voice their needs. Invitation should be sent out to all graduate coordinators and chairs, and should note which programs are already represented. Rao and Hall will draft this letter, and Hydro will send out the invite to coordinators.

**Summer Teacher Evaluation-**

Hydro spoke to David Morales about the Summer Teacher Evaluations process. It is possible that this process can take place but there are several logistics that need to be sorted out first. Susan will be attending a meeting hosted by Morales, and will report back to us.

Rao questioned what the ramifications of this would be and if faculty are required to provide the student feedback data for their summer courses when they apply for promotion.

**Graduate Comparator Project-**

Hydro explained the portion of the comparator chart that she filled out. The data that she entered was collected from Summer/Fall 2011, and Spring 2012. She explained that she doesn’t have information for average GPA or GRE yet, but is working to get this. GRE information will take longer to gather because of the GRE score report change. Hydro is working to rectify the score report change. She will fill these out as soon as she has this information. THANK YOU SUSAN!

Hall expressed a concern regarding the data for the 5-year programs. It was decided that the 5-year programs would be grouped together and moved to the end of the comparator chart.

The goal for our next meeting, February 6, 2013, will be to have the comparator chart filled out with all the data we are able to retrieve. Additionally, Rao suggested that each graduate school or department should bring in some schools that are comparable to the programs that they offer.

**Additional Items**-

One item that was brought up as an item to consider in future meetings is housing options for graduate students. Leake suggested extending an invitation to Kirk to attend a future GPC meeting to discuss this topic. Lindberg also suggested that we explore the option of the college providing graduate students with the option to live in the partnering hotels.

Additionally, a concern about parking for graduate students was brought up by Leake. Hydro suggested extending an invitation to parking services to attend a GPC meeting so we can discuss this further.

Lastly, a comment regarding the minimal amount of financial support for graduate students was briefly mentioned. This issue should be discussed further in a future meeting.

\*\* double check to see if Nicole’s email is on GPC list?

Respectfully submitted by

Melissa Pieller