

**Graduate Council Meeting Minutes**  
**November 13, 2013**  
**Commons Horizon Room**  
**3:30 - 5:00 p.m.**

x	Jie Chen	x	Grace Goc Karp	x	Gordon Murdoch
x	Jerry McMurtry	x	Tao Xing	x	Jon Van Gerpen
x	Greg Turner-Rahman	x	Luigi Boschetti (Conway sub)	x	Diane Prorak
x	Scott Minnich	x	Mark Warner	x	Susan Irizarry
x	Jane Weiss	na	Mary Gardiner	x	Hannah Marx
x	Jill Johnson	na	Bob Mahler	na	

- I. Approval of the minutes from October 23, 2013
  - Mark Warner moved to approve minutes and Jill Johnson 2<sup>nd</sup>
  - Minutes approved
  
- II. Announcements and reports
  - Jie introduces agenda items
  
  - A. Electronic theses and dissertations (ETD)
    - Jerry McMurtry gave an overview of the ETD submission process. Small discussion on LaTeX conversion. No objections from council on new submission process.
  
  - B. Department visits
    - Jie reminded council that he is visiting all departments. He has 10 scheduled visits, has completed 3 visits. He encouraged council to remind their Dean's and/or Department chairs to get their visits scheduled.
  
  - C. Retention analysis
    - Jerry McMurtry gave overview of data collection for retention analysis study. COGS will share the study outcome with council after the FFF campaign is over.
    - Jie Chen reminded council that the Task Force for the TA Initiative is also on hold until after FFF is complete.
  
- III. Discussion
  - A. Catalog language for 100-200 level courses being used for graduate programs
    - Jerry McMurtry introduced the rationale for the request to change catalog language regarding Preparation and Submission of Study Plan. The intent of the change is to clarify the need for graduate level courses not 100-200 level courses on the student plan.

- Susan Irizarry raised a concern that some programs do not have a lot of 500 level courses so wanted a clarification that the intent is geared more toward 100-200 level not 400 level.
- McMurtry verified that the intent was to specifically address 100-200 level courses.
- Jon Van Gerpen asked if this language change would affect any foreign language students. Jerry stated no and it would protect the department more readily.
- Grace Goc Karp approves motion and Tao Xing seconds.
- Motion approved unanimously.

#### B. MATESL curriculum change

- Steve Chandler gave rationale as to the proposed curriculum change regarding MATESL.
- Dr. Chandler stated that the change would improve the understanding of students in the program as to what courses they would be expected to take.
- Susan Irizarry approves motion and Greg Turner-Rahman seconds.
- Motion approved unanimously.

#### C. Others

- Jerry reminded everyone of the spring schedule.
- Meeting adjourned.

Spring 2014 dates:

January 29

February 26

March 26

April 30

All meetings are at 3:30pm Pacific. Locations are TBD.