

# Graduate Council Minutes

## November 21, 2003



The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Tom Berg presided.

### I. Call to Order

Members present: Drs. Frank Bailey, Jackie Eller, Bichaka Fayissa, David Foote, Michael Hein, Jung-Song Lee, Jeffrey Walck, Norman Weatherby, Andrew Worsey

Ex-officio members present: Peter Cunningham, Interim Associate Dean College of Graduate Studies

### II. Announcements

- A. **Dr. Thomas Berg, Chair** – No announcements
- B. **Dr. Peter Cunningham** – Reported that Dr. Carlton was off campus today and would not be attending the meeting.

### III. Approval of Minutes – October 31, 2003

A motion was made to accept the minutes of the October 31, 2003 meeting. The motion was seconded and carried.

### IV. Dr. Robbie Melton, Associate Vice Chancellor ROPD, Tennessee Board of Regents

Dr. Cunningham announced that Dr. Melton's appearance was being postponed pending a meeting with Drs. Miller, Carlton, and Cunningham.

### V. Sub-Committee Reports

#### A. Graduate Faculty and Program Review Dr. Jackie Eller, Chair

- Consent calendar attached – all items have been recommended for approval. Move was seconded and carried with conditional approval of Master (Council will see final proposal before it goes off campus for TBR's agenda) and non-substantive changes to HPERs prefix and SPSE 7190.
- ASTL 7701 – Course materials for approval of online Masters' in Education – Dr. Eller motioned for this item to be tabled until such time as Dr. Melton could meet with Council and answer questions. Motion seconded and carried.

#### B. Student Affairs and Travel Dr. Fayissa Bichaka, Chair

Three student travel grants were awarded totaling \$1,445.00 leaving a remaining balance of \$34,820.89

#### C. Policies and Procedures Dr. David Foote, Chair

Based on consensus of feedback received by Graduate Council members, Dr. Foote submitted a proposed application, with a five point criteria for acceptance, for graduate faculty travel and made the motion to accept. The question arose as to who would oversee the process and Dr. Berg recommended and the council agreed that the duties of the Student Affairs and Travel Committee be expanded to cover faculty travel as well. After questions and light discussion, the motion to accept was seconded and carried. The Office of Graduate Studies will communicate to the graduate faculty and post the application form on their website.

## VI. Old Business

- No old business

## VII. New Business

- **Selection of Vice Chair** – Dr. Michael Hein was nominated, the motion was made to close nominations and was seconded and carried. Dr. Hein was elected by a unanimous vote.
- **Appeals Committee, Wednesday, January 7, 2003, 10:00 a.m.** – In addition to Dr. Berg, three additional council members are needed to serve on the committee. Volunteers were requested and recruited.

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker  
Recording Secretary