University Graduate and Professional Council (UGC)

Meeting #1 – September 12, 2017 – 12:30 – 2:00 PM – ADM 301

Minutes

Attendance:  B Aghahowa, S Avilez, D Block, E Bradbury, P Carney, J Chen, T Dean-Ousley, A Gahungu, D Hrozencik, K Jacobs, J Jor’dan, B Leys, D Lia, F Luseno, G Porter, D Potluri, M Salahuddin, P Steinhaus, K Witherspoon, C Wolf, L Young

1. The agenda was approved with a change in the meeting room number (motion: Aghahowa, second: Steinhaus)

2. A copy of current bylaws was distributed and membership (including voting and nonvoting members) was reviewed.
   a. The Faculty Senate Academic Affairs member on UGC is Dr. Jan-Jo Chen.

3. Review of the minutes of the May 2017 Meeting were deferred until the October meeting.

4. Announcements
   a. The Fall 2017 enrollment numbers were reviewed.
   b. The new graduate and professional studies website was reviewed, including the following links and notices:
      i. 2017-18 Graduate and Professional Catalog
      ii. Graduate/Professional Open Houses/Recruitment for Fall 18 (and Spring/Summer terms for programs that admit each term)
      iii. Application for Fall 2017 Degree Audit/Graduation
         1. September 15 (receipt of application/receipt (student) and GAPP (dept)
         2. New form (distributed, on website)
      iv. Alpha Epsilon Lambda (National Graduate and Professional Honor Society)
   c. Science Immersion Program (CSU/NU) update, Summer 17 Student Presentations, Call for Summer 18 applicants.
   d. The CRM system review committee will begin meeting – this will assist with graduate student recruitment, application, admission and tracking.

5. Old Business
   a. Curriculum action items to update course descriptions/grading for thesis courses and to remove “thesis” from project/capstone courses for inclusion in Fall 2017 Graduate Catalog.
   c. Thesis manual was distributed for comments. Gayle Porter will redistribute so the committee can review comments and bring the manual to UGC for review and adoption.

6. New Business
   a. Curricular Matters - None
   b. Subcommittees – Subcommittee information will be distributed via email.

7. Other
a. Motion: Request the library keep a paper copy of each thesis and dissertation in a location as determined by the library. (motion: Potluri, second: Block) The motion carried with 15 in favor, 1 opposed, 0 abstentions. The motion and results will be forwarded to the Dean of Library and Instruction Services.

8. The meeting adjourned at 2:00 pm (motion: L Young, second: P Steinhaus).