

## 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.
  - b. Thesis and Dissertation posting on ProQuest - inclusion of unsigned committee member page in document posted to ProQuest implemented per May 2017 motion).
  - 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).