

**Graduate Affairs Council**  
**September 4, 2020**  
**ZOOM Meeting**  
**Minutes**

**Attendees:** Ben Caldwell (*presiding & ex officio*), Thomas Duncan, Kay Johnson, Kristan Morrison, Karen Douglas, Lauren Flora, Sean Keck, Marjorie Young, Riane Bolin, Parry Vari, Milena Staykova, Shuo Yao, Jason Bowling, Jeff Pittges, Philip Mongan, Brad Bizzell, Wil Kolb, Ben Biermeier-Hanson, Robert Trent, Amanda Kellogg, Ken Smith, Eric Mesmer, Matthew Brunner, Carrie Sanders, Daryl Corey

**Staff:** Michele Ralston, Amy Rubens, Rebecca Conner, Phil Hardy, Zach Johnson, Anna Marie Lee, Teri Hills (*recorder*)

- The meeting was called to order by Dean Caldwell at 1:00 p.m.
- The minutes from the May 1<sup>st</sup> (meeting held via Zoom) were approved.
- Announcements
  - Dean Caldwell introduced new members to the GAC
  - Went over dates to remember
    - Hooding – November 21<sup>st</sup> @ 6:00 p.m. in the Bondurant Auditorium
    - Thesis Draft due October 30<sup>th</sup>
    - Thesis Final due November 20<sup>th</sup>
    - Virtual Graduate & Professional School Fair – October 5<sup>th</sup>
  - Dean Caldwell Present the Graduate College Update in place of annual Graduate College Meeting presentation (canceled due to the pandemic)
- Old Business
  - There was no old business to report
- Subcommittee Reports
  - Graduate Faculty – Report was approved as presented.
  - Academic Course and Program Review – No report.
  - Policies and Procedures Committee – No report.
- New Business
  - Went over the dates of the upcoming GAC meetings
    - October 2
    - November 6
    - February 5
    - March 5
    - April 2
    - April 23

- At this time, GAC will not meet in December since the semester will technically be over before Thanksgiving. Will update if this changes.
- Reminders for ACPR Proposals
  - Must submit proposals to Patricia Phillips
  - Must submit a Word Document (unable to process PDFs)
  - Be sure to include the completed signature approval sheet
  - New ACPR D2L site coming soon
- Reviewed major Policy updates approved in 2019-2020
  - Thesis/dissertation committees may be chaired by a full graduate faculty member from outside the program in a closely related field.
  - Thesis/dissertation committees may include members external to RU who have been granted associate graduate faculty status; a majority of committee must have full graduate faculty status
  - Students in a doctoral program may request a change of program to switch to a master's program from a doctoral program (in the same discipline) with the approval of the program coordinator.
- Selection of GAC Committee Membership – see attached
  - Regular committees - Policies and Procedures, Graduate Faculty, Student Grievance
  - Dean Caldwell expressed interest in an *ad hoc* committee to create bylaws for GAC. All other governance bodies (Faculty Senate, Staff Senate, AP Senate) have bylaws that define the purposes, structure and operational rules and guidelines for committee functions.

**GRADUATE AFFAIRS COUNCIL  
2020-2021**

**OFFICERS**

Dr. Ben Caldwell, Chair  
Dr. Amy Rubens, Vice Chair  
Ms. Patricia Phillips, Recorder

**SUBCOMMITTEES**

***Graduate Faculty***

**Thomas Duncan – COBE  
Robert Trent – CVPA  
Brad Bizzell – CEHD  
Shuo Yao – CHBS  
Jason Browning – WCHHS/RUC  
Jeff Pittges – CSAT  
Dean – Convener  
Patricia Phillips – Recorder**

***Policies & Procedures***

**Thomas Duncan – COBE  
– CVPA  
– CEHD  
Eric Mesmer – CHBS  
Jeannie Everhart/Sara Nicely –  
WCHHS/RUC  
Jeff Pittges – CSAT  
Associate Dean - Convener**

***Student Grievance Committee***

**Thomas Duncan – COBE  
Ken Smith – CVPA  
Karen Douglas – CEHD  
Riane Bolin – CHBS  
Marjorie Young – WCHHS/RUC  
Jeff Pittges – CSAT  
Dean - Convener**

***GAC – Bylaws Ad hoc***

**– COBE  
– CVPA  
– CEHD  
– CHBS  
Wil Kolb – WCHHS/RUC  
– CSAT  
Dean - Convener**

**Other committees and work groups formed as needed.**

- The meeting was adjourned by Dean Caldwell at 2:15 p.m..