Graduate Council Meeting Minutes  
March 2, 2016  
Commons Crest Room  
3:30 - 5:00 p.m.

<table>
<thead>
<tr>
<th>X</th>
<th>Jerry McMurtry</th>
<th>X</th>
<th>Ben Hunter</th>
<th>Alistair Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Julie Amador – phone</td>
<td>X</td>
<td>Jill Johnson</td>
<td>Greg Turner-Rahman</td>
</tr>
<tr>
<td>X</td>
<td>Alex Corredor</td>
<td>X</td>
<td>Scott Minnich</td>
<td>Tao Xing</td>
</tr>
<tr>
<td>Ankan Guria</td>
<td>X</td>
<td>Gordon Murdoch</td>
<td>Elowyn Yager - phone</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Kathy Canfield-Davis - phone</td>
<td>X</td>
<td>Lisa Carlson</td>
<td>Jeff Bailey</td>
</tr>
</tbody>
</table>

I. Approval of the minutes from February 3, 2016
   • Turner-Rahman moved to approve. Seconded by Johnson.  
   • Approved unanimously.

II. Announcements and reports
   A. Introduce New Members
      • McMurtry introduced new members.
   B. Update on Idaho Falls/BYU-Idaho
      • McMurtry told Councilmembers that he went to Rexburg and Idaho Falls for recruitment events.
      • BYU-Idaho students are interested in graduate programs at UI, particularly Food Science, Landscape Architecture, MPA, TESL, Exercise Science. Marc Skinner, Center Executive Officer of UI-Idaho Falls, is happy to help.
      • Murdoch asked if BYU-I students are currently applying for grad programs here. McMurtry said we can try to get data on that from Graduate Admissions.
      • McMurtry suggested COGS might be able to assist in bringing students here for campus visits.
      • Murdoch also suggested it might be a good idea to send new faculty there.
      • Councilmembers mentioned Accounting already recruits from there, and INBRE has had a 10+ year collaboration with BYU-I. The students from there do well here.
   C. Month of Innovation
      • McMurtry shared the Month of Innovation events with the group.
   D. Follow-up Data from Graduate Admissions
      • McMurtry shared the updated Graduate Admissions follow-up data with the group and encouraged them to read the document that was distributed with the meeting materials.
   E. Tuition for Course Reservation Forms
      • Councilmembers received a copy of the new Course Reservation Form.
      • McMurtry also shared with the group that he worked with the Budget Office and Student Accounts.
      • Students will no longer be charged the additional graduate fees when they move courses from their undergraduate to their graduate transcripts.
III. New Business
   A. Curricular Items
      1. Anthropology – Curriculum change
         • Mark Warner attended to describe the proposed curriculum change and to answer any questions. The purpose of this change is to clean up the language for the non-thesis option that was added a year ago.
         • Minnich moved to approve. Seconded by Turner-Rahman.
         • Approved unanimously
   B. Discussion Items
      1. New Saint Andrews Update
         • McMurtry reported that he spoke with the department chairs from Music, History, and English about looking for pathways from New Saint Andrews to get into those programs.
         • The chairs will take this back to their respective faculty for discussion. Feedback will be brought back to a future Graduate Council meeting and then will be taken to the Provost.
         • McMurtry also talked to their president about what is necessary to get regionally accredited.
      2. Dismissal Process Discussion
         • Teaching/Research Assistants have an annual review process.
         • McMurtry told the group that there is no guidance for dismissals of students when dismissal is warranted.
         • Murdoch suggested different scenarios need to be considered – unforgivable offenses vs. opportunities for 2nd chance
         • Minnich suggested that this is handled at the department/committee level. It is taken care of through the grade in research.
         • McMurtry asked if a campus-wide process needs to be created.
         • Xing suggested a detailed breakdown of issues should be written.
         • Minnich said WSU puts a student advocate on each graduate committee.
         • Murdoch suggested each department should establish their policies and send to COGS for approval. Different programs and departments have very different scenarios.
         • It was suggested that a C or below grades on their research courses would be the best way to deal with it.
      3. Tuition Remission Policy (Heather Nelson)
         • Heather Nelson was unavailable. This has been moved to the March 30 meeting.
      4. Scope of Duties in Director of Graduate Studies (DGS) Handbook
         • McMurtry asked councilmembers to look over the DGS responsibilities that were included in the meeting materials.
         • He wants to have a DGS in every department.
         • Murdoch questioned the line about the assignment of Teaching Assistants and their training. Department chairs assign TA’s.
         • McMurtry feels like the DGS role should be filled by a faculty member and should have it be a part of their position description.
• The hope is to roll this out later this spring.
• He said most schools have some kind of course release or compensation by the deans for filling this role.
• McMurtry will talk to the deans at Provost Council on Monday, March 7.
• Minnich suggested getting input from distinguished professors on campus.

5. Family Leave for TA’s (GPSA)
• Anthony St. Claire, GPSA President, attended the meeting to discuss Family Medical Leave for graduate assistants. He said UI is one of the rare schools that does not offer it.
• He is seeking Graduate Council support before going to Faculty Senate and up.
• He described their proposal – 80% of stipend for 8 weeks.
• The issue of students being paid on Federal grants was discussed. It is not legal to pay the students for medical leave on grants.
• Several questions were asked:
  -Is there wording to prevent this from becoming an annual event? Answer: No.
  -What about tuition? Answer: They (GPSA) were trying to keep the student and employee aspects separate.
  -What about the loss of SHIP? If a student drops below a minimum number of credits, SHIP will automatically be canceled, and the student will be without insurance potentially with a medical issue. Answer: Hasn’t been considered/addressed in the proposal.
  -Were the costs of benefits considered when writing this proposal and estimating cost to UI? Answer: No.

• 2 main issues with this proposal:
  1. Reporting to OSP and Federal agencies
  2. SHIP

• Murdoch suggested UI would have to identify a pool of money from which to pay grant funded students while on FML.
• Bailey suggested they go with calendar year, rather than academic year; otherwise, a student could potentially take 8 weeks at the end of the spring semester and another 8 weeks at the beginning of the fall semester.
• St. Claire said they were waiting for information from some peer institutions on how they handle some of these issues.
• This will be brought back to a future Graduate Council meeting.

Adjourned at 4:40 p.m.

Future Meetings:
March 30 – Commons Horizon
April 27 – Commons Aurora
All are on Wednesdays at 3:30 p.m. (Pacific).