Graduate Faculty Council Meeting Minutes
October 3, 2017

Members (16): Ashutosh Tiwari (Biochem; ChemEng), Feng Zhao (BioMed), Ebenezer Tumban (BioSci), Tom Merz (BusEcon), Rebecca Ong (ChemEng), Kelly Steelman (CogSci), Mari Buche (DataSci), Michael Roggemann (ElecCompEng), Andrew Storer (SFRES), Leonard Bohmann (Engg), Craig Friedrich (MEEM), Judith Perlinger (AtmoSci), Yoke Khin Yap (Phys), Eugene Levin (SchTech), Melissa Baird (SocSci)

Guests (7): Nancy Byers-Sprague (GradSch), Debra Charlesworth (GradSch), Faith Morrison (GradSch), Pushpa Murthy (GradSch), Mary Stevens (GradSch), Mary Stevens (GradSch), Hossein Tavakoli (GSG)

New Business
1. Welcome new GFC members. (J. Perlinger)
2. Approve previous minutes.
   The minutes passed on a voice vote with no discussion or abstention.
3. Changes to formatting dissertation and thesis. (D. Charlesworth)
   Due to the increase of dissertation, thesis and report submissions, the Graduate School’s staff time, effort and cost have become unsustainable. In addition, the number of staff in the Graduate School has not increased. We also have received feedback from faculty and students who are dissatisfied by the length of time it takes to get their document prepared, accepted, and reviewed. To address this issue, we are changing what items the Graduate School will check for among the formatting requirements.

   Students are encouraged to use the Word template and attend formatting seminars early in the semester that they will start writing their dissertation, thesis, or report. Students are notified of the seminars via email and Tech Today, and information is also posted on the Graduate School blog. Checking and fixing the document before submitting is very helpful because it shows how to check the page margins, which is the number one issue with submissions. Encourage your students to check the document before they submit it so they will be more successful.

   Please see Table 1 and 2 of the handout for a summary of the changes. Please refer to the handout for data about the number of revisions, documents and services provided to students by the Graduate School. After these changes are implemented, we will review the deadlines and submission process to see if any additional improvements can be made.
Old Business

1. Liaison to the University Senate from the GFC. (J. Perlinger)
   Not only do we need a liaison to the Senate, the GFC needs a liaison to the council from the Senate. It was pointed out that Yu Cai serves on the Senate and is a GFC alternate for Eugene Levin. Judith asked Eugene to contact Yu Cai to find out if he would be willing to serve as liaison for both Senate and GFC, and Eugene agreed to do this, cc’ing Judith.

2. Membership of PhD Graduate committees. (F. Morrison)
   Last year, the GFC reviewed the guidelines and rules for serving as an external faculty member and a sole advisor. A table was developed last semester to sort out the different permutations of who can do what on graduate committees.

   An additional row for emeritus/a faculty was added to the table as a result of the discussion in the September GFC meeting. The table includes two blue columns that indicate roles that were part of a Senate resolution in 2015. By changing some items in those columns the changes need to go back to the Senate with a revision to the policy. The highlighted items are changes that were discussed in GFC and voted on formally last year.

   Morrison presented a draft Senate proposal document that articulates the changes agreed on by the GFC in 2016-17; this document is for GFC review and consideration at the November 2017 meeting. The proposal background section outlines what the internal member, external member, advisor and co-advisor roles are on a graduate student advisory committee. We wrote a proposal that begins with the 2015 Senate resolution and indicates in track changes what modifications are proposed. Please send any amendments and feedback to the Graduate School and the proposal will be reviewed at the next GFC meeting, with the goal being to forward the proposal to the Senate this fall. Leonard Bohmann commented that he opposed any changes to the rights of emeritus/a faculty.

Motion to adjourn at 4:55 pm.