Members Present: Kelly Steelman (Cog Sci), Will Cantrell (Atmo Sci), John Durocher (Bio Sci), Mari Buche (Bus and Data Sci), Becky Ong (Chem Eng), Shiyue Fang, (Chem), Veronica Webster (Civ Env Eng), Jean Mayo (Comp Sci), Ben Ong (Data Sci), Ann Maclean (SFRES), Ramon Fonkoue (Humanities), Steve Elmer (KIP), Leonard Bohmann (Mat Scie Eng), Qiuying Sha (Math), Yoke Khin Yap (Physics), Chelsea Schelly (Soc Sci)

Guests Present: Pushpa Murthy (Grad Sch), Faith Morrison (Grad Sch), Mary Stevens (Grad Sch), Nancy Byers Sprague (Grad Sch), Deb Charlesworth (Grad Sch), Jenn Sams (Library), Apurva Baruah (GSG)

Approval of April 24 and September 11, 2018 minutes
The April 3 and September 11 minutes passed on a voice vote with no discussion.

Business before the University Senate (none)
Member of University Senate in GFC (P. Murthy)

The Graduate School asked the University Senate to appoint a liaison if there are no members serving both units. The GFC Chair agreed to be responsible for reviewing the Senate agenda for graduate student issues and will appoint a council member to attend the Senate meeting.

Announcement
Student Conference Support Initiative (A. Baruah)

GSG provides students $250 per year if they are presenting at a conference and $150 per year if they are attending a conference. GSG is requesting help supporting students that want to present their research by donating online at Superior Ideas, Graduate Student Conference Award: superiorideas.org/project/grad-student-conference. Departments are encouraged to share the request.

New Business
Graduate student handbook (GLOs, expectations, milestones, and timeline)
(D. Charlesworth)

During the process of Graduate Program Reviews, the Graduate School found not all programs have a Graduate Student Handbook. The Graduate School is requesting all departments have a handbook available to their students, and recommends including a section about changing advisors and timely written evaluation of graduate students. Samples are included in today’s handouts for departments to review and consider. The goal is to provide written evaluation of students twice per year and implement the process by the end of this semester.

Retention, attrition, and completion metrics (P. Murthy)
This issue was addressed in the Higher Learning Commission interim report that was submitted this past July. Goals are available for undergraduate students but not for graduate students. The Graduate School will be collecting and submitting cohort data to departments to examine how students are progressing and determine what the attrition by cohort year was. The Graduate
School will share the definition of the data before submitting the information to the National Coalition for Next Generation Life Science.

**Deadlines for dissertation/thesis/report thesis submission (D. Charlesworth)**
The Graduate School implemented changes last year on how we review submissions to the Graduate School. We were able to revise the time it takes for reviews, and will be able to move the submission deadline back a week to allow students more time to complete their degree. A grace period will be implemented for students submitting post-defense documents between the Tuesday of Week 14 and Wednesday before classes begin for the next semester. Students who submit during the grace period will be eligible to complete their degree in the next semester with registration in UN5951 and paying the resubmission fee.

The Graduate School will be announcing the changes to all graduate directors and students and will also check with Mike Mullins if the Senate needs to be involved.

The proposal passed on a voice vote with no discussion.

**Ensuring independent opinions on graduate student advisory committees (F. Morrison)**
*Action item: form a committee*

The Graduate School would like to form a committee to look into how it should articulate a policy to ensure the inclusion of four (PhD) or three (masters) independent opinions on graduate advisory committees. The issue concerns the situation when two members of the same family are on the committee, which gives the appearance of, and potential for, lack of independence. The dean will appoint a committee of up to five, no less than three, including a few GFC members, a student, and someone from the Graduate School. Please let the dean know if you are willing to serve. This committee will be asked to report back by November.

**Old Business**

**Modification of Graduate Faculty Status in Faculty Handbook (F. Morrison)**
The proposal was modified as advised by the GFC at its last meeting. The Graduate School asked for a vote on the final version of the proposal. A motion to change the appeal committee from a standing to an ad hoc committee died for lack of a second. The unmodified proposal passed on a voice vote with no further discussion.

"Further Revision of Graduate School Policy Regarding External Membership on Graduate Committees" (F. Morrison)
The proposal had been reviewed by the GFC at its last meeting and no changes were received by the Graduate School. The Graduate School asked for a vote on the final version of the proposal. The proposal passed on a voice vote with no discussion.

**Graduate Program Review – A1, B1, and B2 processes. (F. Morrison)**
Morrison gave a short reflection on the GPR process. The reviews allow programs to find items that can be improved upon; in addition, the Graduate School has a chance to see how programs are doing. Reviews are going very well; the Graduate School can provide more details in a future meeting.

**Motion to adjourn at 4:58 pm.**