Twenty-two (22) individuals signed into the meeting. Lori Baronas, Susan Chinman, Bette Elsden, Will Kazmier, John McCarthy, Susan Roberts and Patrick Sullivan from the Graduate School attended. Graduate Council members present were Tony Butterfield, Leslie Button, Alice Harris, Mark Hamin, Linda Griffin, Juan Ruiz Hau, Arthur Kinney, Beth Lang, John Lopes, Ernie May, Daniel Morales, Dani O’Brien, Jose Ornelas, Lee Riekki, and Nate Therrien.

I. Welcome and Introductions
Dean John McCarthy called the meeting to order at 12:10 p.m.

II. Approval of Minutes
A motion was made by Dani O’Brien to accept the minutes of the October 8, 2014 meeting, removing Art 685 from the ASCC course proposals. This course was sent back to the department for a revision. The motion was seconded and the minutes were unanimously approved.

III. Comments by the Graduate Dean
- Dean John McCarthy announced that he met with the graduate program directors of the College of Social and Behavioral Sciences on November 7, 2014. This is the first of several meetings planned with the GPDs in the individual schools and colleges. This is a chance for the dean, Associate Dean Roberts, Bette Elsden, and Shana Passonno to discuss what is happening in the graduate school and also to find out what’s happening in the departments.
- Dean McCarthy said the graduate school is moving forward with building renovations but it will be quite some time before this happens.
- The graduate school staff will be attending an Ally training session sponsored by the Stonewall Center on November 24, 2014.
- The dean also announced he is in the process of hiring a person for the Office of Professional Development to assist with industrial careers and in the future will be hiring another person to assist with higher education careers.

IV. Old Business
Bette Elsden addressed concerns the graduate council had regarding the consent forms for the coaching initiative. The council felt some students may not want to sign the form given all the legal language. Bette informed the council 50 students have signed up for the coaching sessions and none of them have had any concerns about signing the form.

V. New Business
A. Report of the ASCC
There were no proposals brought forward for a vote from the ASCC this month.

B. Print Dissertation and Theses Digitization Project
Leslie Button announced the Library has digitized dissertations and theses prior to 1923. They are now digitizing the works up to 1936. Departments are currently being notified of this process. The Library is contacting former graduate students to see if they want to opt out of having their theses or dissertation digitized. They have sent out 1500 letters to date with only 10% of those contacted asking to opt out. Students are given 60 days to respond to the letters. If they don’t respond their theses and dissertations are
digitized for all to see. If letters are returned as undeliverable the Library is seeking out other ways to reach the students. So far they have been working with the astronomy, psychology, history and polymer science and engineering departments. There are over 20,000 theses and dissertations to be digitized and this process is expected to take many years. If a student wants to opt out, the work will still be digitized but made available to the campus community only. The works are in PDF form and can be searched in Scholar Works with key words. There will be a press release at the end of November regarding the digitization project.

C. Graduate School Academic Grievance Procedure
Dean McCarthy outlined a new graduate school academic grievance procedure policy. The current academic grievance procedure is limited to grading disputes and doesn’t reflect the academic lives of most graduate students. The Dean expects three to four grievances a year. Issues would first try to be resolved informally. The new proposal is modeled after other procedures across campus regarding disputes between faculty and students. There would first be a written complaint, then a hearing with a graduate school grievance board with a recommendation to the graduate dean. The dean would follow the recommendation of the board. At the present time the Graduate School Academic Grievance Procedure is being reviewed by Brian Burke, legal counsel for the University. The Dean asked for Graduate Council to approve the procedure at this time and wouldn’t bring it to the Faculty Senate until legal counsel reviewed it first. If changes were suggested to the policy by legal counsel the Dean would bring it back to Graduate Council for another vote. There was some discussion on the policy and the graduate students and GSS were asked for their input regarding the document and whether they were aware of their options and places students may seek out if they had a problem. It was suggested to have the final document added to the Graduate School Handbook. Ernie May listed other offices on campus students could go to resolve some issues. These offices include but are not limited to the office for Equal Opportunity and Diversity, Faculty Staff Assistance, Everywoman’s Center, and the bullying policy. John McCarthy made a motion to accept the Graduate School Academic Grievance Procedure and it was seconded by Arthur Kinney. The motion passed.

D. Graduate Certificate Credit Requirement
Dean McCarthy suggested revising the number of credits for the graduate certificate to be reduced from 15 to 9 credits which is in line with our peer institutions. Sue Roberts indicated 9 of the 15 credits required in her certificate had to be outside the degree requirements of earning a graduate degree in her department. Only 6 credits could be used for both the degree and certificate. The graduate students felt it was a good idea to reduce the number of credits given the time constraints of trying to finish their degree. Patrick Sullivan summarized the requirements for undergraduate certificates for the Council.. Ernie May mentioned all certificates are to be reviewed every five years. Quality controls should be looked at and reviewed by the Graduate Council. In response to a concern raised by Tony Butterfield, Patrick Sullivan and John McCarthy suggested that at least 9 credits need to be at a 600 level or greater. A question was asked whether undergraduates could get a graduate certificate. Only a non-degree student or matriculated graduate student are eligible for a graduate certificate. After a lot of discussion on this issue it was decided to table a vote on this issue until the December Graduate Council meeting.

VI. Committee reports as necessary
None

VII. Comments from Administrative Officers and others as appropriate
None

IX. Announcements
Ernie May announced the Research Council is taking up the open access policy and the Graduate Council should contact. J. Eliot Moss for details.

X. Adjournment
The meeting was adjourned at 1:12 p.m.
Respectfully submitted,

Lori Baronas  
Administrative Assistant to the Graduate Council