I. Welcome and Introductions
Chair Linda Griffin called the meeting to order at 12:05 PM.

II. Approval of Minutes
The minutes of October 10, 2012 were unanimously approved.

III. Comments by the Graduate Dean
1. Dean John McCarthy welcomed Bette Elsden from the GSGS, Bie Aweh who is the support staff to the ASCC and also Stephen Burns who attended the meeting on behalf of Steve Goodwin, the Provost designee.
2. The dean asked for clarification on the policy regarding forming dissertation committees and using Five College faculty as the outside member. He presented the existing policies and then framed hypothetical examples of a committee. He indicated that Five College faculty are appointed to an “F” status and have full privileges that UMass faculty have in the “G” category. After a lengthy discussion the Dean agreed to send out a document from USC for review and will bring this topic up at the next Graduate Council meeting with further thoughts, input and clarification.
3. Dean John McCarthy has a discretionary fund to support activities that directly benefit graduate students or graduate education. An application document was distributed and can be completed by those who would like to apply for these funds. People seeking funds for events not benefiting graduate students or graduate education should go through the college or school dean’s office.

IV. Old Business
All of the sub-committees of the Graduate Council have been filled.

V. New Business
A1. Professional Development Workshop Topics
1. Bette Elsden spoke briefly on a survey done by David Vaillancourt regarding professional development. Because the survey was done at a GSS meeting, it had only 22
respondents. Those who did respond are interested in brown bag lunch topics of 45 minutes. An email was sent to GPDs and faculty to get involved in the brown bag topics.

2. Bette told the group the GSGS office was now a full-time office and she plans to run a number of workshops. She is running grant writing workshops. Lily Herakova is working in conjunction with the CTFD with helping students to develop teaching portfolios. Bette and Lily are working on an event for career planning, particularly for students who don’t intend to go into teaching. She indicated there is a need to improve writing skills especially among the international students and plans to run a workshop in this area. These writing skills are necessary to improve their grant writing skills. Other workshops would be on personal matters and support groups of specific populations of graduate students. She is interested in hearing what Graduate Council members might be interested in. She indicated students get really excited when faculty members are involved.

3. She is building a roster of faculty that will review drafts of grant proposals. It was suggested she approach the department heads for faculty involvement and also to time the workshop sessions when students aren’t so busy and summer might be best.

4. Leslie Button from the Library is interested in partnering with GSGS regarding Digital Literacy. Research ethics and scholarly communication might be a topic.

A2. Seven Month Waiver Rule
Dean McCarthy handed out a document with the number of seven month waivers granted since February 2010 in response to a question at the last meeting from John Lopes. The seven month waiver rule is interpreted differently by different departments. Some departments ask for waivers for more than a third of their students. One member of the council said the prospectus should be about what needs to be done at the beginning of the dissertation process, not what the student has already done. This would allow the committee members to have greater input into the dissertation. There were a variety of perspectives on this topic.

Dean John McCarthy spoke briefly on the Doctoral Program Review and told the Council that its subcommittee is reading a report on PhD completion from CGS. They looked at which departments had the highest attrition rate. They also looked at the time to degree and the completion rate. They looked at department requirements, financial support and fellowships, how many students were accepted into programs and determined there were a lot of ways to figure out problems. A more complete report from the sub-committee will be coming in the future.

B. Report of the ASCC
Arthur Kinney welcomed new members Tom Braden, David Ford, Linda Griffin, and Michael Alderman to the ASCC. Also welcomed to this committee was Bie Aweh who will be assisting with the follow-up on missing items. There were seventeen courses presented:

- ECO 675 – Ecological Economics & Sustainability
- ECO 678 – Advanced Watershed Science & Management
- COMM 600 – Media Literacy: Principles and Practices
- COMM 601 – Media Literacy: Theory and Research
All seventeen courses were unanimously approved. EDUC 652 was a late added course when the appropriate missing information was submitted after the agenda was distributed and COMM 602 was not approved because missing information was not submitted in time for the meeting.

There were six program proposals/revisions presented:
Higher Education Leadership Certificate
Dual Degree Master of Public Policy & Administration/Master of Regional Planning
MS Sport Management
Engineering Management
MBA with a focus in Entrepreneurship
Separation of Finance & Operations and Information Management into two departments:
1. Finance Department and 2. Operation & Information Management Department

All six program proposals/revisions were unanimously approved

C. Ad Hoc Committee to Review Current Electronic Theses & Dissertation Access
Leslie Button announced the first meeting will take place on November 30, 2012

VI. Committee reports as necessary
None

VII. Comments from Administrative Officers and others as appropriate
None

VIII. Announcements
None

IX. Adjournment
The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Lori Baronas
Administrative Assistant to the Graduate Council