

GRADUATE ADMINISTRATORS' COUNCIL MEETING
Thursday, December 12, 2019
Monarch Hall Room 2100

Attendees Robert Wojtowicz, Bryan Porter, Laura Ulmer, Gail Dickinson, David Swain, Holly Gaff, Tisha Paredes, Dorthey Lockaby, Richardean Benjamin, Craig Bayse, David Chapman, Wie Yusuf,

Minutes from the Thursday, November 14, 2019 meeting were approved.

Announcements

Thesis – Dissertation Processing

In spring 2020, Laura Vann in the Office of the University Registrar will be retiring. She has been doing final reviews of theses and dissertations before approving them to be uploaded to ProQuest. It was decided this second check is not necessary because colleges already do a final review, and there are typically little to no errors to send back to the student to edit. Colleges are going to be given permission on ProQuest to approve theses and dissertations for their own students. There will be further discussion moving forward, as Laura Vann has training materials on how the ETD process works.

Forms & Policies

Faculty Graduate Certification – Faculty Handbook Edits. Language was inserted about full- and part-time faculty. Additional information was also added about consequences for failing to maintain required levels of productivity and proper documentation procedures for exceptions and terminations (section D). Minor changes to the policy were approved; however, section D would be left unchanged to be revised by the Forms & Policies Committee.

Graduate Program Director – Faculty Handbook Edits. A new section was added on thesis and dissertation coordination. The section added was made consistent with the catalog. I-2 (nt)-2 (a)1 (3.231.26