Call to Order: Dr. Rebecca Robichaux-Davis, Chair

Welcome and Introductions

Approval of Minutes: March 29, 2019

Report from the Graduate School: Dr. Peter Ryan

Report from the Graduate Student Association: Tori Marshall

Old Business

1. Revision to the Graduate Catalog Policies and Procedures

New Business

Adjourn
March 29, 2019

PRESENT: Linkan Bian, Russell Carr, Joel Collier, Dana Franz, Larry Hanson, Richard Harkess, W. Brien Henry, Priscilla Hill, Laura Marler, Rebecca Robichaux-Davis, Peter Ryan, Chien Yu

ABSENT: Amy Adkerson, Kevin Armstrong, Henk Arnoldus, Judy Bonner, Ashli Brown Johnson, Timothy Chamblee, Frances Coleman, Lara Dodds, Don Grebner, Julie Jordan, Caroline Kelsoe, Beth Miller, Susan Seal, David Shaw

REGULARE ATTENDERS: Alexis Davis, Meredith Nagel, Erica Waldman

GUEST: Margaret McMullen, Robert Otondo

I. The March 29th, 2019 meeting of the Graduate Council of Mississippi State University was called to order by Chair Dr. Rebecca Robichaux-Davis at 1:38 PM in Presentation Room 1405 of Mitchell Memorial Library.

II. Dr. Robichaux-Davis asked for approval of the minutes from the February 22, 2019 meeting. Russell Carr moved to approve and Richard Harkess seconded. The motion passed unanimously.

III. Report from University Committee on Courses and Curricula (UCCC): Dana Franz

- *Modification of MSIS in Information Systems (Campus 1 and 5) – Robert Otondo*
  
  Franz brought forward both modifications for discussion and asked for a second; Russell Carr seconded. The modifications will drop the requirement that no more than six hours of coursework may be below the 8000 level, waive the three-hour programming requirement for applicants with six hours of programming, substitute BIS 8413 for BIS 8513 and 8613 as required courses, substitute free electives for the required BIS elective courses, and update the foundation course list and BIS 8213 course title to reflect course changes. Franz stated the changes will better align the program with the tracks that students might want to go down and make our students more marketable.

  Dr. Otondo stated that some of the courses the department is removing, overlaps with information in other courses the students are required to take. These changes will also help the department make better use of their resources.

  After a brief discussion, Robichaux-Davis moved to approve the modification; motion passed unanimously.

- *Addition of Graduate Certificate in General Biology –*  
  
  Franz brought forward the addition for discussion and asked for a second; Russell Carr seconded. This graduate certificate is targeted to high school teachers that need to complete a minimum of eighteen credit hours of graduate-level Biology coursework to meet accreditation standards for teaching dual-enrollment courses. The certificate program will complement the existing masters in general biology degree and may serve as a conduit for recruiting students into this program.

  After a brief discussion, Robichaux-Davis moved to approve the modification; motion passed unanimously.
IV. Report from the Graduate School: Dr. Ryan

Dr. Ryan announced the following:

- Interviews for the position of Associate Dean of The Graduate School have been scheduled for next month. A decision will hopefully be reached by the commencement of the summer term. Regarding filling the Dean of The Graduate School position, no decision has been made.

- A report was given to the Executive Enrollment Management Committee last week pertaining to graduate education and recruitment & enrollment. Applications and admissions for Fall 2019 are up compared to the previous year. Dr. Ryan noted that an increase in the number of applications processed and admitted will result in a higher percentage of students admitted. Data was sent to the Deans and Associate Deans showing 275 applications, 85 domestic and 190 international, sitting in departments for more than 2 weeks waiting for a decision. It is important that the departments make a timely decision especially for international applicants who require notice of admission before an I-20 form can be issued and scheduling of an appointment with the U.S consulate in their home country.

- The Graduate school, along with ITS, are assisting Dr. Bonner in pulling data sets on graduate students at MSU. This data will aid in engaging the president and vice president of budget and finance in terms of addressing full tuition waiver for graduate teaching assistants. Currently, GTAs receive 71% tuition remission, while graduate research assistants receive 100%. Determining a dollar value of overall tuition paid by graduate students will depend on how many GTAs will be covered by full tuition remission. A phasing approach, beginning with GTA IIs and Ph. D students will be the initial priority in accomplishing this goal. The Provost’s Office is looking to present this plan to the president and vice president of budget and finance in the near future.

- The Graduate School has been working with the office of admissions and scholarships and Technolutions with implementing the new CRM for the university, SLATE. We are not expecting to begin utilizing this software for another year.

- ITS is helping update the Graduate School webpage. The prototype has been sent to the deans, associate deans, and office staff. It will be sent to the Graduate Council in the coming days.

- All graduate studies forms will move to eforms except the examination form and the lapsed graduate student form. We are expecting to pilot the change form and graduation checklist in the summer and then have a full launch in Fall 2019.

- The Library has been approved to offer LIB 9010, a registration process for all dissertation and thesis students in their final semester. The course is offered at no cost, worth zero credit hours and there is no grade associated with it. The primary means of this course is to aid the library in identifying how many students will be submitting to the library enabling them to be proactive in interacting with the students and providing them with the assistance they need. It will also help the graduate school predict the number of students in the doctoral program that they will have for auditing. Currently, there is no system in place to track how many doctoral students are planning to submit to the library and apply for
Recommended changes to the graduate catalog policy and procedures have been sent out to the graduate council to be discussed and ratified at the next graduate council meeting. We are looking to implement these changes for the 2019-2020 academic year.

V. Report from the Graduate Student Association (GSA): Margaret McMullen
   - Graduate student appreciation week starts Monday, April 8th with the flag presentation representing the 3000 graduate students we have on campus. Dr. Keenum will take photos with the students and thank them for their contribution to the university. The Hall of Fame awards reception is Wednesday, March 10th in the Grisham room. This is a prestigious event for the students. These students are chosen by their department and recommended by the Dean. Their portrait is taken and it hangs all year at the graduate school. Other activities throughout the week include resume checks in the career center, headshots by OPA, ice cream on the drill field, and a Tips on Conversation mixer with the faculty.

VI. There being no further business, Robichaux-Davis asked for a motion to adjourn. Carr moved to adjourn, second by Marler. The meeting adjourned at 2:34 p.m.