

**Graduate Council
Minutes
November 1, 2017
KC 401**

Attending: Bill Bailey, David Baugher, Jeff Chastine, Loretta Daniels, Mike Dishman, Tom Doleys, Mark Forehand, Dana Fox, Tristan Glenn, Juanne Green, Jerry Herbel, Heather Hermanson, Linda Johnston, Brandon Lundy, Gwen McAlpine, Rene McClatchey, Hayley McCloud, Erin McGerald, Cherilyn McLester, Rick Mosholder, Sherry Ni, Nikki Palamiotis, Linda Stewart, Michael Van Dyke, Raj Veliyath, Carolyn Wallace

Called to order at 2:15pm

1. Office of Graduate Admissions Update – Mark Forehand reminded the group of the Nov 1 deadline for Spring applicants, which is today. He noted it will take a day to complete processing today's applications and then another day for the data to flow into your reports. He encouraged programs to make their admission decisions as soon as possible.
2. CETL Graduate Student Support – Linda Stewart briefed the group on the services offered by CETL for graduate students, especially those that are or will be teachers of record. They offer an orientation at the beginning of Fall semester, they are responsible for the GRAD 9001 course (currently taught as a 1 semester hour online course), provide assistance and observations for GTA's, and conduct webinars on topics related to teaching and mentorship. David reminded the group that any student being submitted as a GTA that will be a teacher of record, will be screened for the GRAD 9001 course or an equivalent, before being approved. Linda passed out brochures for their services.
3. End of Year Awards – David Baugher proposed an end of academic year slate of awards recognizing both graduate students and graduate faculty. Examples may include GRA of the year, GTA of the year, Outstanding Graduate Student, Outstanding Mentor, Outstanding Grad Program Director, etc. David asked that those programs that have similar awards ***please forward their criteria and process*** so that we can review and compare what others are doing. David also asked for feedback of any kind associated with an awards program.
4. Out of State Tuition Waiver – Nikki Palamiotis reminded the group that KSU has been granted 20 waivers of out-of-state tuition by the Board of Regents. The current application form request that program directors sign off. Some program directors asked by what criteria should they judge whether or not to sign the application form. It was explained that The Graduate College intention was that the program directors signature would indicate the student's "worthiness" in receiving the tuition waiver in light of the scarcity of waivers. Up to now, we have not had demand for more than our allotted 20

waivers. However, with more demand expected as more students learn of the waiver, The Graduate College will discuss possible alternatives to the current application and process. **If you have additional feedback please contact Nikki Palamiotis.**

5. Graduate Housing – Nikki Palamiotis reminded the group that if we are going to add additional beds for graduate students in university operated housing we need firm numbers. From the same announcement last month, she received no information. **Please forward Nikki any request for graduate housing.** If we do not show demand we will not be able to grow graduate housing and have the possibility of losing the small number we have now.
6. Travel Funding – David Baugher explained that he took the feedback from last month’s presentation and formatted it into two rubrics to use in evaluating requests for travel funding. The two rubrics are attached to the end of these minutes. **Please review and give feedback as necessary, no later than Nov 8, 2017.** We would like to finalize this phase and move to creating and opening the application process as soon as possible.
7. Hiring GRA’s for Spring – David Baugher reminded the group that the deadline for hiring Spring GRA’s is Dec 1st. He noted that not as many GRA’s were initially hired for the whole academic year so we should be seeing more paperwork for Spring.
8. Other
 - a. Loretta Daniels reminded the group to please submit the news of good things happening in your program to her as they occur. Awards earned, top rankings, faculty and/or student research, etc. The Graduate College now has a bi-monthly newsletter and a bi-annual magazine that goes to all associated with our graduate programs as well as potential donors. The more you send in the more good publicity we can generate.
 - b. Nikki Palamiotis informed the group that there is now a form for students to request a major change found on the form page at <http://graduate.kennesaw.edu/students/forms.php>. This form allows Nikki to track and process these changes as well as gain approval and notification from both the old program and the new program. Sending emails directly to the Registrar’s office is not the proper route for a major change.

Adjourned at 3:00pm

Travel Funding Rubric for Graduate Students

Area of Evaluation	Exceeds Expectations (4-5 Pts)	Meets Expectations (2-3 Pts)	Does Not Meet Expectations (0-1 Pts)
Research Being Presented <i>(this section lifted from Undergrad Research Funding – Amy Buddie)</i>	<ul style="list-style-type: none"> • The project description contains background information on the topic, including references • There is a clear description of the topic leading to a well-formulated research question or hypothesis • It is clear to the reader that the research/creative activity is novel and will make a contribution to the faculty member’s field • The research/creative activity methodology is clearly explained 	<ul style="list-style-type: none"> • There are minor issues in this section (e.g., the project description lacks some detail, the research question is not fully formulated, it is not completely clear if the research makes a unique contribution to the literature in the field) 	<ul style="list-style-type: none"> • There are major issues in this section (e.g., the project description is so short that the reader is unable to understand the background on the topic or proposed research that the student conducted)
Appropriateness of Conference	<ul style="list-style-type: none"> • National or regional • Top conference in field • Conference is very selective • Conference is always well attended • Presentation before a large group 	<ul style="list-style-type: none"> • Regional or local • Conference is well regarded by most in field • Conference is somewhat selective • Conference is for a select group • Presentation may be at a podium or a poster session 	<ul style="list-style-type: none"> • Local conference with little or no reputation • Conference is not well established • There are no selection criteria for presenters • Presentation style is not defined
Eligibility of Presenter	<ul style="list-style-type: none"> • Current graduate student • In Good Academic Standing (3.00+ GPA) • Presenting with a graduate faculty member 	<ul style="list-style-type: none"> • Current or recent graduate student (no more than 12 months from graduation) • In Good Academic Standing (3.00+ GPA) 	<ul style="list-style-type: none"> • Not a graduate student (not eligible) • GPA below 3.00 (not eligible)
Support and Approval of Graduate Program Director/Coordinator	<ul style="list-style-type: none"> • Graduate Program Director/Coordinator enthusiastically supports and approves 	<ul style="list-style-type: none"> • Graduate Program Director/Coordinator approves with reservations 	<ul style="list-style-type: none"> • Graduate Program Director/Coordinator does not approve (not eligible)

Travel Funding Rubric for Graduate Students

Potential for Publication	<ul style="list-style-type: none"> • Great potential for publication in high quality journals 	<ul style="list-style-type: none"> • Some potential for publication 	<ul style="list-style-type: none"> • Little to no potential for publication
Potential for Graduate Student Recruitment	<ul style="list-style-type: none"> • Prospective graduate students will be in attendance and there will be an opportunity to recruit 	<ul style="list-style-type: none"> • Prospective graduate students may or may not be in attendance • There may be an opportunity to talk to faculty from other institutions about recruiting 	<ul style="list-style-type: none"> • Little to no potential for recruitment of graduate students
Appropriateness of Budget Requested	<ul style="list-style-type: none"> • Budget requested appropriately outlines expenses • Travel expenses use least possible cost options • Other units are sharing cost of attendance • Conference acceptance notification has been verified 	<ul style="list-style-type: none"> • Budget requested has only a few errors • Travel expenses may not be the lowest possible options • Full amount requested from The Graduate College • Conference acceptance notification has been verified 	<ul style="list-style-type: none"> • Budget incorrectly submitted or not submitted • Travel expenses requested are not appropriate • Conference acceptance notification has <u>not</u> been verified

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Travel Funding Rubric for Graduate Faculty

Area of Evaluation	Exceeds Expectations (4-5 Pts)	Meets Expectations (2-3 Pts)	Does Not Meet Expectations (0-1 Pts)
Research Being Presented <i>(this section lifted from Undergrad Research Funding – Amy Buddie)</i>	<ul style="list-style-type: none"> • The project description contains background information on the topic, including references • There is a clear description of the topic leading to a well-formulated research question or hypothesis • It is clear to the reader that the research/creative activity is novel and will make a contribution to the faculty member’s field • The research/creative activity methodology is clearly explained 	<ul style="list-style-type: none"> • There are minor issues in this section (e.g., the project description lacks some detail, the research question is not fully formulated, it is not completely clear if the research makes a unique contribution to the literature in the field) 	<ul style="list-style-type: none"> • There are major issues in this section (e.g., the project description is so short that the reader is unable to understand the background on the topic or proposed research that the student conducted)
Appropriateness of Conference	<ul style="list-style-type: none"> • National or regional • Top conference in field • Conference is very selective • Conference is always well attended • Presentation before a large group 	<ul style="list-style-type: none"> • Regional or local • Conference is well regarded by most in field • Conference is somewhat selective • Conference is for a select group • Presentation may be at a podium or a poster session 	<ul style="list-style-type: none"> • Local conference with little or no reputation • Conference is not well established • There are no selection criteria for presenters • Presentation style is not defined
Eligibility of Presenter	<ul style="list-style-type: none"> • Holds Graduate Faculty Status • Taught Graduate courses in last 12 months • Served as a Graduate Program Coordinator currently or in last 12 months • Presenting with a graduate student • Strong record of previous presentations and publications 	<ul style="list-style-type: none"> • Holds Graduate Faculty Status • Occasionally teaches graduate courses • Occasionally serves on committees concerning graduate issues • Moderate record of previous presentations and publications 	<ul style="list-style-type: none"> • Does not hold Graduate Faculty Status (not eligible) • Has never taught graduate courses • Has not worked with graduate students • Weak record of previous presentations and publications

Travel Funding Rubric for Graduate Faculty

Support and Approval of Department Chair	<ul style="list-style-type: none"> • Department Chair enthusiastically supports and approves 	<ul style="list-style-type: none"> • Department Chair approves with reservations 	<ul style="list-style-type: none"> • Department Chair does not approve (not eligible)
Potential for Publication	<ul style="list-style-type: none"> • Great potential for publication in high quality journals 	<ul style="list-style-type: none"> • Some potential for publication 	<ul style="list-style-type: none"> • Little to no potential for publication
Potential for Graduate Student Recruitment	<ul style="list-style-type: none"> • Prospective graduate students will be in attendance and there will be an opportunity to recruit 	<ul style="list-style-type: none"> • Prospective graduate students may or may not be in attendance • There may be an opportunity to talk to faculty from other institutions about recruiting 	<ul style="list-style-type: none"> • Little to no potential for recruitment of graduate students
Appropriateness of Budget Requested	<ul style="list-style-type: none"> • Budget requested appropriately outlines expenses • Travel expenses use least possible cost options • Other units are sharing cost of attendance • Conference acceptance notification has been verified 	<ul style="list-style-type: none"> • Budget requested has only a few errors • Travel expenses may not be the lowest possible options • Full amount requested from The Graduate College • Conference acceptance notification has been verified 	<ul style="list-style-type: none"> • Budget incorrectly submitted or not submitted • Travel expenses requested are not appropriate • Conference acceptance notification has not been verified