



**University Graduate Committee**  
Tuesday, August 13, 2019 – 3:00PM  
901 Ginger Hall Conference Room

## MEETING MINUTES

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**Chair:** Michael Henson

**Members in Attendance:** Jennifer Dearden, Jody Fernandez, David Gregory, Lee Nabb, Sherif Rashad, and Sue Tallichet

**Non-Voting in Attendance:** Gera Jones, Kerry Murphy

**Introductions:**

Introductions were made of all committee members present.

**Approval of March 15, 2019 Online Meeting Minutes:**

L. Nabb moved that the minutes for the March 15, 2019 Online University Graduate Committee meeting be accepted. S. Tallichet seconded the motion. There was no discussion. All members approved. Motion carried.

**University Graduate Committee Description and Membership:**

Chair Henson provided members with a brief overview of the University Graduate Committee Description and Membership (provided to members online in Outlook Groups).

**Attendance Policy:**

Chair Henson provided members with a brief overview of the University Graduate Committee Attendance Policy (provided to members online in Outlook Groups), encouraging members to make use of proxies when unable to attend meetings. A member will be dropped from the committee if there are three consecutive or five total absences from meetings.

**Election of Vice Chair:**

Chair Henson thanked J. Dearden for her service as Vice Chair for the preceding year. He requested a nominator for a Vice Chair for the 2019-2020 academic year. S. Tallichet nominated J. Dearden for Vice Chair of the University Graduate Committee. There were no other nominations. S. Tallichet moved that J. Dearden be elected the Vice Chair for 2109-2020. J. Fernandez seconded the motion. All members approved. Motion carried.

**Online Voting for 2019-2020:**

Chair Henson presented the option of using online voting versus face-to-face meetings for Type I and Type II proposals. The general consensus among committee members was to utilize and online meeting format when only Type I and Type II proposals are on the meeting agenda, with the option of a face-to-face meeting if deemed necessary.

J. Dearden moved that online meetings be utilized for instances when only Type I and Type II proposals are on the agenda. S. Tallichet seconded the motion. All members approved. Motion carried.

**Curriculum Cycle:**

Chair Henson reminded the members that the Curriculum Cycle for curriculum proposals is January 1 to December 31, with the December University Graduate Committee meeting being the last meeting during which curriculum changes for the following academic year may be adopted. J. Dearden requested of G. Jones that the 2019 Fall Proposal Deadlines and Meeting Dates document be forwarded via email to all committee members in order that they can electronically distribute the document to colleagues.

**Overview of University Graduate Committee Groups Page:**

G. Jones provided a brief overview of the University Graduate Committee Groups Page, reviewing the layout and how to access meeting materials. Members indicated no difficulty accessing materials.

**Type I Proposals:**

Chair Henson called for a motion to consider the following two Type I proposals collectively. J. Fernandez moved that the two proposals be considered collectively. S. Rashad seconded the motion. All members approved. Motion carried.

- Department of Mathematics and Physics, College of Science:
  - MATH 619 – change to workload code 3-0-3.
- Department of Mathematics and Physics, College of Science:
  - SCI 619 – change to workload code 3-0-3.

J. Dearden moved that the workload changes to the above two courses be accepted. S. Tallichet seconded the motion. All members approved. Motion carried.

K. Murphy commented to membership that for the 2019-2020 academic year, the Department of Mathematics and Physics has been split, with Mathematics now being its own department and Physics joining the now “Physics, Earth Science, and Space Systems Engineering Department.” She indicated the change is reflected in the 2019-2020 Graduate Catalog.

**Other Discussion:**

S. Tallichet raised the question of how Graduate Faculty Membership applications are handled by the University Graduate Committee. Chair Henson indicated that he, as Dean of the Graduate School, has the authorized to approve such applications on his own. However, in the case of dissension the related application would be presented to the University Graduate Committee for consideration.

**Adjournment:**

Being no other business nor discussion, Chair Henson made the motion to adjourn the meeting. The meeting adjourned at 3:20 p.m. The next University Graduate Committee meeting is scheduled to be held Tuesday, September 20, 2019 from 2:00pm to 3:00pm.