

# Graduate Council Meeting Minutes

Thursday, October 19, 2023 - ZOOM

## **MEMBERS PRESENT:**

Annette Barnes, DNP, MSN  
Jennifer Bergner, MSME  
Melissa Bugdal, Fulton School Rep  
Doug DeWitt, MED  
Memo Diriker, Faculty Senate Liaison  
Yvonne Downie-Hanley, MBA  
James Fox, EDLD  
Elizabeth Geiger, OGS  
Aston Gonzalez, HIST  
Clifton Griffin, Dean of Graduate Studies  
Amanda Hill, CHHS Rep  
Allen Koehler, AVP Enrollment Management  
Scott Mazzetti, HHPF  
Stephen Oby, MSW  
Nicholas Plummer, GSC President

Heather Porter, Seidel Rep  
Jessica Scott, OGS  
Ignaciyas Soosaipillai, CADR  
Christine Spillson, ENGL

## **MEMBERS ABSENT:**

Tom Calo, Perdue School Rep  
Maida Finch, REED  
Judith Franzak, Ed.D.  
Martin Hunter, Registrar  
Eric Liebgold, BIO  
Andrea Presotto, GIS  
Erin Stutelberg, MAT

I. Call to Order – 3:30pm.

II. Minutes

- September minutes were unanimously passed.

III. Grad School Proposal Update

- Faculty Senate approved proposal.
- Special thanks to Memo Diriker for drafting proposal. Thanks to the faculty who attended and supported to grad school and Doug DeWitt for answering questions.
- Will now go to the system for approval. Will be reviewed by the BOR Education Committee. If they approve, it will go on the BOR agenda. Hopeful to be on December agenda. If approved, they provide a letter to notify MHEC and Middle States. No additional approval is required.

IV. Compensation Rates for GA's and Grad Program Directors

- Faculty Welfare Committee has been charged with looking at compensation on campus.
- GA compensation has not kept up with cost of living.
- Program Director compensation should fall under faculty senate. OGS does not dictate stipends, downloads or credit hour compensation.
- Several years ago Provost oversaw formula for compensation. Decision levels now reside in schools.
- GC should look at compensation models. Are there similarities? A bare minimum?
- A. Barnes, M. Bugdal and A. Gonzalez will serve on an ad-hoc committee to look at information. J. Scott will collect from programs.

## V. Boot Camp

- M. Bugdal volunteered to be point person on committee to establish a Qualtrics survey to go out to grad students.
- Will survey students about all types of resources.
- M. Bugdal, N. Plummer, H. Porter, J. Scott and C. Spillson will create a survey draft and send to Grad Council for comments.

## VI. Transcription Processes

- OGS recently reviewed admission processes and wanted to confirm how undergrad transcripts are handled by programs.
- We cannot matriculate a student into a graduate program until their undergraduate degree has been conferred.
- How are programs checking for undergraduate degrees? Are they asking for follow-up transcripts? Does OGS need to be engaged in the process?
- Program Directors should contact J. Scott regarding their current processes.

## VII. GSC Remarks

- N. Plummer thanked Grad Council member for their help in recruiting assembly members.
- This year's group is very engaged and are planning a number of events.

## VIII. Dean's Remarks

- There have been robust discussions regarding enrollment at Dean's Council and Provost one-on-one meetings with C. Griffin - who will be scheduling follow-up meetings with Deans, Chairs and Grad Program Directors.
- OGS is actively reviewing recent marketing efforts and results.
- There have been challenges with international Grad Assistants. Due to delay in paperwork, students were not allowed to work or be paid. C. Griffin has been speaking with his peers at other USM institutions and has asked HR and Business and Finance to work on a solution going forward.
- OGS is working with Vanice Antrum and the DRC on diversity initiatives. Should OGS be doing more? Numbers are improving (Fall 22 – 23.49% and Fall 23 – 28.97%). Undergrad numbers are trending similarly. If programs are utilizing diversity initiatives, please let us know.

Meeting was adjourned at 4:12 p.m.

Submitted by Jessica Scott