Graduate Council Meeting Minutes

November 13, 2019

L. Pratt, C. Ducat, J. Ruscher, D. Blake, L. Dornier, S. Hassig, G. Morris, B. Mohan, M. Cunningham, J. O'Brien, A. Childress, M. Zender, V. John, C. Pealer, B. De Seingalt (student proxy), T. Albrecht, Teresa Belt (guest), Gregory Stewart (guest)

1. Meeting called at 8:30
2. Approval of October Minutes, motioned by J. Ruscher, seconded by S. Hassig, all in favor.
3. Grad Council Meeting Dates for Fall 2019
   - December 11
   - January 8 (Different Location)
4. Announcements
   a. Three Minute Thesis November 7, 10:30 am
      i. Results – Grand Prize Winner, Rachel Wise (Neuroscience); People's Choice Winner, Stephan Formel (Ecology and Evolutionary Biology)
      ii. Rachel will represent Tulane at CSGS. CSGS is a very useful meeting for many in our field, includes workshops and seminars for both faculty and staff.
      iii. More students can participate than did this year, and we could encourage schools to hold individual rounds.
      iv. ULL has multiple rounds and wants to take 3MT participants to present in Baton Rouge on ULL day.
   b. November workshops – two more for the semester, none after Thanksgiving. Both workshops are in the LBC.
      i. There will be at least two downtown workshops in the spring.
   c. Conference of Graduate Schools Annual Meeting in Nashville Dec. 4-7. Registration is open, this is a very large meeting with a lot to offer. If anyone wants to go, let us know and we can provide more information.
      i. Nominations for masters theses and other awards are available
   d. PhD Reviewer visit: 3/23-3/25. Six programs are being reviewed, four of the reviewers have confirmed.
      i. Reviewers will submit reports to GC, which we will summarize and submit to the Provost
   e. Hooding Ceremony time change – Friday, May 15, 11 am in McAlister
      i. If schools want to include PhD and master's student recognition with their school ceremonies, it may be an option.
      ii. SPHTM and Law already hood their students within their school

5. BMS Program proposal for Sport Medicine Certificate
    a. Can students in other degree programs take the certificate or do they have to be in BMS? This is related to the Sport Medicine degree in SoPA and the goal is to create stackable certificates.
    b. This is a standalone certificate, so after it goes to GC, it goes to the deans and Provost, and then to SACS for approvals.
    c. The program should consider how they will handle other students who would want to take courses/the complete certificate? This is a program that students will have to be admitted to if they wish to take courses, and they will have to use their own funds to pay for this. Will be advertised through the webpage for Sports Medicine and they will make this clear.
    d. We do not have an MOU between the deans regarding taking classes between schools
    e. J. Ruscher motioned to approve the proposal, L. Dornier seconded, all in favor.
6. Add Computer Science to 2021-2022 PhD reviews
    a. If there are any other gaps, please let us know!
    b. S. Hassig motioned to add it to the schedule in 2021-2022, A. Childress seconded, all in favor.
7. Unified Handbook update
    a. This handbook will be bare minimums. It will not really apply to professional schools since they often have vastly different requirements based on their accrediting agencies (though it can serve as a guide and resource for them as well).
    b. Programs will be able to be more restrictive in their requirements and have addenda for specific policies. This is meant to be fairly broad, but students do need to know their general rights and responsibilities.
8. Student Evaluations
    a. This is not meant to replace a more thorough review that some departments and programs are doing, but provide a guide and template.
    b. We think that the student should do an evaluation of themselves, to help have constructive conversations with their advisors.
    c. These are intended to track both academic and research progress.
    d. Students should be reviewed at least once a year. Schedules may need to be modified in one-year programs.
    e. What happens if advisors are not willing to give good functional advice? Perhaps the chair needs to sign off on the form to guarantee that advisors are giving adequate feedback.
    f. Should the student be able to have a rebuttal? If the student evaluation is included with the packet, that should suffice.

g. Departments may need some flexibility with the structure. This will be provided as a template to them.
h. If the students have multiple supervisors (which could happen with this covering two semesters), then the GA evaluation may need to be separate so that there could be multiple pages of it.
i. Probably needs to have at least two signatures – the chair of the department and someone who is supervising (whether the research advisor or professor of record, etc)
j. Separate into a coversheet, student self eval, academic eval, and GA (as needed)
k. List "any" awards, rather than list "all" awards and presentations, use verbiage about "if appropriate"

9. Move to adjourn, D. Blake, seconded by J. Ruscher.