

Graduate Council Meeting Minutes

December 13, 2023

S. Bernhard, J. O'Brien-Brown, M. Cunningham, B. McFadden, G. Morris, D. Omerbasic, D. Pociask, S. Montes, M. McClure, L. Lukkarila, K. Andrinopoulos, S. Overstreet, C. Raphael, C. Arcari, X. Geng, D. Lowell

1. Meeting called at 8:31
2. Approval of October Minutes, motioned by B. McFadden, seconded by G. Morris
3. Grad Council Meeting Dates for Spring 2024
 - a. January 10
 - b. February 14
 - c. March 20 (may be impacted by PhD reviews)
 - d. April 10 (may be impacted by PhD reviews)
 - e. May 8
 - f. Program proposals and major changes need to be submitted to OGPS by the first Wednesday of the month
4. Announcements
 - a. Double-counting of courses for dual degrees – Colette Raphael, Registrar
 - i. History of the policy: you can't double-count more than 25% of a program/major, with the max being 12 credits. When the university was preparing for SACS review, the Registrar looked into this. Most of our peers don't allow any overlap, some allow overlap up to 9 credits.
 1. 12 credits or 25% of credits of the lower degree, whichever is lower. It has been permitted for 30 credit programs (master's degrees mainly) to round up to 9 credit hours to work with whole classes.
 - ii. Why: we want to ensure that a Tulane degree holds value, maintain academic reputation. Easing into this with degree audit, particularly with undergrad degrees. Starting to police more.
 - iii. If there are courses that are equivalent, the number of credits still need to be earned. You can waive a requirement, but not the credits.
 - iv. The registrar's office can meet with departments to help map out courses
 - b. Course catalog submission timeline – Sarah Montes, Associate Registrar
 - i. New program proposals and substantial changes to programs must get to the Registrar's Office by February 29 to be included in the 2024-2025 Course Catalog
 - ii. The driver of the processes is class schedule deadlines
 - iii. Fall should be when most courses and programs are proposed for the following academic year
 - iv. Deadlines will be sent to Grad Council members

- v. Registrar's website has substantial resources about how to process
 - vi. Grad Council comments on things that are out of our scope, votes on things that are in our scope, before it goes to the registrar
 - vii. How should courses be handled for new faculty? They can be added late if absolutely needed. Courses can be listed as "staff" instructor if they're going to be handled by grad students, if we are certain the course will be offered but not sure who will teach it.
 - viii. GC may approve a new program in April, for instance, but it won't make it into the catalog until the academic year 15 months later
- c. Annual reviews for graduate students
- i. Sample forms available here: <https://ogps.tulane.edu/graduate-policies>
 - ii. Students should get feedback every year
 - iii. This helps feed into dismissal policy. It can support a case for dismissal if needed and make sure that no one is surprised by outcomes. They can also highlight accomplishments
 - iv. Methods for handling the information:
 1. Qualtrics form that goes back to faculty and student as well as director of grad training is one option
 2. Some departments have staff support
- d. Interest in attending CSGS
- i. Information about CSGS and the annual conference: <https://www.csgs.org/>
 - ii. Our regional meeting of the Council of Graduate Schools. Good to learn about best practices in graduate education
5. Admissions question about FISA screening for PhD students. The state is particularly interested in certain countries, we have taken a non-discriminatory stance and will screen all students, international and domestic. Make an FAQ with HR.
6. Health Psychology PhD Certificate Renewal – Vote
- a. Vote motioned by X. Geng, B. McFadden seconded, approved by unanimous vote
7. New business: grad students from other schools are interested in enrolling in Architecture certificates
- a. Need an MOU between the deans, especially if it's common. Only general agreements across schools are for PhD courses. At master's/certificate level, students typically have to pay, especially if it isn't a course that is being counted as part of a degree.
8. Meeting adjourned at 9:23, motioned by B. McFadden, seconded by G. Morris