

**Graduate Council  
November 12, 2014**

**Present:** J. Alm, R. Adderley, E. Floyd, M. Foa, M. Herman, M. MacPherson, G. Morris, S. Overstreet, F. Rabito, E. Svendsen, M. Vail,

**Absent:** A. Childress, F. Falaky, S. Grayson, E. Poe, L. Pratt

Michael Cunningham, Associate Provost for Graduate Studies and Research and Acting Chair of the Graduate Council, called the meeting to order at 8:35 a.m.

**1. Approval of Minutes :**

G. Morris moves to approve, M. Herman seconds. All vote in favor; no abstentions.

**2. Dusty Porter, Vice President of Student Affairs:**

Currently 80% of the Student Affairs workload is undergraduate related. Student Affairs strives to increase their graduate programming and opportunities.

Student Affairs will be hosting a lunch with individuals across schools and units providing Student Affairs or Student function within a division that is not Student Affairs. This way they get external viewpoints for those related to the graduate student experience. Please send M. Cunningham any concerns you'd like to share.

Incoming international graduate students, health, and health insurance: with students arriving on campus from June through August, how do we ensure that they've turned in their health forms, have up-to-date vaccinations, and are ready to enroll? With the outbreak of Ebola, Student Affairs is working to ensure all students' health records and needs are taken care of.

On-campus residential housing for 1<sup>st</sup> year graduate international students: beginning in Fall 2015 HRL will be dedicating two buildings in the Aron residences, allowing 128 beds for students with 12-month leases. This will be the first time there will be graduate housing since Katrina. The addition of Greenbaum House allows Tulane to expand the graduate housing options on campus. For any students who are having issues finding housing, please direct them to Ross Bryan's staff at HRL – they are happy to provide information and resources.

Will there be a plan for family housing? Pre-Katrina there was family housing in Rosen House. While there are no current plans for family housing, graduate students with families are eligible to live at the Papillion, which has a shuttle between it and campus. President Fitts is having a master space planning committee for space on campus.

Are there any ESL services? Robert Connor provides the ESL and EAPP programs at Tulane.

**3. English Translation & Interpretation Services (MOU):**

This service is organized by Erica Woodley through Student Affairs. There have been language proficiency issues in the past year resulting in conversational language barriers. Tulane has a third-party provider contract that can provide additional translation services. This is a valuable resource for honor code violations, health code problems, and other issues. This service can also be used for translation of key documents for international purposes.

There is a charge for the service.

**4. New Programs: Business PhD program, new Social Work and School of Social Work (Informational)**

The Business School has reinstated their PhD program in Business Administration (with a focus on Accounting / Finance Accounting). This program was previously suspended; they wrote a new proposal to restructure the program. This program will have overlap with the new Economic Development program in SLA.

The MSW in the School of Social Work has a new certificate in Family Practice; this certificate doesn't require new resources and works in conjunction with the Porter Graham Center.

**5. External PhD Reviews**

We are seeking recommendations for reviewers in: Aging Studies, Neuroscience, Biomedical Sciences, Public Health & Tropical Medicine, Psychology, Ecology & Evolutionary Biology, and Cell and Molecular Biology. These reviews are formative, geared to give PhD programs and administration feedback and compare our programs to their peer institutions. There will be one reviewer for each program. Reviewers come from peer institutions at the recommendation of Tulane faculty, colleagues, and networking.

The tentative dates will be March 9-11, 2015.

**6. New Graduate Student Orientation -**

Starting in fall 2015, OGPS will transition its new Teaching Assistant Orientation into a university-wide New Graduate Student Orientation. The morning will focus on information that is relevant to all new incoming students (health center services, cost of attendance, fees, and taxes), while the afternoon focuses on information for new Teaching Assistants. There was a suggestion for a new graduate student handbook

**7. Working with WFMO on a Postdoctoral Fellow hiring letter, IDP, and job descriptions**

All fellows are now Postdoctoral Fellows, with a Teaching and Research track. This would also include information about annual reviews; currently postdoctoral fellows are not necessarily reviewed when all employees are.

**Meeting was adjourned at 9:18 am.**