

USA Graduate Council Minutes (revised 11.4.20)

10.15.20 @ 3:00 PM

Zoom

Members Present: Elizabeth Adams, Eric Loomis, Mark Taylor, Gwendolyn Pennywell, Debra Chapman, Robert Cloutier, Kathy Bydalek, Donna Wooster, Marie Migaud, Timothy Sherman, Bettina Riley, Todd Andel, Brandon Baggett, Harold Pardue, Lorene Flanders, Norma Jean Tanner, Kelly Osterbind, LaSonya Toney, DeAnna Cobb

Members Absent: James Stefurak, Kevin West, Ben Lee, Ryon McDermott, Jon Rayner

Guests: Thomas Glover

Agenda and related materials distributed prior to the meeting.

- 1. Graduate Dean's Report (Harold Pardue)** – Dr. Pardue gave an update on ACHE. South has added 3 new programs and 2 post implementations were successfully completed. The Graduate School budget was shared. Enrollment is steady. Holistic admissions were introduced as a possibility to consider. Dr. Pardue announced that the support staff position for the undergrad research program may move to a full-time position and will be assisting with marketing efforts on behalf of the graduate programs. The USA Strategic Planning project is back on track (delayed by COVID) and is directed at the expected substantial drop in the number of graduating high school seniors due to the corresponding decline in the birth rates. Employee learners will be a Graduate School target student population. A workshop will be planned for January. The Talent Development Center is a program to train high school seniors into local industry positions through their careers up to retirement. Local Vo-tech schools/community colleges are in partnership for certifications leading to filling jobs in the state of Alabama and locally in Mobile.
- 2. EMP Update (Eric Loomis):** Dr. Loomis gave an update on the EMP and that it was producing good results. If any faculty need assistance with the EMP regarding their programs, contact him. The proposed staff sharing would boost these efforts toward marketing the graduate school programs.
- 3. Interdisciplinary PhD in Chemical and Biological Engineering Degree (Thomas Glover):** Dr. Glover stated that the proposed program has successfully passed through the required steps to this point to gain approval. A program overview was given and he further stated that our Engineering students have expressed an interest in this program, but have had to go to other institutions for training. The program would be of value to several disciplines. Dr. Pardue held an anonymous vote via Zoom and the program was unanimously approved with the friendly amendment that the elective courses are specified by name and number rather than left as area designations, by the Graduate Council.
- 4. University Vision Statement (Harold Pardue):** Dr. Pardue stated that the University is formulating a vision statement and has solicited input from all Colleges/Schools.
- 5. Graduate Assistant Employment Status (Harold Pardue):** Due to COVID this became an issue and it has been determined that graduate assistants should be treated as students and not employees. If the GA is grant funded, the grant directives must be followed. A policy is being developed.
- 6. Guidelines for the 3-paper model for theses and dissertations (Harold Pardue):** Dr. Pardue stated that some graduate students are submitting a 3 (or more) paper or portfolio thesis or dissertation. Usually the format is an introduction, then the papers, then a conclusion that ties them together. The issue is that at times all or some of the papers have been published before a thesis or dissertation is submitted. Copyrights must be considered. Another issue is if errors are in previously published materials. Rights vary by journal or conference. A policy will be developed and presented to the Graduate Council. Dr. Migaud suggested an ombudsman be appointed to arbitrate if the PI and the student disagree on the type of paper the student will submit.

7. **Post-doc salary requirements (Harold Pardue):** The NIH has determined that the minimum (not max) post-doc salary is \$52,850.00/year. The University may have to back pay any post docs below this threshold or re-budget the applicable grant. A policy is being developed by Dr. Chronister.
8. **Minutes from previous meeting (10.15.19):** Minutes motioned, seconded, approved.
9. No new business.
10. Meeting adjournment.