

**Graduate Council  
Minutes  
March 14, 2018  
8:00-9:00 a.m. BA 205a**

In attendance: Jim Bailey, Jeff Maxfield, Susan Thackeray, Jeff Peterson, Elijah Neilson, Christopher Goslin, Debanjan Bhattacharjee

Staff in attendance: Shauna Reher

Minutes

February 7, 2018 minutes were approved.

Inactivate the following Graduate Certificate in Regulatory Affairs Courses

BIOL 6000 – Regulatory Affairs for Life Sciences

BIOL 6010 – Quality Management Systems for the Life Sciences

BIOL 6020 – Design Control and Risk Management for the Life Sciences

BIOL 680R – Capstone Project

BIOL 681R – Biology Internship

- The inactivation of the courses for the Graduate Certificate in Regulatory Affairs was approved.

Graduate Student Online Orientation

- The online orientation was reviewed.
- There is a one minute video at the beginning followed by a checklist that includes items such as Utah residency, applying for financial aid, registering for classes, and tuition and fees.
- There is a section on requirements to remain in the graduate program.
- A quiz is required. It was suggested that students be required to score 100% on the quiz with unlimited attempts.
- Each program will be able to add additional information pertaining to their program.
- The link to the online orientation will be sent to students when they are accepted to the program.
- Information about available resources may be added.
- Any suggestions for the online orientation should be sent to Jim Bailey.

Summer School Assessment

- A discussion was held regarding how the MBA 10-week summer session should be assessed.
- A survey will be given to faculty and students.
- The mean scores for the final exams will be compared to fall/spring.
- The summer syllabi could be compared to fall/spring syllabi to verify content is not being reduced.
- Jim will develop survey questions for discussion and review at the next Graduate Council meeting.

#### Policy 655-Graduate Faculty - Update

- Feedback was reviewed.
- One concern was with the evaluation of teaching.
- Another concern was the eligibility of Professionals in Residence to serve on the Graduate Council. This issue is out of the scope of the limited changes. The committee felt that having Professionals in Residence serve on the committee would not be the best use of their talents.
- The reason for not having program directors on the Graduate Council should appear earlier in the policy.
- Waiting for PACE feedback.
- The policy should go into Stage 3 in April.

#### Graduate Faculty Governance Discussion

- Due to concerns regarding the role of program directors it was recommended that guidelines be developed.
- Council members felt that program directors should be faculty and not administrators. A temporary exception could be granted. A set period of time and specific steps to be taken should be in the guidelines.
- Processes should be put in place with a clear delineation of authority.
- Department chairs should be in charge of scheduling.
- If time allows this will be discussed at the next meeting.
- The next Graduate Council meeting is scheduled for April 11. The meeting may need to be moved to a later date depending on when the pending graduate programs have passed technical review.