

**Graduate Council  
Agenda  
March 11, 2020  
BA 205a - 8:00 am – 9:30 am**

Approval of minutes for the February 12, 2020 Graduate Council meeting (See below)

Graduate Faculty Applications – See Attached

Woodbury School of Business  
Jim Bailey - Full

College of Humanities & Social Science  
Lars Eggertsen – Full

College of Science  
Christine Walker – Full

Graduate Program Admission Seat Deposit – See Below

Graduate Faculty Handbook – See Attached

Graduate Student Handbook – See Attached

**Graduate Council  
Minutes  
February 12, 2020  
BA 205a - 8:00 am – 8:30 am**

In attendance: Jim Bailey, Reed Criddle, Jonathan Westover, Violeta Vasilevska, Dan Waddington, Trevor Warburton, Christopher Goslin, Jingpeng Tang, Maggie Tobar

The council approval the minutes for the December 11, 2019 Graduate Council meeting.

The council approved the following graduate course changes:

- MFT 6000 – Systemic Foundations of Marriage and Family Therapy
- MFT 6230 – Family Therapy
- MFT 6310 – Child and Adolescent Development

The council approved the following graduate faculty applications

Woodbury School of Business

- Vaughn Cox - Full
- Patrick Milligan – Professional

College of Humanities & Social Science

- Darryl Haslam – Full

School of Education

- Krista Ruggles – Full
- Andrew Stone – Associate

College of Health & Public Service

- Laurel Bradshaw – Full

The council approved exceptions to the time to graduation requirement for two Master of Education students. The council recommended that older transfer credit is not accepted and the students are notified that it is not accepted at the time of application/admission in order to enforce this requirement.

The council discussed increasing requirements for graduate faculty to include a publication in the past five years. Because of differing tenure, promotion, and workload requirements among colleges/schools, this would be a politically sensitive issue that would probably not be able to be resolved until the university addressed common tenure, promotion, and workload issues.

### **Graduate Program Admissions Seat Deposit Process**

A graduate program, if approved, may charge students accepted into its graduate program a non-refundable seat deposit. If the student fails to attend the program, this fee will be nonrefundable. If the student attends the program, the fee will be applied towards the student's first semester's tuition.

Graduate programs that want to charge a seat deposit for students accepted into their graduate programs shall follow the following process:

1. Upon recommendation of the graduate program faculty, the graduate program director completes and signs the Graduate Program Seat Deposit Form and forwards it to the graduate program's college/school dean.
2. Upon approval by the college/school dean, the dean forwards the form to the Director of Graduate Studies who will forward it to the Graduate Council for consideration.
3. If approved by the Graduate Council, the Director of Graduate Studies will approve the form and send it to the Vice President of Planning, Budget & Human Resources for consideration.
4. If approved by the Vice President of Planning, Budget & Human Resources, the following language shall be added to the letter of admission sent to the student.

Admission Notification Letter Addition:

In order to reserve your seat in the program, you are required to pay a non-refundable \$250 (fee may be different for different programs) seat deposit within 30 days of this letter. If you fail to attend the program, this fee will be nonrefundable. If you attend the program, the fee will be applied towards your first semester's tuition.

**Graduate Program Seat Deposit Form**

Date \_\_\_\_\_

Name of Graduate Program \_\_\_\_\_

Seat Deposit Amount \_\_\_\_\_

Reason for Deposit \_\_\_\_\_

Approved by  
Graduate Program Faculty \_\_\_\_\_

Graduate Program Director Signature

Approved by College/School  
Dean \_\_\_\_\_

College/School Den Signature

Approved by Graduate Council \_\_\_\_\_

Director of Graduate Studies Signature

Approved by Vice President of  
Planning, Budget & Human  
Resources \_\_\_\_\_

Vice President of Planning, Budget & Human Resources Signature