

**Graduate Council  
Minutes  
October 10, 2016  
8:30-9:30 a.m. WB 238**

In attendance: Jim Bailey, Mary Sowder, Kris Doty, Jacque Preston, Jeff Maxfield, Susan Thackeray, Reed Criddle, Julie Barnum, Jeff Peterson, Gaya Carlton

Staff in attendance: Shauna Reher

Minutes

September 12, 2016 minutes were approved.

New Graduate Council Member

Kris Doty-Yells has been elected to the Graduate Council from the College of Humanities and Social Sciences.

Introductions were made.

Memo regarding conversation with Marc Jorgensen

Jim Bailey reported back on his conversation with Marc Jorgensen regarding the MBA program making an exception for a student. Marc stated that there would not be a problem with our regional accreditation because ITT is a nationally accredited school recognized by the U.S. Department of Education.

Graduate Faculty for School of Education

Graduate faculty should demonstrate they have done something to remain current in their field within the last five years. Krista Ruggles has just completed her dissertation which satisfies that requirement.

The Graduate Council approved the following graduate faculty in the School of Education:

Krista Ruggles – Full member

Parker Fawson – Full member

Graduate Faculty Guidelines for College of Aviation & Public Services

Programs can define the terminal degree for their program. Criminal Justice considers a JD a terminal degree. The guidelines will be sent out to new departments that become part of the school. They can be reviewed and changes made later if necessary.

The motion to approve the guidelines for the College of Aviation & Public Services was unanimously approved.

Graduate Faculty Guidelines for University College

Every college/school should have guidelines for graduate faculty regardless of whether they have a master's program or not. This will allow each college/school to have a representative on the graduate council. Graduate faculty needs to be approved according to the college/school they work in. Once that is in place then they can teach in other programs if approved by that program.

The motion to approve the guidelines for University College was unanimously approved.

### Graduate Guidelines for Other Colleges/Schools

Jim requested that each college/school submit graduate faculty guidelines by the end of October so they can be approved at the November graduate council meeting, so graduate faculty can be approved in the December meeting.

It was requested that Graduate Council members encourage their deans to submit their guidelines. School of education, CAPS, and University College have been approved. The School of the Arts is revising their guidelines. Abraham Teng is working on T&C guidelines. The status on the rest of the programs is unknown. It might be possible to withhold approval for new programs until the guidelines are received.

Graduate faculty are approved for a three-year term. Faculty will need to apply every three years. All graduate faculty and when their graduate faculty status expires will be on the internal Graduate Studies website.

### Guidelines for Graduate Directors

It was decided that each program should put together their own document for the graduate director position within their college/school.

### Meeting location

It was decided that the Graduate Council meetings will remain in WB 238 for this academic year.

### Updates on New Graduate Programs

The new Graduate Studies website has been launched with all eight programs shown. The majority of the Graduate Studies budget will be spent on marketing the new programs. A billboard on I-15 is being negotiated. It will most likely be in the Lehi area. It will direct people to the website which will benefit all programs. Some social media and local magazine advertising will be done as well. President Holland and Jeff Olson will be doing interviews. Graduate Studies is providing pull up banners, tablecloths, and brochures for all of the programs. Each new program also has \$2,000 for marketing. An early PBA request was done for the programs to hire new faculty.

The admission applications should go live on November 1. Jim is trying to arrange for training to take place. It may be in the form of training videos.

Beverages will be provided at the remaining meetings.