**Graduate Faculty Council Minutes**

**Date and Time: 2-15-2016, 3:37 to 4:30 pm.**

**Members absent:**

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| **TOPIC** | **ITEMS/DISCUSSION** | OUTCOMES/DECISIONS |
| 1. **Approval of minutes from Council meeting on 1-26-2016.**
 | Quorum established.Discussion on clarification of the charge articulated for the Graduates Initiatives Committee. | **MOTION: To accept the minutes.****VOTE: Unanimous acceptance.** |
| 1. **Updates from the Dean James Wimbush**
 | While attending a variety of budget meetings across the IU system, Dean Wimbush is gathering information (achievements and challenges) about graduate programs that he will share at a future meeting.  We have two students representing IU at the MAGS (Midwestern Association of Graduate Schools) in 3-minute thesis competitions. (The Midwestern Association of Graduate Schools (MAGS) is a regional affiliate of the Council of Graduate Schools. MAGS member colleges and universities are accredited institutions of higher education in the central U.S. that offer graduate programs leading to masters, specialist, and doctorate degrees. MAGS "...shall have as its primary purpose the consideration of mutual problems among the member institutions, relating to graduate studies and research. It will cooperate with other agencies for this purpose by dissemination of information, improvement of standards, encouragement of research, and assistance to institutions embarking on graduate programs.") | **Information only.** |
| 1. **Announcements**
 | Chair Margaret Bauer collected results of the survey on council member requests to end their current term in 2017 or 2018 and then assigned each council member to one of these dates for their term to end. The priority for these was to achieve balance with roughly ½ of the IUB reps, ½ of the IUPUI reps, and ½ of the regional campus reps rotating off each year. In making the assignments, all stated preferences were able to be granted, and all people indicating that they needed to leave prior to 2017, for sabbatical or retirement, were assigned to end their terms in 2017, so appointed replacements would not have to serve too long. The final assignments were read at the meeting and will be made available in Canvas. **(See attachment to minutes.)** Terms will end in 2017 for 6 IUB reps, 4 IUPUI reps, and 3 reps from regional campuses; in 2018, 5 reps each from IUB and IUPUI, along with 3 from regional campuses, will end their terms.  Chris Foley from IU online has agreed to speak at a future GFC meeting; Margaret is in touch with Chris Foley to settle on which meeting he will attend.  | **Information only.** |
| 1. **Committee Updates**
 | Jennifer Lentz reported that the Awards committee has agreed on a process for review of award nominations and is now reviewing 18 nominations for the Herman B Wells Award and 12 nominations for the Edwards Award. Nominations for the Herbert Award are due soon.  Rachel Applegate explained that folders in Canvas’ “Groups feature” are only visible to group members and as a result, documents the Academic Policy Committee works on may be of interest to other GFC members so she set up a folder for this committee in the “Files” section where all can access it.No reports at this time from the Graduate Initiatives or Diversity Issues committees. Margaret Bauer confirmed that Christiana Ochoa was notified about being nominated in abstentia to serve as Chair of the Diversity Issues Committee and is willing to serve.  | **Information only.** |
| 1. **University Graduate Bulletin.**
 | Jeff Rutherford, Assistant Dean for Academic Affairs, UGS, spoke and answered questions about the process of compiling and amending the University Graduate Bulletin. The bulletin consists of 2 parts—the ‘front matter’, which includes system-wide policies, etc., for graduate programs at all IU campuses—and the entries from specific programs, organized by campus and subject area. The latter part is the bulk of the bulletin. The bulletin is entirely online, along with an archive of previous bulletins.The bulletin is produced once a year and follows the academic year, with 3 key dates: 1. September, each graduate program is contacted (usually a graduate secretary and director of graduate studies for each program) and asked about any changes to their entry in the bulletin.
2. November, the updates to the bulletin are due & received from the programs.
3. January, the bulletin enters Production phase & a period of unofficial review; then it goes live. This makes the current bulletin available in time for graduate student recruiting season to begin.

Note that this year, because of UITS’ web content management system migration, the 2016-17 bulletin will not be published until March of ‘16. Putting this schedule in place was one of Jeff’s first priorities in taking over management of the bulletin; now that the schedule is in place, the next priority is seeking better integration with existing databases of courses, faculty, and degree requirements to keep the bulletin information as up-to-date as possible. Discussion highlighted the need to keep the bulletin content updated and current. Dean Blum reminded the council that changes to programs posted on individual degree programs’ websites is not official; changes must be approved by UGS and included in the UGS Bulletin. Questions were raised about the contacts for bulletin updates, with some voicing the concern that their programs never received such requests. An app in One.IU called, “Add/Remove User Access Request – eDoc” is used for updating contact information regarding bulletin updates. Jeff Rutherford is working with the Academic Policy committee on reviewing the front matter of the bulletin, which will be updated as approved by the GFC.  | **Information only.** |
| **Call for New Business.** | No new business |  |
| **Adjourn** | 4:30  |  |

