

**Graduate Council Meeting**

**February 12, 2020**

**Members Present:** Doug Darbro, Chris Raber, John Whitaker, Karen Koehler, Kim Cassidy, Roberta Milikan, Paul Madden, Bobbi Massie, Chelsey Thompson

Topics	Discussions	Actions
<i>Roll Call and establishment of a quorum</i>	A quorum was established. Meeting was called to order at 4:05 p.m. by Chris Raber, Graduate Council member.	
<i>Nominations for Graduate Council Chair:</i>	John Whitaker nominated Chris Raber, seconded by Doug Darbro Kim Cassidy nominated Karen Koehler, seconded by John Whitaker.	Chris Raber respectfully declined.  Karen Koehler respectfully accepted the nomination as Graduate Council Chair. Unanimously approved.
<i>Minutes of the November 13th meeting:</i>	Kim Cassidy and Chelsey Thompson attended the November meeting.	Kim and Chelsey’s names were added as present members. Motion to approve: Chris Raber, seconded by Doug Darbro. Unanimously approved.
<i>Enrollment update:</i>	Bobbi Massie and Paul Madden presented official 15-day numbers.	Bobbi Massie will follow up with registrar regarding GRNON code for non-degree seeking graduate students.
<i>Closure of Teacher Leadership Endorsement:</i>	Electronic vote was sent out on December 10 <sup>th</sup> regarding the closure.	All voting members of Graduate Council voted in favor of the closure of the endorsement.
<i>Prerequisite courses for conditionally admitted graduate students.</i>	Doug Darbro shared that he will be putting through a course for math graduate student to take if as student is conditionally admitted to the MS.M program. Conditionally admitted	Doug Darbro will enter course MATH5000 to curriculog for approval.

<p><i>Graduate Council Manual Updates:</i></p> <p><i>Additional items:</i></p> <p><i>Meeting adjourned:</i></p>	<p>students are admitted on the bases that they need to strengthen 1-3 areas of mathematics before they can begin graduate math course work.</p> <p>Members of the graduate council manual committee discussed to divide the manual into section and each member review their assigned section.</p> <p>Chris Raber- The OTD Program review by HLC went well. Final approval should be on the March agenda.</p> <p>HR. approved the GA parking passes.</p>	<p>Dr. Madden will reach out to Becky Theil and Elinda Boyles and inform them about the need of the course.</p> <p>Karen Koehler will be contacting members of the graduate council manual committee to set up a meeting to start the review process.</p> <p>Chris or Dr. Madden will update the graduate council at the March meeting concerning any new updates/approvals.</p> <p>GA's will be notified by their Department Chair on the parking pass change. GA's should go to HR to obtain their new parking pass.</p> <p>Meeting was adjourned by Graduate Council Chair, Karen Koehler at 5:10.</p>
<p><i>Next Graduate Council meeting date:</i>  <b>Respectfully submitted,</b>  <i>Bobbi R. Massie</i>  <b>Bobbi R. Massie</b>  <b>Graduate Center Administrator</b></p>	<p>03/11/2020</p>	