

Eastern New Mexico University
Graduate Council

Minutes

March 26, 2020

3:30 to 4:15pm

Online conference call via Zoom

Council Members: Matthew Barlow (Biology), Deborah Corbin (Business), Rebecca Davis (Educational Studies), Patricia Dobson (Communication), Richard Guerra (Kinesiology), Kristin Kuhlmann (Nursing), Bryan Moffitt (Counseling), John Montgomery (Graduate Dean), Heather Smith (Anthropology), David Sweeten (English), Suzanne Swift (Communicative Disorders), Mark Viner (Curriculum and Instruction), Juchao Yan (Chemistry)

Call to Order: Dr. David Sweeten called the meeting to order at 3:30 pm.

Present: All Council Members present

Absent:

Guests:

Approval of Council Meeting Agenda: Dr. Yan moved approval of the March 26, 2020 agenda, seconded by Dr. Dobson. Motion to approve carried unanimously (12-0).

Approval of Committee Meeting Minutes: Dr. Corbin moved to approve the minutes from February 13, 2020, seconded by Dr. Smith. Committee members moved approval (11-0, with 1 abstention by Dr. Rebecca Davis as she was not present at previous meeting).

Announcements: Dr. Montgomery provided the following Graduate School Spring calendar dates of importance.

- March 31, 2020 – Last Day to Apply for Graduation
- April 3, 2020 – Reading Copy of Thesis due to Graduate Dean
- April 10, 2020 – Last Day to Withdraw
- April 17, 2020 – Report of Comprehensive Exams to Graduate School
- April 27, 2020 – Final Copy of Thesis due to the Graduate Dean

Dr. Montgomery stated there is flexibility with the April 3rd date for the Reading Copy of Theses. Due to working remotely because of the COVID-19 restrictions, an email may be sent indicating all committee members agree on the submission of the reading copy. If the campus is still under current restrictions for remote work, digital signatures will be needed for the Final Copy of Theses. Dr. Montgomery mentioned the resources available for working remotely via IT/Help Desk and to contact them if needing additional assistance.

Old Business: Recruitment, Retention, Completion—Dr. Montgomery reminded all to keep in communication with students and potential students in the coming weeks.

GA Allocations—Dr. Montgomery indicated the GA Allocations will continue with the same amounts for school year 2020-2021 as were allotted for school year 2019-2020. If there is need for GA Allocations for Summer, please let Dr. Montgomery know and he will assess what is still available.

Deans Council Updates—On agenda as an Old Business item but is also a New Business item—Dr. Montgomery shared the Deans have virtual meetings as often as needed during this time due to the quickly changing status of operations because of COVID-19. A major concern at this time is building access—access is being scheduled and approved for only those Faculty/Staff with a critical and demonstrated need to access offices/research labs, with no more than five people allowed in a building at the same time. Student workers and GA's will continue to be paid, if they are able to complete tasks remotely they may do so, but not required to receive pay for the remainder of the semester/contract. Concerns were shared by Council Members regarding inconsistent communication being shared with Faculty and Staff during the COVID-19 crisis. Dr. Montgomery indicated that updates from the meetings should be disseminated from the Deans to the Department Chairs to the Faculty/Staff, he will address these concerns with Dr. Laurenz for overall communication improvement.

New Business: Deans Council Updates—see discussion above under Old Business section.

Graduate Student Advisors—A large number of graduate students have no advisor listed in Banner. It was understood that the advisor assignment should be entered as part of the Workflow process once applicant acceptance has occurred. Dr. Montgomery will follow up with IT to locate and fix this Workflow issue. A spreadsheet was given to all Council Members with students in their programs without advisors, request to send advisor information for these students to Dr. Balch, copying Dr. Montgomery.

Faculty holds for students were also discussed, a more consistent method of placing holds needs to be established. Further discussion will be needed for these processes.

Next meeting will be held on Thursday, April 23rd at 330pm, TBD if held via Zoom or TEAMS.

After a move to adjourn from Dr. Viner, seconded by Dr. Barlow, the Council participants adjourned the meeting at 4:15pm.

Minutes prepared by Debra Koepp, Graduate School Specialist