

Eastern New Mexico University
Graduate Council

January 28, 2021

3:30-4:20pm

Online conference call via TEAMS

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

Call to order: Dr. Mark Viner called the meeting to order at 3:35pm.

Present: Dr. Barlow, Dr. Corbin, Dr. Davis, Dr. Dobson, Dr. Guerra, Dr. Kuhlmann, Dr. Kuzminsky, Dr. Moffitt, Dr. Montgomery, Dr. Sweeten, Dr. Swift, Dr. Viner, and Dr. Yan

Absent: none

Approval of Council Meeting Agenda: Dr. Sweeten moved to approve the January 28, 2021 agenda, seconded by Dr. Yan. Motion to approve carried unanimously (12-0)

Approval of Committee Meeting Minutes: Dr. Corbin moved to approve the minutes from January 14, 2021 seconded by Dr. Dobson. Motion to approve carried unanimously (12-0)

Announcements/Information: Spring 2021 Academic Calendar dates provided by Dr. Montgomery, available through the following link on the website.

- <https://www.enmu.edu/academics/academic-resources-services/catalogs-schedules-calendars/academic-calendar>

Common Course Numbering—Implications for Graduate programs. May see some changes on the department portion of the course numbering.

New ID's may be needed as part of the Physical Plant's updates to building door access. Discussion of process, please let Dr. Montgomery or Dr. Laurenz know if there are problems accessing buildings once the changes have been made to your particular buildings.

Old Business:

Graduate Catalog (Materials are on the program channel in Teams, "Graduate Council")

*English Graduate Program—Update to catalog pages presented by Dr. Sweeten. Motion to accept edits/changes to program pages by Dr. Swift, seconded by Dr. Yan. Motion to approve carried unanimously (12-0)

*Biology Graduate Program—Update to catalog pages presented by Dr. Barlow. Motion to accept edits/changes to program pages by Dr. Yan, seconded by Dr. Sweeten. Motion to approve carried unanimously (12-0).

*Chemistry Graduate Program—Update to catalog pages presented by Dr. Yan. Motion to accept edits/changes to program pages by Dr. Swift, seconded by Dr. Barlow. Motion to approve carried unanimously (12-0).

Recruitment, Retention, Completion:

Graduate Program Landing Pages—Per John Houser, Comm Services is making progress on updating the program pages. Please let Dr. Montgomery know if you have any concerns.

New Business:

As part of the Graduate Catalog update, graduate classes that are not tied to a graduate program which have not been held in the last ten years will be removed from the catalog.

GA Updates—in the event that a GA does not enroll in classes, leaves the program, or otherwise quits their appointment, a PAN and resignation letter is needed by HR. If the student has not responded to your requests for the appropriate resignation, document as much information as you can to present to Dr. Montgomery for any assistance needed with HR.

As May Arise:

Next Council Meeting is February 11, 2021 at 3:30pm via TEAMS.

Communication and Counseling programs to present their catalog updates at next meeting.

The meeting was adjourned at 4:20pm.

Minutes prepared by Debra Koepp, Graduate School Specialist