

Eastern New Mexico University
Graduate Council

September 24, 2020

3:30 to 4:40 pm

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 3:30pm.

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

Absent: Dr. Barlow

Guests: Dr. Suzanne Balch-Lindsay

Approval of Council Meeting Agenda: Dr. Corbin moved approval of the September 24, 2020 agenda, seconded by Dr. Dobson. Motion to approve carried unanimously (11-0)

Approval of Committee Meeting Minutes: Dr. Guerra moved to approve the minutes from September 10, 2020, seconded by Dr. Kuhlmann. Motion to approve carried unanimously (11-0)

Announcements/Information: Dr. Suzanne Balch-Lindsay provided an update on the current SEVIS requirements for International Students due to the COVID-19 pandemic. For International Students attending ENMU for on-campus programs, their initial semester of study under the F1 (student status) Visa must meet the face to face credit requirement for undergraduate and graduate students. For graduate students, this means 6 credit hours of face to face classes per semester. At this time, we should expect that this will continue for Spring 2021 classes. Until a decision is made by ENMU about the format of Spring's classes, caution must be taken when communicating with International applicants/students in regards to the Spring 2021 semester and the possibility of face to face classes. Current/continuing on-campus International Students have been able to continue as online/hybrid only for the Fall semester, but no specific information has been received yet from SEVIS for Spring 2021. As a reminder, online only students do not need a Visa and can continue online without any difficulties. Embassies are still closed in many places throughout the world, some may hold appointments for emergencies only. A Facebook campaign has been launched directed to International Students currently in the United States, Visa transfers can still be completed without difficulty for students wishing to transfer to ENMU on a current active F1 Visa. Mei Reeder (from the International Programs Office) will have messaging that council members can use to send to potential students with the Visa updates.

Old Business:

Appeals (Tabled from 9/10/2020 meeting to gather additional information on courses):

Ashley Davidson (Dr. Davis)—Appeal for the six-year time limit extension on coursework. Courses for review have not changed significantly. This appeal has been approved to extend the six-year time limit on the four courses to December 2023 (end of Fall 2023 semester). (11-0 vote to approve)

Dan Sickles (Dr. Davis)—Appeal for the six-year time limit extension on coursework. EDAD 525 must be retaken as course has significantly changed since taken. All other courses approved to extend the six-year time limit to December 2021 (end of Fall 2021 semester). (10-0 vote to approve, 1 abstention.)

Call for Next Graduate Catalog 2022-2024:

Dr. Montgomery provided two handouts--Graduate Catalog Revision Process and Graduate Catalog Front Pages (schedule of revisions), the text of each is included below.

“Graduate Catalog Revision Process” September 2020

Identify areas in the front matter that need revision, and then discuss it in Graduate Council. Grad Council members can also identify front page areas of concern.

Create a marked copy and clean copy, which should be in the shared drive (or on Teams). Ideally, the clean copies can be used to work on for the next catalog. Changes go to Grad Council for approval.

Next, each program produces marked and clean copies for their program changes. Program changes are approved by College Councils first, then go to Grad Council for discussion and approval. The first part of this step follows the catalog revision process within each of the four academic colleges.

After Graduate Council discussion and approval, the Graduate School creates for each program a disposition form with a summary, Graduate Council concerns, and the Graduate Dean concerns and recommendations. The disposition form is sent to the VPAA for discussion.

Once the VPAA approves, the Graduate School sends marked and clean copies to Academic Services to assemble the next catalog.

“Graduate Catalog Front Pages” (Schedule for Revisions at Grad Council Meetings)

1. University Notices, 1 page
2. About Eastern New Mexico University, 1 page
3. About the Graduate School of ENMU, 1 page
4. ENMU Academic Regulations and Procedures, 2 pages
5. Program Admission, 4 pages
6. Program Academic Procedures and Regulations, 8 pages
7. Tuition and Fees, 2 pages
8. Financial Aid, 4 pages
9. Student Services and Facilities, 1 page
10. The Graduate School of ENMU, 1 page

Dates for review/sections to be reviewed:

October 8, numbers 1-4

October 22, number 5

November 12, number 6

December 10, numbers 7-10

Recruitment, Retention, Completion:

Due to all recruiting currently online, it is emphasizing the need for changes to the ENMU website to allow multi-media elements and other revisions for a more appealing website. Per Dr. Montgomery, his priority for recruiting is website updates—including updating the admission application. He will reach out to John Houser from Communication Services and invite to an upcoming Grad Council meeting for further discussion.

New Business:

Graduate Fellowships/Grants Deadlines & Updates:

The Graduate Minority Fellowship, Graduate Fellowship, and Graduate Research Grant applications/information sheets are currently under revision. The Research Grant applications will have two due dates—midterm week of the Fall semester and the Spring semester. The Fellowship applications will still be due on March 15th (for the following academic year). Once revised, applications will be forwarded to the Grad Council and will be available to students via email request or picking up in the Grad School office.

As May Arise: Next Council Meeting is October 8, 2020 at 3:30pm via TEAMS

The meeting was adjourned at 4:40pm.