

Eastern New Mexico University  
Graduate Council

August 26, 2021

3:30-4:25pm

Online conference call via TEAMS

Council Members: Matthew Barlow (Biology), Patricia Dobson (Communication), Jayson Evaniuck (Educational Studies), Richard Guerra (Kinesiology), Kayhan Koleyni (Business), 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. Susan Kuzminsky called the meeting to order at 3:30pm.

Present: Dr. Barlow, Dr. Evaniuck, Dr. Guerra, Dr. Koleyni, Dr. Kuhlmann, Dr. Kuzminsky, Dr. Montgomery, Dr. Sweeten, Dr. Swift, Dr. Viner, and Dr. Yan

Absent: Dr. Dobson and Dr. Moffitt

Guests: Dr. Jeff Long, Steve Estock, Dr. Mary Kallus

Approval of Council Meeting Agenda: Dr. Viner moved to approve the August 26, 2021 agenda, seconded by Dr. Kuhlmann. Motion to approve carried unanimously.

Approval of Committee Meeting Minutes: Dr. Kuzminsky moved to approve the minutes from the August 12, 2021 meeting, seconded by Dr. Koleyni. Motion to approve carried unanimously (1 abstention as was absent from meeting).

Announcements/Information:

- Fall Semester academic calendar: <https://www.enmu.edu/academics/academic-resources-services/catalogs-schedules-calendars/academic-calendar>
  - Labor Day Holiday, September 6, 2021
  - Midterms, October 4-8, 2021
  - Thesis reading copy due November 5, 2021
  - Report of comprehensive exams due November 19, 2021
  - Thanksgiving Break, November 24-26, 2021
  - Thesis Final Copy due November 29, 2021
  - Final Exams, December 6-10, 2021
  - Commencement, December 11, 2021

Old (Unfinished) Business:

Recruitment, Retention, Completion—Thank you for all your efforts and consistency in following up with applicants and students. Please let Dr. Montgomery know if there any registration issues.

International Students in 100% online programs—Currently unable to be GA's, an "As May Arise" issue from last meeting. Dr. Montgomery related that it has to do with the international student not having a SSN for hiring/HR. (International students in 100% online programs also do not receive a Visa through ENMU.)

New Business:

Guests Dr. Jeff Long and Steve Estock—Dorm Scholarship Information—

Graduate students who are interested in being hired as a Learning Facilitator will apply through HandShake, please direct any interested students to Steve Estock for a job description/application information. Anticipate 12 Learning Facilitator positions (mentoring-style position), will be limited to Fall and Spring semesters (no Summer roles at this time). These will not be need based positions. If a student is hired as a facilitator and needs housing for the Summer, accommodations will be made for them (may need to move temporarily to a different room/building); Student Affairs will also assist in locating employment in a different campus area if needed.

Anticipate beginning in Fall 2022. Will receive a room grant/waiver for each semester, applied to their student account. Would prefer full academic year applicants, however, will consider a one semester only applicant. May still have a separate GA appointment, as applicable.

Additional information regarding the Learning Facilitator positions will be provided to Dr. Montgomery for distribution. As a reminder, please do not commit any of these assignments to your students/potential students as Steve will need to complete the hiring process.

Guest Dr. Mary Kallus—Presentation of proposed RED 593 class—

This is a "reading recovery program" lead by Sara Hunton, funded by a grant between Portales Municipal Schools and ENMU. Portales Schools will pay tuition, fees, and instructor costs. The plan is to start with Kindergarten through 3<sup>rd</sup> grade teachers, anticipate offering it yearly.

It is a two course (two semester) sequence, class one is offered with an 8 week or 16 week semester option. If approved, would like to begin in Fall 2021 as a 2<sup>nd</sup> 8 week class. Enrollment in the courses will be by instructor permission only.

Syllabi for the courses were reviewed by the Graduate Council members prior to the meeting.

Dr. Swift moved to approve all three syllabi presented for the course, seconded by Dr. Sweeten. Discussion was held to clarify admission process; further information will be provided by Dr. Kallus in consultation with Sara Hunton to the Graduate School. Motion to approve carried unanimously.

As May Arise:

GA Training—Required for new GA's, includes Title 9 reporting information. Please have your GA's contact Dr. Montgomery for the training.

GA Hiring Process—Discussion on need for specific deadline dates for the GA hiring process in advance of same day email notification from HR. Debra will contact HR in early Summer for the upcoming academic year's dates (contract dates/pay dates) and deadline dates to share with the Council.

Financial Aid Question—In regards to final semester of enrollment and not being eligible for aid due to not enough credit hours, please have student contact Dr. Montgomery and he will assist in arranging a meeting with Financial Aid.

Slate Questions/Updates—Led by Cody Spitz, in process of verifying Banner information transferring to Slate correctly. Once fully implemented, will have Prospects, Inquiries, Application, Admitted, Registered, Paid statuses with reports available for these areas and for system-generated follow-ups. Slate Inquiries will replace the current Inquiry emails sent from Comm Services and the Grad School for follow-up.

Google Ads—Have been used for programs with admission capacity by Dr. Montgomery.

Forthcoming Survey from Dr. Kuhlmann—Change in Perceived Wellness of University Employees with COVID 19 Community Spread. Will be sent out in October.

Next Council Meeting will be on Thursday, September 9, 2021 at 330pm via TEAMS.  
The meeting was adjourned at 4:25pm.