

Eastern New Mexico University
Graduate Council

Minutes

February 13, 2020
3:30 to 4:50pm
JWLA 210 (Conference Room)

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: Dr. Barlow, Dr. Corbin, Dr. Dobson, Dr. Guerra, Dr. Kuhlmann, Dr. Montgomery, Dr. Smith, Dr. Sweeten, Dr. Swift, Dr. Viner, Dr. Yan

Absent: Dr. Davis, Dr. Moffitt

Guests:

Approval of Council Meeting Agenda: Dr. Swift moved approval of the February 13, 2020 agenda, seconded by Dr. Viner. Motion to approve carried unanimously (10-0).

Approval of Committee Meeting Minutes: Dr. Swift moved to approve the minutes from November 14, 2019. Dr. Dobson seconded the motion. Committee members moved approval (9-0, with 1 abstention by Dr. Kuhlmann as she was not present at previous meeting).

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

- February 17, 2020 – President’s Day, University Holiday
- March 2-6, 2020 - Midterms
- March 9-13, 2020 – Spring Break
- March 31, 2020 – Last Day to Apply for Graduation
- April 1, 2020 – Student Research and Creativity Conference
- 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
- May 9, 2020 – Spring Commencement

Important note for Spring Commencement—two ceremonies will be held, confirmation to follow with times/colleges for each ceremony.

- ENMU Endowed Graduate Fellowship funding (report from Business Office).
\$12,000 can be awarded for endowed scholarship.

Old Business: No further updates on Dorm Scholarship, final decision will be coming from Dr. Long. Highest priority will be for STEM/International students. Discussion points include meal plan/cooking options in the dorms, good recruiting tool, would like applied to all grad students. Dr. Montgomery indicated he has asked for an increase on GA stipends, not sure of availability at this time.

New Business: Endowed Graduate Scholarship committee and chair were selected, the committee consists of Dr. Barlow, Dr. Dobson, Dr. Smith, Dr. Sweeten, and Dr. Viner with Dr. Sweeten appointed as chair. This committee will determine both the Minority Fellowship (\$12,000 with 4 available) and the Graduate Fellowship (\$3000) recipients.

Dr. Montgomery provided information on the 80 total GA allocations. If needs have changed in your department in regards to numbers of GA's, please let Dr. Montgomery know. The number of GA's will also be adjusted if there are fellowship recipients in a department. Discussion was held in regards to Summer GA appointments, please let Dr. Montgomery know if you need a GA for June or July. Information was provided in regards to how funds are allocated for June/July- June is 2019-2020 academic year funds, July is 2020-2021 academic year funds. The allocation spreadsheet will be discussed at the next meeting on February 27, 2020.

Dr. Corbin presented an appeal from Yolanda (Morales) Schwartz, appealing the limit of 9 credits transferring in to her MBA degree plan as she had taken a total of 18 credits as a non-degree student, with 9 of these credits in Spring 2019 and 9 credits in Summer 2019. Dr. Corbin presented her transcript and indicated she will graduate May 2020 if the Summer 2019 credits are approved. Per Dr. Corbin, the MBA program feels this would be acceptable, Yolanda had retaken the courses in which she had earned F's. After discussion, the council approved allowing these 18 credits to be applied to her degree plan.

As Dr. Davis was unable to attend the meeting, the council voted to table the two appeals she was to present for Alyna Hinsch and Orlando Montoya until the next meeting on February 27, 2020.

Dr. Montgomery provided information on the Graduate Student Application Workflow, reminding if programs have any questions about their specific workflow he is available to discuss. Reminder given that the Workflow is not triggered to the coordinators until all checklist items have been received and processed by the Graduate School. There will be a new CRM called Slate, to be up for Fall 2020 replacing EMAS—this will change some processes, but will provide functionality that is not currently available with EMAS. Discussion was held as to

other processes which need updating such as the online admission application and advisor entry.

Dr. Montgomery provided information on the GA Contract Timelines, start dates are determined by HR pay periods so may be in advance of the semester's first day. Contracts and clearance paperwork need to be done before the GA can begin working and before the students can receive paychecks. Discussion was held in regards to the difficulties some students have in receiving communication as to needed documents to present to HR (i.e. social security cards and/or birth certificates). Further HR clarification will be needed on the documents/communication process.

Discussion was also held in regards to the online Graduation Applications—some programs are not available on the link to select, so students must use paper applications; while other programs always receive the applications online. Dr. Montgomery will contact the Registrar Office and invite them to a future meeting for further information.

Next meeting will be held in two weeks on February 27, 2020 at 3:30pm, as no meeting will be held on the second Thursday in March due to Spring Break.

After a move to adjourn from Dr. Swift, seconded by Dr. Corbin, the Council participants adjourned the meeting at 4:50pm.

Minutes prepared by Debra Koepp, Graduate School Specialist