

Date: Wednesday, April 18, 2018

Location: Heritage Conference Room in the Homer Babbidge Library

Subject: Graduate Faculty Council (GFC) Meeting Minutes Summary

Attendees: Mark Aindow, David Atkin, Andrew Bush, Audrey Chapman, Zhiyi Chi, Caroline Dealy, Maria-Luz Fernandez, Miguel Gomes, Jane Gordon, Lawrence Klobutcher, Barbara Kream (*Ex-Officio*), Louise Lewis, Charles Mahoney, James Marsden, D. Betsy McCoach, Lynn Puddington, Beth Russell, Joel Salisbury, Cristian Schulthess, Kathy Segerson (*Ex Officio*), Juliet Shellman, Rachel Theodore, Andrew Wiemer, and Chuanrong Zhang.

Absent: Daniel Adler, Mary Anne Amalaradjou, Mehdi Anwar, Janet Barnes-Farrell, Robert Bird, Karen Bresciano (*Ex-Officio*), Eric Brunner, Yongku Cho, Ki Chon, Casey Cobb, Amanda Denes, Pamela Diggle, Mary Anne Doyle, Valerie Duffy, Niloy Dutta, Jon Gajewski, Mitchell Green, Ashley Helton, Kent Holsinger (*Ex Officio*), Matthew Hughey, Magdalena Kaufmann, Adam Lepley, Nicholas Lownes, Graham O'Toole (GSS), Barbara Parziale (*Ex Officio – Secretary*), Subhash Ray, Heather Read, Guillermo Risatti, Victoria Robinson, Alexander Russell, Jennifer Scapetis, Gregory Semenza, Farhed Shah, David Solomon, Gregory Sotzing, Jiong Tang, Judith Thorpe, Anastasios Tzingounis, Deepthi Varghese, Penny Vlahos. Ngoc Chau Vy (GSS), Peter Zarrow and Cyrus Zirakzadeh.

1. Agenda item number one (1) – Call to order. The meeting of the GFC for April 18, 2018 was called to order at 3:04 pm.
2. Agenda item number two (2) – Approval of Minutes. The minutes of the March 26, 2018 meeting of the GFC was presented. There was a motion to accept the minutes offered, which was seconded and the motion was adopted in favor by all members present. **Agenda item number two (2) was passed unanimously without dissent on a voice vote.**
3. Agenda item number three (3) – Report from the Graduate Student Senate.
 - a. There was no report from the GSS.
4. Agenda item number four (4) – Old Business.
 - a. Filing deadline (with guest Carl Rivers)
 - i. Associate Dean Kathleen Segerson reintroduced the concerns about the filing deadline for completion of degree requirements that was raised at the March GFC meeting. Carl Rivers from the Registrar's Office then gave a report on degree auditing processing and compliance issues, and explained the rationale for moving the filing deadline. The following motion was introduced:
 - ii. Motion:
To replace the following existing catalog language:
*“Formal application for a degree to be conferred must be filed online by the degree candidate using the Student Administration System. Information and instruction can be found on The Graduate School website under the section titled Current Students. **If filing is not timely, conferral is delayed to the next conferral period, even though all other requirements may have been completed on time.**”*

With the following new catalog language:

“Formal application for a degree to be conferred must be filed online by the degree candidate using the Student Administration System within the first four weeks of the student’s final semester. Information and instructions can be found on The Graduate School website under the section titled Current Students. If all required paperwork and submissions needed for conferral are not received by the Registrar’s Office at least two weeks prior to the intended conferral date, conferral is delayed to the next conferral period, even though all other requirements may have been completed on time.”

- iii. The motion was seconded, discussed, and unanimously approved. **Agenda item number four (4) was passed unanimously and without dissent.**
- b. GFC by-laws
 - i. Kathleen Segerson introduced a proposal to create a separate set of GFC By-laws that would codify GFC decisions on policies and procedures that would be similar to University Senate By-laws governing undergraduate education. There was general support among the GFC for creating GFC By-laws. Professor Segerson indicated that she would work with a subcommittee of volunteers during the summer to draft by-laws for consideration by the full GFC in the fall.
5. Agenda item number five (5) – New business, updates and announcements.
 - a. There was no new business, updates or announcements.
6. Agenda item number six (6) – Report from the Dean.
 - a. Dean Holsinger presented a motion to adopt the resolution regarding the conferral of degrees at commencement. The motion was seconded and unanimously approved. **Agenda item number six a (6a) was passed unanimously and without dissent.**
 - b. Dean Holsinger made the following announcements:
 - i. A reminder to attend the Marth Award reception to honor this year’s recipient, Maria-Luz Fernandez.
 - ii. An agreement was reached with the GEU, which was ratified by the members and approved by the Board of Trustees. The contract must still be approved by the Connecticut legislature. Dean Holsinger provided a summary of the changes in the new contract.
 - iii. Karen Bresciano is at the Northeastern Association of Graduate Schools annual meeting in Montreal.
 - iv. Dissertation fellowship announcements should be going out soon. TGS will be accepting applications during May and making decisions shortly thereafter.
 - v. A change is being made to the way that doctoral student travel awards are being administered. (There is no change in the amount or eligibility.) Rather than reimbursing students for travel expenses, students will be given \$750 to use for conference travel. A question was raised about whether these payments will be taxable, and whether students will be able to write them off as travel expenses on their taxes.
 - vi. TGS is discussing the role of continuous registration (through GRAD 5997-5999 or 6998-6999), and seeking GFC input. There was a discussion of continuous registration. The GFC seemed to support continuation of continuous registration for tracking purposes, especially for degree students. Questions were raised about whether certificate and part-time student should be required to pay, and about whether the amount could be reduced to reduce the burden.
7. There was a motion offered for adjournment, which was seconded. The motion was passed unanimously and the meeting was adjourned at 4:27 pm.
8. The next regular meeting of the GFC is scheduled for September 19, 2018 in Room 100 of the Young Building.