MINUTES
The Graduate Council
September 20, 2017
Johnson Hall Conference Room

Members Present: Lara Bovilsky, Shanka Chakraborty, Cecilia Enjuto Rangel, Stephen Frost, Erik Girvan, Sara Hodges (ex officio), Cameron Kay, Alison Kwok, Seth Lewis, Nicholas Proudfoot, Aleesa Schlientz, Leslie Straka, Hailan Wang, Mark Watson (ex officio), Angie Whalen, and Hong Yuan

Members Absent: Phil Scher (ex officio)

Graduate School Staff in Attendance: Kellie Geldreich, Lisa Howard

The meeting was called to order at 3:30pm. The meeting opened with introductions of those in attendance. Interim Dean Hodges notified Graduate Council that there will be a national search for a new Dean of the Graduate School.

Nomination and Election of Graduate Council Officers

Chair of the Graduate Council: Professor Chakraborty nominated Associate Professor Bovilsky for the Chair position. Assistant Professor Girvan seconded the nomination motion. The motion passed unanimously to elect Associate Professor Bovilsky as Chair of the Graduate Council.

Secretary of the Graduate Council: Associate Professor Bovilsky nominated Professor Chakraborty for the Secretary position. Associate Professor Frost seconded the nomination motion. The motion passed unanimously to elect Professor Chakraborty as Secretary of the Graduate Council.

Associate Professor Bovilsky reported that the President’s office needs a representative for the Honorary Degrees Committee. Associate Professor Bovilsky said she would be willing to serve and asked if there were other Graduate Council members who are interested. Associate Professor Proudfoot indicated that he was interested. Associate Professor Bovilsky and Associate Professor Proudfoot will communicate by email regarding this service.

Associate Professor Bovilsky stated that last year the Graduate Council addressed the topic of criminal background questions on graduate applications. Associate Professor Bovilsky was tasked to send Council members a draft resolution regarding this issue that would be submitted to the UO Senate. However, the UO President has removed those questions from the application, so the issue has been resolved.

Graduate Council—What it is and What it Does

Interim Dean Hodges explained the role of the Graduate Council and referred to the Charge to the Graduate Council from the Senate. Interim Dean Hodges stated that Graduate Council is a Senate Committee and subject to Senate rules which means that Graduate Council meetings are open unless the Council requests a closed meeting.

The Graduate Council is a representative Committee fixed at 14 voting members, consisting of 12 elected teaching faculty, a PhD student, and a Master’s student, as well as the Dean and Associate Dean of the Graduate School (ex officio, not voting). The Dean of the Graduate School can appoint other ex-officio, non-voting members to represent important constituencies of graduate students and faculty as needed.
Of the 12 elected teaching faculty:

- Six members are from the College of Arts and Sciences with two members representing the Humanities, two members from the Social Sciences, and two members from the Natural Sciences.
- One member from each of the professional schools/colleges which include the College of Design, the Lundquist College of Business, the College of Education, the School of Journalism and Communication, the School of Music and Dance, and the Law School.
- The elected faculty members of the Graduate Council come from departments that have graduate programs leading to a graduate degree and conducted under the jurisdiction of the Graduate School.

Associate Dean Hodges explained that in addition to its advisory role, the Graduate Council is responsible for:

- Providing rules and procedures for the effective administration and application of faculty policies and regulations;
- Recommending changes in, or additions to, the policies and major regulations of the Graduate School;
- Providing for the maintenance of high standards of graduate instruction; and
- Providing an annual written report submitted by the Committee Chair to the Secretary of the University Senate.

Graduate Council members will also be asked to serve on Graduate Council committees such as the fellowship selection committee and the academic grievance committee.

Associate Dean Hodges reminded Council members of the importance of reviewing the materials sent to them prior to each Graduate Council meeting.

**What to Look for in New Proposals**

A handout of what to look for in new proposals was distributed to Council members. Interim Dean Hodges noted that the comments on the handout came from prior Graduate Council members. She explained that the writers of proposals that come before the Graduate Council are the content specialists. The Graduate Council’s role is to act as a program specialist, looking at the degree program as a whole.

Interim Dean Hodges stated that before proposals come to the Graduate Council for consideration, the Graduate School has worked with the proposers to be sure the proposals are in good format. The proposals are also reviewed by Academic Affairs before coming to Graduate Council.

Assistant Professor Girvan asked about an issue that was brought up last year at Graduate Council, the question of doing a service audit of faculty to see how service is distributed university wide. Assistant Professor Girvan asked if Graduate Council was the right body to consider this question or if it should be done elsewhere. Interim Dean Hodges thought that this may be an issue for the Senate.
New Business

School of Journalism and Communications (SOJC) Professional Masters in Advertising and Brand Responsibility Curriculum Revision

Interim Dean Hodges provided a brief history of this program that while it exists, has not been actively used for a while. Academic Affairs Manager Geldreich stated that this is a program that is still on the books and appears in the catalog. It is a program the UO is still allowed to offer. This proposal is only a curriculum revision.

After Graduate Council discussion, Associate Professor Frost moved to approve the curriculum revision to the SOJC Professional Masters in Advertising and Brand Responsibility, and Professor Chakraborty seconded the motion. The Graduate Council unanimously voted to approve the curriculum revision to the SOJC Professional Masters in Advertising and Brand Responsibility.

The Council adjourned at 5:15pm.

Respectfully submitted,

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Shanka Chakraborty
Graduate Council Secretary