

**Graduate and Research Council (GRC)****Meeting Minutes****Tuesday, May 28, 2013****2:00 p.m. – 3:30 p.m.**

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**I. Chair's Report – Professor Valerie Leppert****- DivCo (5/21)**

Concerns were raised over the LREP projections for graduate student growth and how the campus will achieve the numbers. DivCo will send a memo to graduate groups asking for clarification on what their ideal faculty-student ratio is and any concerns they have in reaching those numbers. Graduate Groups will be asked to consider the constraint of space, student quality improvement, advertising of available graduate majors, and credit for total instructional effort.

**- Reminder: Email Consent Items**

Chair Leppert announced that over the summer several already discussed agenda items will be sent as email consent items. Members will be given a time period of five business days for approval.

**II. Consent Calendar**

- The agenda was unanimously approved as presented.
- The draft IIGP Renewal Request Memo to CCGA was approved.
- The CRFs listed below were unanimously approved as presented.
  - CHEM 260
  - ES 222
  - ME 280
  - QSB 297L
  - QSB 297

**Action:** Senate Analyst will send approved CRFs to the Registrar.

**III. Faculty Research Grants**

A total of 35 proposals were received totaling \$217,651.93 in funding requests. Provost/EVC Peterson has provided \$130,000 for distribution. GRC discussed proposal rankings and options for funding proposals. Members chose to fund all proposals ranked 3.75 and above. Members also discussed and made suggestions for the wording of the notification letters.

**Action:** Senate Analyst will revise the draft notification letters for approved and declines proposals.

**IV. Advisory Committee on Research Safety- Professor Jason Hein**

Provost/EVC Peterson has delegated the authority to Vice Chancellor of Research Traina to create a Joint Senate Administration Advisory Committee on Research Safety. GRC reviewed the proposed charge and had recommendations on the committee composition. Members suggested that the committee membership should include: laboratory staff, an Assistant Dean and a member from the Senate Committee on Research. A member suggested that Administrative staff should be ex-officio and lab staff should have voting privileges. GRC strongly agreed that the

committee membership should not deviate from equal representation from faculty and administration.

**Action:** Chair Leppert will draft email response to VCR Traina and circulate for committee feedback.

#### **VII. Graduate Program Review Policy**

GRC was asked to revise the Graduate Program Review Policy to allow the establishment of a joint Undergraduate-Graduate Program Review Committee. Members discussed the request from Senate Chair O'Day and had concerns regarding the proposed Joint Undergraduate-Graduate Program Review Chair duties, overall membership, and the feasibility for CoC to populate the committee.

**Action:** Chair Leppert will draft memo and circulate for committee feedback. Members will approve by consent via email.

#### **VI. CRF On-line System**

The proposed GRC workflow and current UGC workflow have been revised to create a Unified CRF Workflow to streamline the integration of the graduate course approval components. GRC reviewed and approved the revised CRF documents listed below.

- Revised CRF Policy
- Revised CRF Form
- New Unified CRF Workflow
- CRF & CCGA Submission Deadlines

**Action:** Chair Leppert will draft memo notifying all graduate groups of the revised CRF documents.

#### **V. Annual Review: Graduate Group Policies & Procedures**

On May 2, GRC sent the call for annual review of Graduate Group Policies and Procedures. The deadline for submission was May 21, 2013. GRC discussed the timeline for review of the Graduate Group Policies and Procedures. Members advised Dean Kello that language approved last year by GRC had not been incorporated into the Graduate Advisors Handbook. Dean Kello agreed to follow-up with the Graduate Division regarding an updated copy of the Graduate Advisors Handbook.

**Action:** GRC will review and approve the revised Graduate Group Policies and Procedures via email.

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared by:

Mayra Chavez, Senate Analyst