

## USA Graduate Council Meeting Minutes

4/18/23 @ 3 PM

### Faculty Club

**Members Present:** Elizabeth Adams, Eric Loomis, Gwendolyn Pennywell, Debra Chapman, James Stefurak, Robert Cloutier, Leigh Minchew, Ben Lee, Blair Saale, Aishwarya Praskash, Ryon McDermott, Tim Sherman, Kevin West, Joyce Pittman, Hayley Mullinax, Evan Butlig, Todd Andel, Edmund Spencer, Harold Pardue, Lorene Flanders, Norma Jean Tanner, Ashley Suggs, Heather Nix, DeAnna Cobb, Avery Robinson

**Guests:** Ashley Gibson, Julie Estis, Lisa LaCross, Phillip Williams, Tammy Vance, Katherine Brown, Angela Rand

*Agenda and materials distributed prior to the meeting.*

1. **Graduate Dean's Report (Pardue):** The Graduate School's annual budget and main sources of funding were

**Courseleaf update** (Gibson): The testing phase is underway for CAFS (Curriculum Action forms). A Suggs reminded the Council that the zoom training session for Courseleaf was recorded and is available on Canvas. Zoom Q&A sessions are upcoming. The Banner/Courseleaf feed is being tweaked. The Bulletin deadline is May 17<sup>th</sup>.

**GA update** (Gibson): GA application deadlines are approaching and posted online (<https://www.southalabama.edu/colleges/graduateschool/information.html>). Maymester is included in the summer semester but please let Ashley know if any of your GA's will be taking Maymester courses. The academic calendar is short by a week this year as the Fall semester starts later than usual. The one-week period will not be covered by the GA stipend for GA's appointed on the academic year basis. I-9s are an issue, however

as soon as the student's committee is formed and the Council was asked to ensure these forms are submitted in a timely fashion

(<https://www.southalabama.edu/colleges/graduateschool/resources/thesisdissertationcompcommitteeappt.pdf>)

**Thesis/Dissertation Submission Form (D Cobb):** R Cloutier asked a week or so before the meeting why the same faculty members should have to sign twice (signature page and T/D submission form) for thesis/dissertation students. The main relevance of this form is that a plagiarism check statement is included and several Graduate Directors vouched that they wanted to continue to see that this function continues and that they sign this form. The form will be edited to exclude committee members and only include the committee chair, department chair, and graduate director.

<https://www.southalabama.edu/departments/eforms/graduateschool/thesisdissertationsubmissionform.pdf>

10. **3MT - Three Minute Thesis (H Pardue):** The 3MT contest is very popular (akin to sporting events) at other state institutions as reported at the Alabama Council of Graduate Deans meetings. South did hold 3MT some years ago but student interest in participating became very low and we subsequently switched the annual graduate research forum to the current format with selected student presentations, thesis/dissertation awards, and poster session. (3MT enclosure included in agenda email). There was sot.-1 ,ther. c 5.2 (s)-4.3 (u)-0.8 (b)(.)1.3 7.7 (2.2.i-

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