



Graduate Council
Metropolitan State University of Denver
May 25, 2017
11-12:30
SSB 330C
MINUTES

Attendees: Shannon Campbell, Kim Bernie, Nicole Vowles, Cindy Busch, Jennifer Capps, Jim Tisdale, Paula Martinez, Jo Bailey, Cipriana Patterson, Chad Harris, Deborah Horan, Chitti Govindarajulu, Amy Middleton

- I. Welcome
- II. Approval of minutes – minutes approved
- III. Message from Deputy Provost
 - a. Grad School Direction
 - b. Teamwork
 - c. Centralization
 - i. Tuition rates
- IV. Structure of Council
 - a. Membership
 - i. Currently we have 21 people on the committee – this is too large
 - ii. In the process of hiring a graduate librarian – he/she should be part of the Council
 - iii. Each graduate director should be a member of the Council
 - iv. One program manager from each program should be on the Council
 - v. Once curriculum representative should be on the Council
 - vi. One registrar representative should be on the Council
 - vii. Two budget representatives should be on the Council
 - viii. Meetings will remain open but not everyone will have voting rights
 - ix. Faculty representation should still continue to be involved
 - b. Role of Grad School Administrator
 - i. Submit all agenda additions 72 hours in advance
 - ii. Receipt of all information at least 48 hours in advance
 - iii. Will arrange all meetings and take minutes on the meetings and post to Graduate Council website
 - c. Future meetings
 - i. 4th Thurs. of every month throughout the summer and for the remainder of the academic year
 - ii. Inform administrator if you are unable to make a meeting and send a surrogate in your place

1. Please let Dr. Campbell know 72 hours ahead of time so meeting agenda can be sent to surrogate
- V. Grad Studies is working closely with MarCom to establish a brand guide so marketing materials will be provided in a timelier manner
- VI. Summer Plans
 - a. Grad Studies Retreat – hopefully this summer
 - i. Social media/Hootsuite workshop
 - ii. Best practices in recruitment workshop
 - iii. Projection Methodology
 - iv. Ideas from Council
 - b. Creation of Mission, Vision and Values
 - i. Ensure programmatic MVV's bolster Graduate School MVV's
 - ii. Goal is to submit proposal to Deputy Provost by August 1 – get comments to Dr. Campbell by Thursday, June 8
 - c. Website Overhaul
 - i. Assessment of programmatic websites
 - ii. Rubric
 - d. Establish Separate Graduate Graduation Ceremony by Spring 2018
- VII. New Business -- none
- VIII. Adjournment