

**Winthrop University Graduate Faculty Assembly**  
Minutes, September 18, 2015  
Carroll Hall – Whitton Auditorium

I. Call to Order

The meeting was called to order at 1:05pm. A quorum was present.

II. Welcoming Remarks - Malayka Klimchak, Graduate Faculty Assembly Chair

Dr. Klimchak thanked Dr. Adriana Cordis for serving as Secretary and Dr. Matthew Heard for serving as Parliamentarian. She also thanked faculty and Dr. Boyd for attending the meeting.

III. Approval of minutes of the Graduate Faculty Assembly from April 28, 2015

The minutes from the April 28, 2015 meeting were approved unanimously.

IV. Report from the Provost and Vice President of Academic Affairs - Debra Boyd

Dr. Boyd provided an update on several on-campus initiatives, one of which is the creation by President Mahony of a number of small working groups that focus on retention, academic programs, employee satisfaction (non-compensation issues), diversity, and other issues. This is an opportunity for faculty across campus to make suggestions and share ideas with various governance bodies. The faculty will receive full reports on the results of the work done by these groups.

With respect to the budget, Dr. Boyd mentioned that the University has received some one-time money from the legislature, but few recurring funds. The university will ask for additional recurring funds based on input from department chairs and deans.

Dr. Boyd also noted that because of the upcoming election, there will be a host of political events on campus this year. Due to the last-minute nature of many of these events, faculty may be asked to be flexible with room scheduling if the location of the event that faculty are involved in can be changed with no adverse effect. This will help accommodate all of the events.

A member of the assembly wanted to thank President Mahony for restructuring the university management. Dr. Boyd emphasized that the goal of restructuring was to give the President the opportunity to get to know all constituencies.

Dr. DeRochi added that the Graduate School is represented in many of the working groups that Dr. Boyd mentioned.

V. Report from the Graduate Council - Melissa Carsten, Graduate Council Chair

Dr. Carsten informed faculty about the priorities for the current academic year. She noted that last year the GFA focused on reviewing and revising the by-laws. During this process, it became apparent that some of the processes for graduate faculty need to be changed. One of these is the communication of curriculum actions. Accordingly, a faculty governance website will be created to facilitate communication. It will be used to post minutes and other information. Additional details will be provided at a later date.

A second task will be reviewing the “4+1” policy brought by Dr. DeRochi. Faculty will be asked to provide input on the changes needed to allow for “4+1”.

A third task will be reviewing the GFA post-tenure membership with the objective of identifying a simple way to keep track of faculty’s GFA status after tenure.

Dr. Carsten also noted that the GFA minutes will now be posted earlier, along with other relevant information.

Ms. Gina Jones showed faculty how to access the curriculum process. She noted that the process was passed five years ago to help approve curriculum matters more quickly. See Slide 6 of “GFA Slides” for details on this process. Ms. Jones emphasized that only one action requires a GFA vote: “Change # of hours needed to complete a degree program; add or drop a degree program.”

A member of the assembly inquired about adding a new concentration or a new certificate program. Ms. Jones advised that these should be included in the list of curriculum action that needs to be voted on.

A member of the assembly inquired about changes of grades to S/U. Ms. Jones pointed out that these changes would fall under the process listed in the first block (see Slide 6 of “GFA Slides”).

Ms. Jones provided a brief look at the curriculum application system. She noted that a link to the system can be found by going to “Records and Registration” on the home page, then to the “Faculty and Staff” tab. This will bring up a link to the Curriculum Application System Manual which contains detailed instructions, and to the Curriculum Application System which allows users to view historical or pending “Program Changes” or “Course Actions.” Ms. Jones also noted that faculty should contact her in the event that access is denied.

Dr. Carsten added that the Graduate Council approved one graduate petition, awarded three new faculty members graduate faculty status, and changed PHIL 565 Environmental Ethics from a 500-level to a 300-level course.

## VI. Report from the Dean of the Graduate School - Jack DeRochi

Dr. DeRochi emphasized two items discussed in the Report that he emailed last week:

- (1) The change to the December commencement (i.e., combined undergraduate and graduate commencement). There is no change to the May commencement. It was noted that the reception that has been historically organized for the graduate degree candidates will be held in May rather than December due to the low number of December candidates.
- (2) The downward trend in Graduate enrollment. It is important to recognize the ways we set up our students for success, careers, and professional advancement. Graduate programs are exploring new delivery ways (online, Saturdays, 8-week courses, certifications, etc.). It was noted that Winthrop is well suited and well positioned for this because it is the only public university in the area that can serve the students. He encouraged faculty to keep thinking ahead and talk about delivery in their departments. He also noted that we have the support of President Mahony.

Dr. DeRochi also introduced briefly the new colleagues in the graduate school office (see Dean's Report).

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

There was no new business.

IX. Announcements

Dr. Klimchak announced the date for the next meeting: Friday, November 13, 2015.

X. Adjournment

The GFA meeting adjourned at 1:45 pm.

Respectfully submitted,  
Adriana Cordis  
Secretary