

University of Wisconsin-Milwaukee  
**Graduate Faculty Committee (GFC)**

**Monday, March 21, 2016**

**3:00 p.m. – 4:30 p.m.**

**Union 280**

**MEETING MINUTES**

**I. Call to Order**

At 3:11 p.m., while waiting for meeting attendance to reach quorum, Craig Guilbault recommended that the committee proceed informally until attendance quorum is reached. He stated that there were some automatic consent business that he would like to discuss.

Craig Guilbault explained that the first two items on the agenda that are under automatic consent are there to be made officially part of the minutes and record. He explained that the first agenda item may be a little confusing and he would like to explain. He stated as you know that as a committee we passed a resolution in accordance with the Graduate School to the University Committee as it related to some of the CCOET recommendations. He explained that it was discussed at the University Committee and was forwarded but since the ballot was taken electronically it was never officially part of the minutes and record. He explained that the second item is a response that Marija Gajdardziska-Josifovska had very thoughtfully put together that she delivered orally. He stated that when the meeting becomes official these automatic consent items will become part of the minutes and record.

Craig Guilbault directed the committee to the next automatic consent items of program reviews. He commented how nice it is to see good things that are said by outside reviewers about our departments. He also stated how frustrating it is to read how strapped for resources everyone is across campus.

Craig Guilbault reminded everyone that the committee was proceeding informally due to not having attendance quorum. He asked if there were any announcements. There was no response.

Craig Guilbault explained the next agenda item of Graduate Student Advisor Policy. He stated that this issue was brought about due the shrinkage of faculty due to retirement. He explained the intention was to make the policy more flexible.

Craig Guilbault informed the committee that discussion of election of a new chair must take place. The committee unofficially discussed the election options.

Craig Guilbault announced that this was his first year of serving as chair and had he had originally offered to serve again however his term is expiring this year and is not eligible. He stated that he is on the ballot for re-election however the results will not be available until May. He informed the committee that the deadline of the election for GFC chair was in February and had passed meaning we are supposed to handle this issue now. He suggested to the committee that he would prefer not to have the election this meeting.

Tracey Heatherington gave history of her experience as serving as chair. She stated that there was no means of transferring knowledge from chair to chair. She suggested that chairs should overlap. She suggested that the committee should vote to suspend the election.

Craig Guilbault offered to the committee that if anyone was interested in running as chair he would be open to privately discussing any concerns that they had and the duties and responsibilities of the chair.

Craig Guilbault asked Tracey Heatherington to report in Marija Gajdardziska-Josifovska's absence. Tracey Heatherington informed the committee that the budget meeting she attended this morning was so far so good concerning the Graduate School. She informed the committee that the new fellowship award offers have all gone out. Craig Guilbault asked her if the offer of awards was the same as last year and she replied yes. Tracey Heatherington complimented Vicky Everson and Tiffany Nation for their extraordinary assistance with the Fellowship awards.

Committee quorum attendance was met at 3:22 p.m. The meeting was called to order at 3:25 p.m. by Craig Guilbault, Chair.

## II. Roll Call

### Present:

(Committee Members): David Allen, Abigail Amissah-Arthur, Barbara Bales (*Secretary*), Martha Carlin, Sarah Davies Cordova, Vicky Everson, Craig Guilbault (*Chair*), Peninnah Kako, Hamid Ouali, Timothy Patrick, Jason Puskar, Richard Smiraglia, Habib Tabatabai, Erin Winkler, Jane Witten,

(Non-Committee Members): Tracey Heatherington (*Ex Officio*), Tiffany Nation

### Absent:

Erin Fox (*Ex Officio*), Marija Gajdardziska-Josifovska (*Ex Officio*), Seyed Hosseini, Hemant Jain, Jenny Kehl, Laura Otto-Salaj, Diane Schadewald, Aaron Schutz (*Vice Chair*), Nicole Steppig, Gregory Thomson, James Vining, Jon Welstead, Cheng Zheng

### Guest:

## III. Announcements

Craig Guilbault asked if there were any announcements. There was no response.

He informed the committee that this issue of electing a new GFC chair had been unofficially discussed before quorum was met. He stated that he would not want to stand in anyone's way of being elected chair. He explained that he didn't want to seem like he was trying to hold the chair position.

The committee discussed the options of when to hold the election for new chair.

The committee also discussed rescheduling the May 18<sup>th</sup> GFC meeting to May 9<sup>th</sup>. Barbara Bales also recommended that the GPR May 18<sup>th</sup> meeting would also be rescheduled to May 9<sup>th</sup> to accommodate automatic consent items.

Motion was made to rescheduled May 18<sup>th</sup> GFC meeting to May 9<sup>th</sup>, seconded and passed unanimously.

The committee also discussed if the election of a new chair would be held at the April 18<sup>th</sup> meeting or at the May 9<sup>th</sup> meeting.

Motion was made to hold election of new chair on May 9<sup>th</sup>, seconded and passed unanimously.

He directed the committee to the next agenda item of approving the meeting minutes from the February 22, 2016 meeting and automatic consents that had been unofficially discussed before quorum.

## IV. Automatic Consents

The following meeting minutes and agenda items under automatic consent were motioned, seconded, and were approved as distributed with no changes and passed unanimously.

A. [Minutes](#) of the Graduate Faculty Committee Meeting of February 22, 2016

1. Response of GFC to CCOET

2. Response of Graduate School

B. Exceptional Education MS Program Review Report  
Geography MA/MS/PhD Program Review Report

## V. Graduate Student Advisor Policy GFC Doc No. 1173

Craig Guilbault explained that as he had stated early while waiting for attendance quorum, the changes to GFC Doc No. 1173 will be minor. He informed the committee that the first item is from item B page #3 and he read it to the committee stating that 1 year changes to 2 years in other words they could continue to serve as co-chair.

B. However, upon retirement or resignation, an individual who has been serving as a committee

chair for a particular doctoral student may continue in that role for up to ~~one~~ two years. After ~~one~~ two years, s/he may be permitted to serve as co-chair following the provisions of Section VI. [8]

Craig Guilbault explained that the other changes were similar which were under IV. and VII. on page #6 and he read them to the committee.

VI. Summary of Proposed Changes to GFC Doc. 853	VII. Justification for Proposed Changes
8. Allow doctoral dissertation adviser to continue in that role for up to <del>one</del> <u>two</u> years and <u>to continue as a co-chair</u> within retirement or resignation.	The Graduate School has received requests for this provision; allows continuity for student. Beyond <del>one</del> <u>two</u> years, <u>a current faculty</u> co-chair <u>arrangement</u> will be required; current faculty are ultimately responsible for supporting student through degree completion.

Erin Winkler stated that she thought that the committee had discussed this. The committee had discussion over the revisions of the policy and if it should be passed with the minor changes. .

The motion was made to make the friendly minor changes to the policy to cover committee members and chairs, seconded, and passed unanimously.

## VI. Reports

### A. Report from the Dean of the Graduate School

Craig Guilbault had asked Tracey Heatherington before quorum to unofficially report in Marija Gajdardziska-Josifovska's absence. He decided he would not make her repeat her report.

### B. Chair's Report

### C. GFC representatives on other standing committees

#### 1. Physical Environment Committee

Habib Tabatabai reported to the committee that will be an increase in campus parking fees. Craig Guilbault asked the justification for the increase. Habib Tabatabai stated that there was no justification. He informed the committee how difficult this increase will be on faculty whom already walk blocks to park their cars to save on parking cost. He also spoke about the dangers that faculty face while walking blocks to plug meters or move their cars.

#### 2. Academic Planning and Budget Committee

Craig Guilbault reported that there were no striking announcements at the big meeting. He informed the committee that as a cost saving the APBC chair is putting together a committee and he was looking for volunteers for this committee. Craig Guilbault was hoping that Barbara Bales would volunteer. Timothy Patrick volunteered to serve.

#### 3. Academic Policy Committee

*No report given*

#### 4. Research Policy and Advisory Committee

Jane Witten reported there was a big emphasis focus on the undergraduates. She also reported on the closing of centers.

#### 5. Graduate Assistant Appeals Panel

*No report given.*

## VII. Other Business

Craig Guilbault informed the committee that if they had any issue they want to raise at the next meeting to contact himself or Vicky Everson.

## VIII. Adjournment

The meeting adjourned at 4:14 p.m.