Those in attendance were: Amanda Barefield, Patricia Cameron, Wayne Lord, Steve Black, Mitchell Watsky, Judi Wilson, James Cray, Darren Browning, Steven Page, Lori Anderson, Marguerite Murphy, Mike Brands, Regina Messer, Dalton Brannen, Beth NeSmith, and visitors – Pam Witter and Katherine Sweeney.

I. Dr. Mitchell Watsky called the meeting to order at 1:00 PM by having everyone introduce themselves.

II. Consideration of the Minutes – August 23, 2013 meeting
The minutes were considered and approved as written.

III. New Business

   Dr. Watsky introduced Ms. Witter by saying that she is going to be helping the Graduate School in reviewing and streamlining the processes of what is done in the School.

   Ms. Witter stated that she is the change management specialist as well as the process management specialist and asked for examples of what kind of processes that needed to be looked at for improvement especially after consolidation. She said that one thing that has been adopted is called Lean. The primary goal of this is to eliminate the waste and increase the flow in the center while preserving the value and creating less work. The belief is that all processes can be improved and that 80% of the steps in a process can be eliminated. She also said that this is not an exercise to eliminate jobs. It’s creating opportunities to add more value to the work which is important.

   As an example, Ms. Witter wanted to know how members of the Council would communicate back to their College, program or department. Dr. Watsky said that his hope would be that each person on the Council would take back what takes place at the meetings.

   She said that some preliminary work has been done with the Graduate School and they are looking at two processes: the Graduate Admissions Process and the GRA’s Process. The next thing which is being asked is for the Council to create a prioritized list of processes which they would like to have reviewed.

   Dr. Patricia Cameron talked about the centralized admission process which is new to the Summerville graduate programs. She said the
Katherine Sweeney who is the Director of Admissions on the Summerville campus would be holding a training workshop on the processes. All programs must have identified individuals with access and working knowledge of Banner, Crystal Reports, and Xtender to be able to work through the admission process. Access and training are through the Office of Academic Admissions – contact Katherine for assistance and more information. Looking forward, we are exploring options for electronic routing and sign off of action forms.

Dr. Cameron also asked everyone to check the OAA website to make sure everything is up to date and accurate for your program on the OAA website. If it’s not, it should be communicated to Katherine and copied to the Graduate School.

b. Discussion – Members for Curriculum Review Sub-Committee and the Graduate Faculty Appointment Review Sub-Committee
Dr. Watsky said that he would like to have six members on each of these sub-committees who would carry on the daily or monthly business of reviewing the curriculum and candidates of the graduate faculty. Each committee will be charged with assisting in modifying the process to make it leaner.

Dr. Watsky said he would send out a general call to the Council and asked anyone who would like to serve on either committee to contact him. He said he would like to have these in place by the next meeting. Dr. Cameron has been asked to head the Curriculum Committee. He called for volunteers to lead the Graduate Faculty Appointment Review Committee. If you would like to be considered for this position, please contact Dr. Watsky.

c. Discussion – Election/Nomination/Appointment of a “College Senator” to the Faculty Senate
Dr. Watsky said that we need a college senator for the Faculty Senate and asked for a volunteer. Dr. Stephen Black volunteered to be senator. The Council approved this appointment.

d. Proposal – Name change for a M.Ed. program
Dr. Wayne Lord attended to present the proposal to change the name of the M.Ed. in Educational Leadership to M.Ed. in Leadership. He said that there will be no substantive change to the content of current courses nor is there any curricular revision proposed with this change.

Dr. Watsky said that this had already been sent to Drs. Caughman and Rychly once before in its current state and it was sent back with concern of potential overlap with the Business Leadership MBA. He discussed with Dr. Lord and as stated there is no business aspect to this.
After discussion, this change was approved.

e. Faculty Appointments
The following faculty were reviewed and approved for recommendation to the Dean:
Dr. Peter Basciano
Dr. Jeanne Cartier
Dr. Pam Cromer
Dr. Barbara Russell
Dr. Yaoliang Tang

The following were tabled for reconsideration and pending receipt of more information:
Dr. Kimberly Davies
Dr. Allison Foley
Dr. William Reese

IV. Announcements and Reports
a. University Faculty Senate
Dr. Amanda Barefield said there was encouragement for faculty to vote since there has to be 25% participation. She also said that there is now an Ombudsman role located on the Summerville Campus. You can send him something and he can take forward on your behalf.

There is also a petition regarding parking on the Summerville campus. Parking went from $10 a year and now it is $10 a month.

b. Updates on Previous Action Items
The Council has been reorganized. Dr. Watsky said that the Deans are counting on this committee to improve processes and to facilitate communication between the colleges.

He said to contact Marvis Baynham at least two weeks ahead of time to add items to the agenda of the Council meetings. He will ask the sub-committees to come up with deadlines as well.

The next Council meeting will be the same process as today’s meeting.

c. Other announcements
None

V. Other

VI. Adjournment
With there being no other business, the meeting was adjourned at 2:50 PM.