

Meeting Minutes of the Graduate Council

Date: February 11, 2025

Location: Alumni Center Board Room

Members Present

Nathan Rabalais (MODL - Chair), Marietta Adams (EDCI), Elena Babatsouli (CODI), Ashlie Boelkins (ARCH), Gracie Babineaux (Grad Student Rep, PhD EESC), Brian Bolton (ECFN), Wesley Bradford (MUSC), Beenish Chaudhry (CMIX), Natalie Keefer (EDCI), Robin Koytcheff (MATH), Christy Lenahan (NURS), Amanda Mayeaux (EDFL), Javier Portillo-Elias (ECFN), Laurel Ryan (ENGL), Meng-Ru Shih (CJUS), Scott Sittig (HLSI), Frances Stueben (NURS), and Rui Zhang (GEOS), Mary Farmer-Kaiser (Graduate School, ex-officio).

Members Absent

Ignatius Cahyanto (MGMT), Farzad Ferdowsi (EECE), Nicholas Kooyers (BIOL), Clement Okolo (GSO President, PhD CMPS), Catherine Roche-Wallace (MUSC), Peng Yin (MCHE), and Mark Zappi (CHEE).

I. Call to Order

The meeting was called to order by Nathan Rabalais, chair, at 2:06 PM.

II. Announcements and Approvals

December 10, 2024, Meeting Minutes:

A motion to approve the December 10 meeting minutes was made by Laurel Ryan and seconded by Amanda Mayeaux. The motion carried.

Spring 2025 Graduate Student Programming Updates:

Farmer-Kaiser shared the winners of the 3MT finals that took place on Friday, January 31, 2025. Council members also were reminded that Graduate Student Appreciation Week (GSAW) will be held April 6-11, 2025. Members were encouraged to host a departmental appreciation activity for the graduate students that week. The list of GSAW activities were shared with council members. Farmer-Kaiser shared that the Graduate School has a poster printer available to all graduate students to print conference research posters at no charge. The poster printer was purchased by SGA and the Graduate School will be responsible for supplies and printing of the posters. The Graduate School is collaborating with the University Print Shop to re-locate the poster printer to the University Print Shop on St. Mary Boulevard.

Spring Grad Council Meeting Dates:

Rabalais reviewed the Spring 2025 Grad Council meeting dates: March 11, April 8, and May 13. Rabalais informed members that the Council would have guests at the March 11 meeting: Teressa LeDay, Michele Broussard, and College of Liberal Arts Dean Ani Kokobobo

III. Standing Committee Reports

Appeals – Yung-Hsing Wu:

The Graduate School submitted a report on behalf of Yung-Hsing Wu detailing the January Appeals

Committee meeting. Feedback was shared that the new probationary status has improved retention for these students. A motion to accept the report was made. The motion carried.

Curriculum – Amy Brown:

No report.

Fellowships – Ryan Nelson:

On behalf of Ryan Nelson, Rabalais shared that applications for the Dissertation Completion Fellowship have been reviewed and rankings are complete. Farmer-Kaiser noted that the Graduate School is waiting on budget approval before offers can be made for the 2025-2026 academic year.

Graduate Faculty Membership – Patricia Lanier:

No report.

Inclusion, Diversity, Equity, and Access – Davide Oppo and Meng-Ru Shih:

Meng-Ru Shih shared updates regarding current projects that the committee is working on this semester: 1) policy update for the Jackson Community of Scholars; 2) collaboration with McNair and other scholarship students to host events during Graduate Student Appreciation week; and 3) documenting the GPS locations for the ADA entrance for all campus buildings.

IV. Old Business

Graduate Faculty Membership: Emeritus/Retired Faculty and Non-Tenured/Temporary Faculty:

Rabalais and Farmer-Kaiser shared that the proposal was discussed in length with the Dean's Council and Graduate Program leadership. Discussion and final revisions to the policy were discussed. A motion to approve the proposal was made by Laurel Ryan and seconded by Ashlie Boelkins. The motion carried.

Graduate School Request to Expand English Language Proficiency Exempt Countries:

This agenda item was tabled due to time constraints.

Creation of Ad Hoc Committee: Guidelines for Graduate Assistants Handbook:

The Graduate Council reviewed the membership and formal charge for the Graduate Assistantship Handbook Ad Hoc Committee. The Ad Hoc committee is charged with drafting a new Graduate Assistantship Handbook that offers guidance on responsibilities, procedures, and resources to graduate students appointed to GTA, GRA, GA roles, faculty and other individuals who serve as supervisors, and University units who employ graduate students in these roles. It also was charged with providing a formal report identifying areas for future development of best practice policies, procedures, and guidance that is not clear and/or not presently in place at UL Lafayette. The Committee will provide an update on its work at the March 2025 meeting. The anticipated timeline for completion of a draft handbook document and report with recommendations is May 5.

V. New Business

Catalog Revision: Summer Enrollment Requirement or Graduate Assistantship Appointments:

1 The Graduate Council reviewed and approved the catalog revision request to update the 2024-2025
2 University of Louisiana Lafayette Catalog to reflect the enrollment requirement of 6 graduate credit
3 hours rather than full-time (now defined as 9 graduate credit hours for all semesters) for graduate
4 students appointed in assistantship roles during the summer sessions. The motion carried.
5

6 **Health Insurance for Graduate Students / Graduate Assistantships:**

7 This agenda item was tabled until the next meeting due to time constraints.
8

9 **VI. Adjournment**

10 A motion to adjourn the meeting was made. The motion carried. The meeting was adjourned at 3:58
11 PM.