**Graduate Council Meeting Minutes**

**September 9, 2015**

Attending: Kambiz Farahmand, Brenda Hall, Joel Hektner, Samee Khan, Rhonda Magel, Jennifer Momsen, Jennifer Odom, Brandy Randall, Molly Secor-Turner, Verena Theile, Nan Yu

**Report of Exams**

Dean Wittrock presented the Report of Final Exam, reflecting the Council’s changes. Verena Theile made a motion to approve the new form. Joel Hektner provided the second. Motion carried.

**Graduate Council Planning**

Dean Wittrock asked the Council to think about the rest of this academic year and beyond with regard to what the Graduate Council should be doing and what direction it should be going. Dean Wittrock let the meeting to allow for discussion.

**Discussion**

The Council members agreed that there should be by-laws for the Council. Tom agreed to find a few examples of by-laws from other institution’s Graduate Councils and distribute them prior to the next meeting.

The Council discussed the 3 Minute Dissertation videos with regard to how the institution, Graduate School and departments could be using them such as part of the final defense and recruitment tools.

There was also discussion about the training and preparation for recording the videos. It was suggested that advisers should attend a training session to learn more and that training should address finding the main point(s) you want to get across. Advisers could also be given a document that outlines the video information.

Another topic discussed: quality of the dissertation videos. Providing development for the skills needed should be giving earlier in the student’s program. One measure of quality could be whether or not the Graduate School Representative can understand what the student’s research is about.