

# Graduate Council Minutes

2:00 pm

Wednesday, September 10, 2025

Gail P. Gunter Room

John C. Fant Memorial Library

Present: Marty Brock, Kelly Ballard, Chrystal Hodges, Chad Murphy, Alena Groves, Hunter Manasco, Shahara'Tova Dente, Mary Miller, Brian Anderson, Kelly Woodford, Marty Hatton, Shonda Phelon, Irene Pintado, Nora Corrigan, David Carter, Mikayla Johnson, Shannon Lucius, Tracee Watkins, Jill Drouillard

Absent: Beth Turner, Brandy Larmon, Hillary Richardson, Dee Larson, Scott Tollison

## I. New Course:

- College of Arts and Sciences – Master's in Fine Arts in Theatre Education
  - TH 630 Fundamentals of Directing

## II. Course Modifications:

- College of Arts and Sciences – Master's in Fine Arts in Theatre Education
  - New title: TH 519 Acting and Directing I
    - Title change from Acting and Directing
- College of Arts and Sciences – Master's in Fine Arts in Theatre Education
  - New title: TH 664 Costume History & Construction
    - Title change from Costume Design & Construction

David Carter presented-TH 630 and TH 664 were brought before the council as a block to vote on due to the fact that they will be put into effect THIS academic year. TH630 was a request brought forth by the students to be a course taught more in the process of directing as opposed education related directing. The change in title for course TH664 is because the course is about costumes in history and really should have been the title of the course when it was created. He would like these changes in the bulletin for the Spring 2026 semester. Shannon said that this can be done. Marty Hatton motioned. Kelly Woodford seconded. All were in favor. None opposed. Motion carried. These changes will go in effect for Spring 2026.

David Carter presented-TH 519 The one was left off of the course title. This will go into effect Fall 2026. Motion by Brian Anderson. Second by Hunter Manasco. All in favor. Motion carries.

## III. Other/Discussion

- Vote on whether standardized rejection letters should be automatically sent out via Slate

Departments have been sending out their own rejection letters but Slate can automate these. These would be the final rejection letters. Is this something we would like to do? Key points were brought up about: department letters build up relationships and a form letter across all departments is good for consistency. Maybe send out one from Graduate Studies and if the department would like to send one, they can as well. Motion made: Rejection letter will be sent through Graduate Studies with the option of the department sending out a follow up letter. Motion by Kelly Woodford. Seconded Tracee Watkins. The current rejection form letter will be sent out to Graduate Council.

- Restart the Taskforce in charge of updating the New Course and Curriculum Modification

Forms. The Taskforce included: Kelly Woodford, Irene Pintado and Marty Hatton

There are things missing and that need to be updated on the graduate forms, ie-Program objects on the New program form. Is the committee that was formed still good to work on this? Kelly Woodford, Irene Pintado, and Marty Hatton? Marty Hatton said he needs to step down due to other commitments. Tracee Watkins will take his place.

Next meeting will be in November. Does 2:00 pm work better for everyone? Meeting time may change to 2 if that works out better for everyone.

Motion to adjourn. Motion-David Carter. Second Hunter Manasco