



# Memorandum

**TO:** Graduate Council

**FROM:** Song-Tao Liu, Chair, Graduate Council 2019-2020

Amanda Bryant-Friedrich, Vice Provost for Graduate Affairs and Dean,  
College of Graduate Studies

**DATE:** February 7, 2020

**RE: Graduate Council Meeting  
Tuesday, February 11, 2020, 12:30–2:00 p.m.  
HSC Health Education Bldg. 105**

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## AGENDA

February 11, 2020

<https://www.utoledo.edu/graduate/facultystaff/gradcouncil/>

Call to Order, Roll Call and Approval of Minutes from December 10, 2019

A. Executive Reports

1. Report of the Executive Committee of the Graduate Council—Dr. Song-Tao Liu
  - a. Help with GCCC
2. Report of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies—Dr. Amanda Bryant-Friedrich
3. Report of the Vice President for Research—Dr. Frank Calzonetti
4. Report of the Graduate Student Association—Ms. Alisa Nammavong, GSA President

B. Information and Discussion Items

1. Course Evaluation Update—Dr. Amy Thompson, Vice Provost for Faculty Affairs
2. Tips on Preparing Graduate Course Proposals—Dr. Cyndee Gruden, Associate Dean, COGS and Ms. Cathy Zimmer, Director for Academic and Curricular Initiatives

C. Standing Committee Reports

1. Curriculum Report—Dr. Ozcan Sezer
2. Membership Report—None

D. Old Business

E. New Business

F. Adjournment

### Reminder

**2020 Spring GC Curriculum Deadline is March 17.**

**Next GC meeting: Tuesday, February 25, 2020, 12:30–2:00 p.m., Main Campus, Rocket Hall, room 1530**

College of Graduate Studies

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