**Graduate Council Minutes**

**October 8, 2010**

The Graduate Council met on Friday, October 8, 2010 at 1:00 pm in the Cardinal Room of the University Center.

**Members present**: R. Adams, K. Brennan, J. Byrd, F. Buskey, C. Coburn, K. Cooper-Duffy, L. DeWald, T. Domagalski, G. Graham, S. Higgins,

B. Kloeppel, K. Lunnen, J. Mallory, P. Robertson, D. Sally, J. Shirley and S. Swanger

**Members absent**: R. Carton, R. Jaskot, and M. Karvonen

**Others present:** E. Frazier

**Announcements** The announcements were distributed as an electronic handout for the meeting.

**Approval of the Minutes** Motion and second to approve the minutes of the September 17, 2010 meeting. Motion passed.

**Graduate Faculty Review** No Graduate Faculty nominations were submitted for review and approval.

**Curriculum Review** The following curriculum items were reviewed by the Curriculum Committee and came as aseconded motion:

**Master of Accountancy program-** Increase the number of letters of recommendation from two to three.

**Master of Accountancy program-** Delete incorrect information related to non-existent Certificate in Entrepreneurship. Add information about Certificate in Project Management.

**Certificate in Project Management-** Changing the credit that students receive for the Masters’ in Project Management for taking the Project Management Certificate courses due to inconsistencies in the curriculum for these courses.

**Master of Science in Technology-** (1) Add ENGL 605 to the MST curriculum. ENGL 605 is a technical writing course that will better serve the needs of engineering and technology graduate students. (2) Expand the Technical Core selections to better serve students in different tracks. (3) Update program description with the above proposed changes.

**Master of Science in Science and Entrepreneurship-** Inactive Program – effective immediately.

**New Courses:**

ET 643 Advanced Parametric Modeling and Design (3)

ET 645 Random Variables, Signals, and Waveforms (3)

ET 698 Comprehensive Examination (0)

SOCW 528 School Social Work: Policy and Practice (3)

SOCW 530 Social Work in the Health Field (3)

Motion passed.

**Academic Policy & Review** No report.

**University Fellowship,** No report.

**Scholarship &**

**Student Affairs**

**Agenda Items** The revised **“**Graduate Faculty Status Appointments” document was reviewed and discussed. Discussion ensued regarding the following issues and concerns:

* + - * A department goes through the entire process to hire a graduate faculty member, and then the Graduate School does not approve the graduate faculty status. The “Graduate Faculty Status Appointments” document complicates the hiring of new graduate faculty members. That the Graduate School has trump over departments to hire graduate faculty is a real concern.
      * What is the approval role of the Graduate Council? The Graduate Council takes the Graduate Faculty Status criteria and applies it. The Graduate Council does not trump a department hiring decision, but does want to review graduate faculty who are hired.
      * It was suggested that language be inserted that if the criteria for graduate faculty status were met at the time of hire, then the faculty member would get a pass from Graduate Council review.
      * How does the **“**Graduate Faculty Status Appointments” review process work at the time of hire? The review process has not been established yet.
      * Who determines the membership category for a graduate faculty member? The Graduate Council Graduate Faculty Review Committee will use the criteria and will review all graduate faculty members.
      * Can the discussion continue regarding the need to have dissertation committee chairs that do not qualify for full member status because to support the criteria, more faculty are needed.

Motion to approve the **“**Graduate Faculty Status Appointments” document as amended. Motion passed. The document will go to the Council of Deans, the Academic Policy and Review Committee and the Faculty Senate. If any changes are made, the **“**Graduate Faculty Status Appointments” document will be reviewed again by the Graduate Council.

NC DOCKS (NC Online Collection of Knowledge and Scholarship) vs. the use of Proquest for the submission of theses and dissertations was discussed.

Dana Sally stated a concern had been raised regarding the cost of electronic submission through Proquest, the electronic submission service currently being used by Western Carolina University. Proquest publishes documents, distributes the documents globally and provides disciplinary abstract indexing. NC DOCKS is a service the library can provide to make electronic documents public full text web searchable; however, disciplinary abstract indexing would not be available. The library would provide binding services for the required University library copy of the thesis/dissertation. Therefore, does WCU want to stay with Proquest, go to NC DOCKS or provide two options to students?

The pros and cons of each service were discussed. Questions raised and discussed included the following:

How would the Graduate School quality review change with NC DOCKS vs. Proquest?

How would the printing and binding process change NC DOCKS vs. Proquest?

Would costs improve?

Would time to print be improved?

Would additional layers of responsibility be added to the Graduate School and library staff with NC DOCKs vs. Proquest ?

Would costs shift from the student to the University?

What is the cost saving to the student?

If additional University resources in terms of time and money would have to be expended using only NC DOCKS what would be gained?

Can WCU do both NC DOCKs and Proquest ?

It was agreed that since both Proquest and NC Docks can be used simultaneously and the University would have NC DOCKS available regardless, Proquest will still be used for electronic submission. Students will be given the opportunity to order the bound copy or copies from Proquest or through the library.

Motion to approve the use of both Proquest and NC Docks. Motion passed.

The thesis/dissertation guide will be updated to reflect this change. A link to the library will be added. The question was raised at his time as to whether a University resource specialist was available to assist students with electronic submission. It was suggested the Coulter Center be contacted or call Roxane Stiles in the Graduate School for a referral.

Graduate assistantships for distance programs was discussed. Dean Higgins stated this issue was raised at the September Program Directors’ meeting. At this time no additional funds are available for additional assistantships. Also, there are concerns with the supervision and evaluation of distance students in assistantships that create institutional liabilities. Although sensitive to the need, assistantships for distance programs is not possible at this time.

Recruitment Grant submission and review timeline was discussed. Dean Higgins stated this issue was raised at the September Program Directors’ meeting. The issue raised was whether or not recruitment grants were as useful as they could be. Dean Higgins reviewed the history of recruitment grants, the funding for the recruitment grants and the changing processes over the past four years for selecting recruitment grant recipients. Dean Higgins encouraged the Graduate Council to discuss recruitment grant selection with the graduate programs and communicate suggestions to him. Recruitment Grant submission and review timeline will be revisited at the November Graduate Council meeting.

The meeting was adjourned at 3:00 pm.

Submitted by – Elizabeth Frazier

Please note: All attachments are on file in the Graduate School with the Graduate Council meeting minutes.