**Graduate Council Minutes**

**November 12, 2010**

The Graduate Council met on Friday, November 12, 2010 at 1:00 pm in the Cardinal Room of the University Center.

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

B. Kloeppel, J. Neubrander, P. Robertson, D. Sally, and S. Swanger

**Members absent**: C. Coburn, R. Jaskot, and M. Karvonen, K. Lunnen, J. Shirley

**Others present:** R. Stiles

**Announcements** The announcements were distributed as an electronic handout for the meeting. The dean highlighted important dates.

Sue Swanger was appointed the new UNC Graduate Council representative for WCU. She and Dean Higgins will attend the first council meeting, December 10, 2010, in Chapel Hill.

**Additional Announcement** Kristie Coggins will be the new Enrollment Management Specialist as of January 3, 2011. Graduate School has already posted notice for her replacement.

**Approval of the Minutes** Motion and second to approve the minutes of the October 8, 2010 meeting. Motion passed.

**Standing Committee Reports**

**Graduate Faculty Review**

The following faculty members were approved by the Graduate Faculty Review Committee as members of the graduate faculty and came as aseconded motion for approval.

James Petranka Biology Affiliate

Ronald Johnson Acct., Finance, Info. Sys. and Econ. Full

Please note that last minute nominations may need to move to the next meeting. The committee needs one week advance.

**Curriculum Review**

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

**Certificate for Culturally Based Native Health**- Currently, the Certificate for Culturally Based Native Health is approved as an online distance program. Approval to offer the Certificate as a resident program is requested. We seek approval of this program as a residential certificate program so that residential students may receive the certificate. At present the certificate is approved only for distance students.

**Master of Arts in History**- Eliminate HIST 632 as a requirement for the MA in History and all concentrations.

**Master of Science in Biology**- Approvals of a new course: BIOL696, Seminar in Biology (1, 3R). The course may be repeated for 1 hour credit up to 3 hours. By taking this course students will be exposed to current biology research presented by faculty from a variety of institutions.

**New Courses: Fall 2011 effective term**

BIOL 696 Seminar in Biology (1-R3)

**Master of Science in Human Resources-** Adds HR614 as an elective course in the MSHR program.

Motion passed.

**Academic Policy & Review**

Kathleen Brennan asked for discussion on the current course substitutions and Leave of Absence forms and processes.

Course Substitutions: Graduate School Dean does not need to sign course substitution forms. A form or email with both the program director and department head approval is necessary. Helpful items to note:

* + - * Watch for patterns of substitutions. Regularly substituted courses can be addressed through the curriculum process by adding an “or” statement to the degree audit.
      * Changing catalog year may also avoid multiple course substitutions when changing program requirements.
      * Work with the Registrar on a course crosswalk when making a major program change

Leave of Absence:We need to make a distinction between stop out process and leave of absence that actually stops the clock.

**University Fellowship, Scholarship & Student Affairs**

No report.

**Agenda Items** 1.Melissa Wargo, Assistant Vice Chancellor for IPE, and Alan Socha, IPE Data Analyst, fielded questions about reporting from Graduate Council members. GC members were urged to use the Business Intelligence Report and Persistence Report in the IPE Reports folder on H. The reports are based on historic census data. Semester data in the immediate future is dynamic. Certificate students in stand alone certificate programs are treated as certificate completions because of the program code association with a CIP code. Issues noted with reporting stem from Western’s business process not yet matching our reporting process.

2. The Graduate Faculty Status Appointment document (updated Thursday, 11/11/10) was distributed at the meeting. Changes made by the Council of Deans (COD) were discussed. The document will be distributed to the COD once more and the document will be forwarded to the Faculty Affairs Committee of the Faculty Senate for review and approval along with the new proposed Policy 6, Adjunct and Affiliate Status.

3. Discussion of Library fees for binding of theses and dissertations moved to February meeting.

4. Graduate program application and admission deadline for those programs with rolling admissions was discussed by GC. The cutoff deadline is one week prior to the beginning of classes. Fall 2011 is the proposed effective term of this policy.

Motion to approve the graduate application and admission deadline. Motion passed.

5. Recruitment Grant Award timeline is still under review. A recommendation will be brought to GC after the dean meets with Elizabeth Frazier.

6. The Governor, Legislature, and UNC-General Administration may call for a budget reduction of more than 5% for 2011-2012. If this occurs, academic programs may be cut in lieu of incremented budget cuts. At present, the dean of Graduate School is meeting with college deans to discuss low productivity (enrollment, retention, and graduation) graduate programs.

The meeting was adjourned at 2:45 pm.

Submitted by – Roxane Stiles

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