

**Graduate Council Minutes  
February 15, 2008**

The Graduate Council met on Friday, February 15, 2008 at 1:00 pm in the Rogers Room, University Center.

**Members present:** D. Burke, C. Cooper, A. Denson, M. Fenton, S. Higgins, B. Gastle, K. Ivey, B. Jones, W. Knepper, J. Mallory, J. Menickelli, K. Pennington, M. Smith, D. Sally, S. Tonnsen and J. Zhang

**Members absent:** M. Bauer, K. Lunnen, and S. Minor

**Others present:** D. McCord and E. Frazier

**Announcements** Welcome to Dana Sally, the new Dean of Library Services.

Graduate Assistantship and waiver allocations were sent to the Deans on February 4, 2008. GA hiring and waiver award instructions as well as recruitment grant information was e-mailed to department heads and program directors this week.

The distance learning definitions you received were approved by the Council of Deans on February 5, 2008. Questions and concerns regarding the definitions should be addressed directly to the Provost and to the Dean of Educational Outreach.

The on-line proposed 2008-09 Graduate Catalog is updated and has been sent to the catalog vendor for printing layout and pagination.

Update on the Graduate Research Symposium scheduled for March 27, 2008. The Graduate Research Symposium and Student Awards Reception is March 27, 2008. The website is [www.wcu.edu/1149.asp](http://www.wcu.edu/1149.asp). The deadline for paper submission is February 21, 2008. On February 21, the Graduate Student Association is presenting a session on how to do papers for presentation. The session will be held in the University Center from 5:00-6:30 p.m.

All of the academic colleges have responded to the Graduate School regarding graduate assistant and tuition waiver requests for the 2008-09 academic year. The Graduate School will review the requests and allocate graduate assistantships and tuition waivers around the first of February. Two additional out of state tuition waivers for technology and biology have been funded by General Administration.

WCU has submitted to General Administration program enrollment targets for 2008-2017. Ray Barclay in the Office of Institutional Research is responsible for this projection report.

The Faculty Research Reception is scheduled for Wednesday, April 9 in the University Center Grand Room from 5:00-7:00 p.m.

Export Control information is available at <http://www.wcu.edu/research/ExportControls.htm>.

Internal scholar award nominations and information is available at <http://www.wcu.edu/research/>.

The next G.A.T.E. presentation is "How to do Effective Planning." Information is available at <http://www.wcu.edu/it/workshops/wsreg.asp>. G.A.T.E. sessions begin at 3:00 p.m. in Hunter Library.

Graduate applications are up overall from last year. Resident credit applications are up by 86 applications.

A Banner consultant was on campus last week. The Graduate School addressed coding for academic action, specific graduate school holds and graduate faculty status codes. Comprehensive exam requirements, thesis tracking methods and the printing of thesis titles on transcripts were also discussed. The Graduate School is continuing to build degree programs in CAPP, the degree audit in Banner.

Starting with the March 14 meeting, the Graduate Council agenda and related documents will be distributed by e-mail to the deans, department heads and program directors prior to each Graduate Council meeting. Graduate Council Minutes are posted on-line at <http://www.wcu.edu/5332.asp> after the minutes are approved by the Graduate Council.

**Approval of the Minutes** Motion and second to approve the minutes of the January 18, 2008 meeting. Motion passed.

**Graduate Faculty Review** The following persons were approved by the Graduate Faculty Review Committee as members of the graduate faculty and came as a seconded motion for approval:

- |                         |                  |           |     |
|-------------------------|------------------|-----------|-----|
| 1. Dr. James Smith      | Accountancy      | Temporary | 1yr |
| 2. Mr. Terry Curtis Fox | Stage and Screen | Temporary | 1yr |

Motion passed.

Nomination forms and all credentials for persons nominated are on file in the Graduate School.

Sandra Tonnsen, Chair of the Graduate Faculty Review Committee, distributed a proposed format to streamline the graduate faculty nomination and review process.. The Graduate Faculty Review Committee is proposing that department heads, using the proposed format, submit a list of graduate faculty for review, approval and appointment once per academic year. During the academic year, graduate faculty nominations will be submitted and reviewed for faculty who need appointments.

The Graduate Faculty Review Committee will meet to discuss unresolved issues related to Graduate Faculty Status and will present the findings at the next Graduate Council meeting on March 15. The approval of thesis/dissertation committees prior to proposal submission will also be discussed.

**Curriculum Review** The following curriculum items were approved by the Curriculum Committee and came as a seconded motion for approval:

**New Courses:**

- BIOL 536 Physiological and Ecosystem Ecology (4)
- BIOL 533 Ecological Co-Adaptations (4)
- NSG 644 Health Care Systems Management in Nursing Administration (3)
- NSG 645 Cultural Competence in Nursing Administration (2)
- NSG 646 Communication and Leadership in Nursing Administration (4)
- NSG 647 Outcomes Measurement in Nursing Administration (2)
- NSG 648 Nursing Administration in Healthcare Organizations (3)
- NSG 649 Financial Management in Nursing Administration (3)
- NSG 650 Legal and Health Policy Aspects of Nursing Administration (2)
- NSG 654 Nursing Informatics (3)
- NSG 655 Ethics in Nursing Administration (2)
- NSG 656 Management of Human Resources in Nursing (2)
- NSG 783 Practicum in Nursing Administration (3)

**New Program:**

**Nurse Administration Track** - This graduate level program will prepare nurses to function as nurse administrators in a variety of health care settings..This will be a 40-41 hour program including ten new courses: NSG 644, NSG 647, NSG 648, NSG 645, NSG 649, NSG 650, NSG 646, NSG 783, NSG 655, and NSG 656.

**Program Change:**

**MS Technology** – Changes to degree curriculum requirements.

Motion passed.

**Program and Policy Review** Brian reported on the progress of the revised Academic Dismissal Policy passed by the Graduate Council. Brian met with Sean O’Connell, Chair of the Academic Policy and Review Committee (APRC), to answer his questions about the revised policy. Judicial Affairs was contacted regarding the suggested changes to the Academic Dishonesty Policy but no response was received. The APRC will vote on the policy at next month’s meeting.

**University Fellowship, Scholarship & Student Affairs** No report.

- Conditional Admission      Brian announced he will be calling a meeting of the Academic Policy and Review Committee to discuss provisional and conditional admission issues. Specifically, the outcomes for students who do not meet program provisions or conditions and the consequences for these students. The Graduate School is enforcing the provisions and conditions by placing a registration hold on student records.
- Calculating GPAs            For graduate programs that want a GPA calculation, the Graduate School will be add a supplemental form to the application for students to complete. The student will be able to list the required courses, enter the grades and hours and do a GPA calculation. The form will be submitted with the application for program review.
- GA/Waiver Feedback        Scott asked for feedback about the graduate assistantship and waiver allocation process. A request was made for Scott to propose to the Provost the idea of using “faculty line” salary savings funds to fund teaching assistantships.

The meeting was adjourned at 2:30 pm.

Submitted by – Elizabeth Frazier

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