

Graduate Council Minutes
September 11, 2009

The Graduate Council met on Friday, September 11, 2009 at 1:00 pm in the Rogers Room, University Center.

Members present: M. Abel, R. Adams, K. Brennan, F. Buskey, J. Byrd, R. Carton, C. Coburn, A. Denson, L. DeWald, T. Domagalski, C. Hart, S. Higgins, B. Jones, K. Lunnen, and J. Mallory,

Members absent: D. Butcher, K. Jaqua, J. Menickelli, P. Robertson, and D. Sally

Others present: E. Frazier

Announcements

Introduction and welcome of new Graduate Council members, including an explanation of Graduate Council committee assignments for the 2009-10 academic year.

The 2009-10 Graduate Council meeting dates have been changed to October 23, November 20, February 12, March 26, and April 16 to accommodate the curriculum approval dates. Kathleen will e-mail the revised dates to the Graduate Council.

Scott updated the Graduate Council on the program review of all Master's degree programs. A decision was made for the University wide program review process to go on hold at this time and no elimination of programs will occur. A campus review may not occur for another year; however, the Colleges will continue an internal review of their programs and courses as they move forward in meeting the needs of the QEP and the region.

Proposed new programs should address WCU UNC Tomorrow directions, the strategic plan, and the University mission and will be evaluated accordingly for approval. General Administration has provided WCU with a document listing the criteria and priorities for new program approval. The document was developed by the Education Committee of the Board of Governors for General Administration.

The Academic Action Appeals policy, administered within each College, has been clarified for implementation within the Colleges. *The Graduate School will still dismiss graduate students but the appeal of grade or dismissal from a program will now be handled through the Colleges*

Electronic submission of theses and dissertations (ProQuest) will be required for all graduates effective Fall 2009.

A meeting with all of the Graduate Program Directors has been scheduled for September 23 from 3:30-4:30 pm in the University Center Theater.

A meeting with all graduate faculty will be scheduled in November to discuss the role of the Graduate Council on campus.

As of the fall census date, September 4, 2009, total graduate enrollment was 1979-a record enrollment-three percent above last year's number. Graduate residential enrollment is up by 100 students which is more than new graduate distance students and graduate residential credit hours are up over last year.

Approval of the Minutes

Motion and second to approve the minutes of the April 3, 2009 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:

Mr. Stephen Fraley Biology Affiliate

Motion passed.

In the 2009 fall term, the Graduate Faculty Review Committee will be tasked with creating a policy document for graduate faculty review tied to the faculty evaluation process. Appalachian State University has a policy that could be adapted to Western Carolina University.

Curriculum Review

The following experiential curriculum items were reviewed by the Curriculum Committee and came as a seconded motion:

New Courses Approved:

MHS 540 Health Communications (3)

ND 610 Nutrition Care for Older Adults (3)

ND 680 Concepts and Methods of Dietetic Practice (3)

HR 601 Organization Planning and Execution for HR Professionals (3)

Program Changes Approved:

Master of Health Sciences- Add new course MHS 540 to the health education specialization concentration.

**Academic
Policy & Review**

Kathleen Brennan, Chair of the Academic Policy and Review Committee, reported the following agenda items for action by the committee in the 2009-10 academic year:

Suggested catalog changes include the “Dual Enrollment” statement for degree students also enrolled in a certificate program and the required grade point average for graduation policy which does not include a statement about GPAs for additional graduate degrees or certificate programs. Graduate Council members were asked to review the Graduate Catalog and offer additional suggestions.

The committee will discuss the classification of post-baccalaureate certificate students. At the present time, post-baccalaureate certificate programs are classified by General Administration as undergraduate students even though the students are coded as graduate level students taking graduate courses. Therefore, post-baccalaureate certificate students are not reported in the graduate enrollment totals. Total graduate enrollment would have been reported as 2013 instead of 1979 for 2009 fall if post-baccalaureate certificate students had been included in the graduate enrollment numbers. Three other UNC campuses count post-baccalaureate certificate students as graduate enrollment so the Graduate School wants to investigate doing the same at Western Carolina University.

The committee will review, discuss, and propose the following policy and procedure changes:

- A “Change of Academic Program” procedure because of issues tracking requests, inaccurate BANNER student records, and problems with students completing program requirements for programs to which they have not been admitted. The suggested solution is for students who change programs to reapply in AY. Concerns raised include the payment of the application fee again which can be solved by refunding the fee and a protest by some program directors who do not want to go into AY.
- A policy that all graduate admissions must go through AY to create and maintain accurate student records.
- A “Stopping the Clock” policy for a leave of absence. It was suggested that discussion of a policy include a discussion of the “Extension of Time Limit” policy to ensure consistency, fairness, and administrative congruence.

**University Fellowship,
Scholarship &
Student Affairs**

In the 2009 fall term, the committee will be refining the rubric developed in the 2009 spring term and revising the Chancellor’s Fellowship and Study Grant applications.

Agenda Items

The Graduate Council was asked to provide agenda items for the 2009-10 academic year. A request was made for information regarding the percentage of graduate students in part-time professional practitioners programs compared to the percentage of graduate students in full-time programs.

Consistency with academic standards in admissions curriculum and grading was offered by Dean Higgins as a future agenda item for discussion.

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.