

**Graduate Council
Minutes
January 11, 2013**

The Graduate Council met Friday, January 11, 2013 at 1:00 pm in the Dogwood Room of the University Center.

Members present: S. Alspaw, L. Comer, K. Cooper-Duffy, T. Creasy, M. Fenton, G. Graham, K. Topolka-Jorissen, B. Kloeppe, K. Lunnen, C. Reitz, P. Robertson, D. Sally, S. Swanger, and M. Tanaka

Members absent: S. Ha, A. Malesky, E. McNelis, D. Russell, L. Wright and A. Voelker

Others present: E. Frazier

Announcements

Interim Dean Fenton provided clarification regarding the role of Graduate Council members. She encouraged participation in all discussions and attendance at the scheduled meetings. She also encouraged all Graduate Council members to disseminate information from the Graduate Council back to colleagues within their departments.

A professional development Recruiting and Marketing Workshop for Graduate Program Directors is scheduled on January 25, 2013. Graduate Council members were encouraged to advocate for and advertise the workshop. Scott Rader from the College of Business will be discussing Marketing and Social Media, Rubae Schoen from Publications will be discussing print media and Laura Huff from Public Relations will be discussing web design.

A Graduate Education Summit is scheduled on March 5-6: "Pathways Through Graduate School into Professions and Careers." The summit will be a collaborative two day event sponsored with the Graduate Student Association, Career Services, and Coulter Faculty Commons. The keynote speaker is Dr. Maureen Grasso, Dean of Graduate Studies at the University of Georgia. Dr. Maureen Grasso served on the Council of Graduate School Commission who is responsible for "Pathways" report. There will also be an employer panel designed to interact with, advise, and support graduate students and faculty. Graduate Council members were encouraged to advocate for and advertise the summit.

Interim Dean Fenton provided an enrollment update. As of January 11, 2013, overall enrollment was down by 49. Some programs were up and some were down, and a more complete and accurate report will be provided to Graduate Council after Census Day. A request was made by a Graduate Council member for enrollment data to be presented over time (such as five years of data) in order to provide a longitudinal understanding of enrollment trends over time.

Associate Dean Kloeppe will be meeting with all of the graduate program directors during the 2013 spring term.

College assistantship and tuition remission requests are due to the Graduate School by January 18, 2013.

Interim Dean Fenton announced that the Steering/Advisory Scholarship Committee chaired by Brenda Holcomb, Director of University Scholarships at Western Carolina University, has been working on strategies for examining both undergraduate and graduate scholarships, and they will be changing the University's donor form to include graduate students. She shared that the change will permit the Development Office to solicit for both graduate and undergraduate students.

Travel stipends funded by the Graduate Student Association are available to graduate students. Information about how to apply for a travel stipend can be found at <http://www.wcu.edu/6445.asp>.

Approval of the Minutes Motion and second to approve the minutes for the November 16, 2012 meeting. Motion passed.

Standing Committee Reports

Academic Policy and 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. Ken Abbot	Art and Design	Associate
Dr. Carol Burton	Human Services	Associate
Dr. Kim Elliot	Human Services	Associate
Dr. Patricia Clubb	Human Services	Associate
Dr. Oguz Erdur	English	Associate

The two Graduate School policies currently under discussion and review by the committee are 1) the Categories for Graduate School Admission policy and 2) the Enrollment in the Term of Degree Conferment policy.

Once the committee has completed discussion and approved the policy revisions, the policies will be presented to the entire Graduate Council for discussion and review. The Graduate Council will receive the revised policies in advance of the Graduate Council meeting.

Curriculum Review

The following curriculum items were reviewed by the Curriculum Committee and came as a seconded motion for approval.

AA-6

MA Psychology Program

There would be one 3-hour section of PSY 599 (new course) required, and passing it would be a requirement for continuation in the program. Students would still be required to complete 6 hours (rather than 9) of PSY 699 Thesis credit.

Construction Program

Proposed change realigns courses and course content to provide better learning outcomes, better fit for future accreditation, and to increase the efficiency of program delivery.

NOTE: After lengthy discussion among the Graduate Council members, the AA-6 was approved pending review and consultation with the College of Business to resolve concerns regarding potential course duplication with an existing Project Management course. It was suggested that a consultation form signed by the College of Business could resolve the concerns raised and should accompany the AA-6.

MA English Program

The Graduate English faculty feel that two C grades should constitute grounds for dismissal from the MA program in English. Furthermore, the Catalog indicates that the Guide to Graduate Studies in English is available online and in print; the document no longer appears in print, so that language will be removed.

Eliminate the portfolio option for the MA English program. Portfolio development has now become part of a number of courses within the MA English program. Therefore a separate class is no longer needed. Elimination of the portfolio option and the portfolio class eliminates possible educational redundancy in the program and will lead to increased rigor.

The current description in the catalog does not make clear that 3 hours of guided electives are required for the degree. The proposed change clarifies that requirement.

Eliminating the program specification that MA ENGL students demonstrate reading proficiency in a foreign language.

MSA School Administration Program Change prefix of EDCI 615—Philosophy, History, and Sociology of Education to EDL 615 with same title. The change of the prefix will align the course with the program to which it belongs.

AA-5

PSY 599 Thesis Proposal (3)

CM 552 Leadership in Construction Management (3)

CM 688 Directed Project (1-3 Credit Hours, R-6)

Prefix change:

EDL 615 Philosophy, History, and Sociology of Education (3)

Student Financial Assistance

Interim Dean Fenton will be meeting with Robert Edwards, Vice Chancellor for Administration and Finance, to discuss financial assistance opportunities other than assistantships for graduate students to meet changing student needs.

The committee is reviewing the financial assistance awards procedures with the intention of making the awards more inclusive, meeting more students' needs, simplifying the application instructions and clarifying the review process. The proposed changes will open up the awards to more graduate student populations. The committee is ironing out the criteria to award the Study Grants that will be made to full-time and part-time students in resident credit and distance programs.

The call for the Chancellor's Fellowship awards to be determined by the Colleges (each will have at least one Chancellor's Fellowship to award) will go out soon.

In the 2013 spring term, the committee will be reviewing the process for allocating graduate assistantships with the goal of making the process more data driven. Proposed changes to the graduate assistantship allocation process made by the committee will be presented to the Graduate Council for review, discussion and approval. A Graduate Council member asked if summer funding for graduate research assistants could also be considered when reviewing the graduate assistantship allocation process

Graduate Education Advancement Committee

The committee has requested names for a Graduate Alumni Advisory Committee. The committee will also be discussing the roles and responsibilities of the Graduate Alumni Advisory Committee.

The committees met twice to study the roles and responsibilities of graduate program directors. An attempt is being made to determine the duties and expectations of program directors across all graduate programs. The committee will be gathering data and expects to find a wide range of support, compensation and workload expectations for program directors across graduate programs. The committee will report the data collected and determine if there is any degree of consistency across graduate programs with the ultimate goal being to improve graduate program recruitment and retention efforts for graduate students.

Future Agenda Items

Graduate Council members were encouraged to submit announcements and to provide feedback on how to make Graduate Council meetings more efficient.

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.