**Graduate Council**

**Minutes**

**January 13, 2012**

The Graduate Council met Friday, January 13, 2012 at 1:00 pm in the Cardinal Room of the University Center.

Members present: R. Adams, J. Byrd, R. Carton, L. Comer, K. Cooper-Duffy, L. DeWald, K. Greysen, S. Ha, B. Kloeppel, P. Robertson , S. Higgins, Karen Lunnen , A. Malesky, D. Sally, J. Shirley, S. Swanger, K. Topolka-Jorissen and L. Wright

Members absent: G. Graham

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 November 18, 2011 meeting. Motion passed.

**Standing Committee Reports**

**Graduate Faculty Review**

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

Keith Mackie Human Services Associate

Carolyn Crippen Human Services Associate

Barbara Nussdorfer- Eblen Art Associate

Molly Parkhill Human Services Associate

**Motion passed.**

The nominations from Human Services had a narrative written by a student, but did not have a narrative written by a department head. On the recommendation of the Graduate Faculty Review Committee, the Graduate Council voted to approve the nominations as submitted. However, the nomination form has been revised to clarify that the narrative must be written by the department head submitting the nomination.

**Curriculum Review**

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

**AA-6:**

**Master of Human Resources-**

Add new course HR 613 *Performance Appraisal and Feedback* as an elective to the MSHR program.

**Culturally Based Native Health Certificate Program-**

Move program from department of Anthropology in the College of Arts and Sciences to the College of Health and

Human Sciences (It will not be in a specific department).

**Master of Education in Special Education-**

We are requesting to put the Residential MAED in Special Education, the Severe Disabilities concentration and the Mild to Moderate Disabilities Concentration on inactive status. As our online programs began to grow in enrollment, the enrollment in our residential program declined. Even students who lived close to campus were choosing to take courses online. We can no longer justify offering residential courses because of the low enrollment in them while the enrollment in our online programs continues to grow.

**Master of Teaching in Special Education-**

We are requesting to put the Residential MAT in Special Education, the Adaptive Curriculum concentration and the General Curriculum Concentration on inactive status. As our online programs began to grow in enrollment, the enrollment in our residential program declined. Even students who lived close to campus were choosing to take courses online. We can no longer justify offering residential courses because of the low enrollment in them while the enrollment in our online programs continues to grow.

**Master of Teaching in Special Education-**

The proposed program revisions will reduce the number of total credit hours for the MAT Adapted Curriculum program from 48 to 45. This MAT is also a totally online program. These changes are being made to minimize the number of program hours.

**AA-5:**

HR 613 Performance Appraisal and Feedback (3)

Motion passed for all the curriculum items except the AA-5 for the HR 613 course and the AA-6 to add the HR 613 course to the Human Resources degree program as an elective. The Human Resources curriculum items are on hold for further clarification of the course objectives and more comprehensive documentation of course rigor at the proposed 600 level.

The Curriculum Committee’s proposed revisions to the AA-4, AA-5 and AA-6 curriculum forms are still under consideration. The Provost’s Office will be contacted to request an editable version of the forms.

**Academic Program & Policy Review**

The following policy items were reviewed by the Academic Program & Policy Review Committee and came to the Graduate Council for discussion and a vote.

**Leave of Absence:** The Proposed Stop Out/Leave of Absence policy and form were approved.

**Non-degree:** The Proposed Non-Degree policy that limits programs to accepting up to only 9 non-degree credit hours was approved.

A policy was proposed for credit hours earned as a non-degree certificate student so that certificate programs would not be limited to accepting up to only 9 non-degree credit hours. The Academic Program and Policy Review Committee will draft a proposed policy statement for certificate programs for the Graduate Council to review.

The two approved policies will be forwarded to the University Academic Policy and Review Committee.

**Student Financial Aid**

The Chancellor’s Fellowship and Study Grant applications will be available on the Graduate School website on February 1, 2012.

**Agenda Items**

Discussion of the Revised GRE scoring guidelines led to the conclusion that some of the revised GRE scores appear to be inflated since students are doing much better on the revised GRE. The revised GRE is not normed yet so it is difficult to make comparisons between the old GRE scores and the new GRE scores for admissions decisions. One program reported that the old score to the new score percentiles were widely discrepant.

Scott urged the Council members, if possible, to discuss the importance of graduate education at WCU with the Provost Candidates. He encouraged all of the Graduate Council members to take a proactive role in the Provost search to emphasize the importance of graduate education and the need for support in order to grow graduate enrollment.

Scott spoke to the Graduate Council about the importance of graduate faculty credentialing to SACS accreditation. He referred to a document with information from Melissa Wargo in Institutional Planning and Research regarding graduate faculty credentialing guidelines. He encouraged all members of the Graduate Council to ensure that their departments were following graduate faculty credentialing guidelines, maintaining records of graduate faculty credentials, and documenting any alternative credentials.

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.