

**Graduate Council
Minutes
March 2, 2018**

The Graduate Council met Friday, March 2, 2018 at 1:00 pm in the UC Dogwood Room.

Members present: J. Gerlach, M. Hollis, J. Hyman, C. Huffman, B. Kloeppe, J. Lakatos, J. Livingstone (T. Rogers proxy), S. McGee, B. Ogletree, T. Orr, C. Parrish, T. Pearson (J. Carzoli proxy), A. Perry, F. Razzaghi, T. Rogers, R. Scales, M. Taylor (F. Razzaghi proxy), M. Tanaka (Y. Yan proxy), K. Trudell (N. Ball proxy), Y. Yan and P. Yanik

Members absent: T. Ashcraft, L. Unruh

Others present: E. Frazier, Siham Lekehiri

Approval of the Minutes Motion and second to approve the minutes for the February 2, 2018 meeting. Motion passed.

Standing Committee Reports

Academic Policy and Graduate Faculty Review

No graduate faculty nominations were received for review.

Associate Dean McGee, Chair of the Academic Policy and Graduate Faculty Review Committee, reported that the Graduate Catalog TOEFL policy exception approved at the last Graduate Council meeting will be reviewed by the Faculty Senate Academic Policy Review Committee and will be voted on at the March Faculty Senate meeting.

Curriculum Review

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

Program Changes/Creation:

Human Resources M.S. (Program Change Proposal)

Changes are being made to bring program courses in alignment with current Human Resource competency models. Change requests are congruent with current department, college, and university goals. MSHR Program Course changes are being made to align curriculum with current Human Resource competency models already approved by the department and college. Curriculum needs to be updated/cleaned up to reflect these changes and delete courses that are no longer offered in the program that are still listed in the catalog. *Program Description:* WCU's MSHR program has as its mission to develop the next generation of HR leaders for organizations of all types. The completely online curriculum consists of 7 required courses that all students take and 5 elective courses (see list below). HR 602, HR 605, & HR 610 are taken at the beginning of the program; HR 670 and HR 671 have prerequisites of 18 credit hours and HR 670 must be taken before HR 671; Students with more than 5 years of full-time human resources-related work experience may substitute another WCU HR course for HR 671. HR 698 (capstone seminar) should ideally be taken during a student's last semester in the program and requires the completion of 21 credits hours.

Technology M.S. (Program Change Proposal)

Technology is constantly changing and new courses need to be created to meet this demand. New topics are typically taught as an ET 593 Special Topics course to test the new course prior to formal adoption into the curriculum. According to university policy, a course can only be taught as a special topics course twice. After this, it must be proposed as a new course and evaluated prior to teaching it again. Four new courses are being proposed this year.

- Innovation in Engineering Design
- Lean Six Sigma for Manufacturing and Design
- Reliability and Maintainability
- Advanced 3D Metal Manufacturing

Minor program description changes are being made to correct grammar and wording.

Program Description: The Master of Science in Technology focuses on enhancing technical knowledge and management skills necessary in our competitive technology-intensive world. This program combines qualitative approaches and quantitative techniques in a balanced curriculum that strengthens problem-solving skills and managerial competence.

TESOL – Post Baccalaureate Certificate (Program Change Proposal)

Change the program from residential to distance.

Program Description: The Certificate Program in TESOL (Teaching English to Speakers of Other Languages) is a non-degree option that prepares students to teach English to non-native speakers in a variety of situations ranging from public school instruction to community college instruction to overseas instruction. It is well-suited for both those who have a background in education as well as those who wish to make a career change and move into an exciting and diverse field. The topics covered are governed by the guidelines established for the English as a Second Language Curriculum by the NC Department of Public Instruction. The program enables students to analyze the linguistic components of English- syntax, morphology, semantics, pragmatics, phonology, phonetics, and discourse. Students also cover sociolinguistic questions concerning the relationship of language to culture and issues related to dialects and varieties of English. In addition, students will study language acquisition and have opportunities to apply theoretical insight to the practical task of designing and implementing lesson plans and courses of study.

Courses:

ET 552 – Reliability and Maintainability (New Course Proposal)

Course Description: Statistical methods are used to predict how long a product will function (reliability) and this knowledge is used to develop plans for replacement and servicing (maintainability).

This course has not been taught previously as a special topics course, but is closely aligned with our strategic direction for the MST program. It uses statistical methods to predict how long a product will function (reliability) and uses this knowledge to develop plans for replacement and servicing (maintainability).

ET 554 – Advanced 3D Metal Manufacturing (New Course Proposal)

Course Description: An interactive course that teaches students the principles of additive manufacturing. The focus of the course is on selective laser melting (SLM) that is used to produce 3D metal parts (i.e. 3D metal printing). Topics covered in the course include understanding SLM principles, the design of parts for SLM, analysis of SLM, and developing manufacturing processes to make products using SLM.

This course has not been taught previously as a special topics course. But it is closely aligned with our strategic direction for the MST program. It is an interactive course that teaches students the principles of additive manufacturing. The focus of the course is on selective laser melting (SLM) that is used to produce 3D metal parts (i.e. 3D metal printing). Topics covered in the course include understanding SLM principles, the design of parts for SLM, analysis of SLM, and developing manufacturing processes for products using SLM.

ET 660 – Innovation in Engineering Design (New Course Proposal)

Course Description: Student creativity techniques that can be used to enhance innovation in the design of new products, processes, and/or services. In addition, students are familiarized with factors present in the corporate engineering environment that must be accounted for when creating innovations.

This course has been taught previously as a special topics course, ET 593. It teaches student creativity techniques that can be used to enhance innovation in the design of new products, processes, and/or services.

ET 662 – Lean Six Sigma for Manufacturing and Design (New Course Proposal)

Course Description: Basic and advanced principles of Lean thinking to reduce waste in process flow and improve quality. It is also combined with Six Sigma, a method that uses probability and statistics to design products and processes with very high quality leading to products with very low defect rates. Use of these principles will result in reduced operating cost and increased product quality and higher company profitability.

This course has been taught previously as a special topics course, ET 593. It teaches students basic and advanced principles of Lean thinking to reduce waste in process flow and improve quality. It is also combined with Six Sigma, a method that uses probability and statistics to design products and processes with very high quality leading to products with very low defect rates.

HESA 670 – Professionalism in Higher Education: Becoming a Practitioner-Scholar (New Course Proposal)

Course Description: This course is designed to help students prepare personally and professionally for a career in Higher Education. Emphasis is placed on the importance of understanding the practitioner-scholar balance, in addition to obtaining practical skills and tools to succeed.

HR 614 – Talent Acquisition and Retention (Course Change Proposal – affects more than one department)
Course Description: In this course, students will explore the competitive forces, theories and methods of organization recruitment, selection, and retention. The course addresses staffing models and strategy, staffing support systems (legal compliance, planning, job analysis, and rewards), core staffing systems, and retention management. It is strongly recommended that this course be taken after completion of HR 605 and HR 602.

HR 665 – Responsible HR Leadership: The Regulatory Environment, Ethics & Social Responsibility (Course Change Proposal – affects more than one department)
Course Description: An overview of major employment regulations with a focus not only on regulatory compliance but also on developing a workplace culture that emphasizes ethical and socially responsible leadership.

Financial Assistance

The Financial Assistance committee asked for an update on the tuition scholarship awards specifically what the process would be for the allocation of tuition award funds that are not used for tuition scholarship awards.

Dean Kloeppe responded by explaining a \$180,000 scholarship fund (\$100,000 in new funds and \$80,000 in tuition award funds) would be allocated to eight graduate programs (four residential programs and four distance programs) to award \$5000 residential scholarships and \$2500 distance scholarships. Graduate students awarded scholarships would receive scholarship funding for the length of their program.

Six out of the eight programs (three residential programs and three distance programs) selected to offer tuition scholarships will be targeted to grow program enrollment. Two graduate programs (one residential programs and one distance programs) allocated scholarship funding must demonstrate growth through quality, merit, need or another factor.

An e-mail was sent to Graduate Program Directors on February 28th asking if their program is interested in being considered as one of the eight programs to potentially receive graduate tuition scholarships. The Dean will be reviewing programs who wish to be considered as a graduate scholarship tuition program, and a decision and announcement of the scholarship programs will be distributed by March 7th.

The process to allocate the remaining \$10,000 in tuition award funds has not been determined. The Chair of the Financial Assistance Committee asked if the committee could be consulted about how to distribute the remaining \$10,000 in tuition award funds. A meeting will be scheduled after spring break to discuss the allocation process.

Associate Dean Report

Graduate Research Symposium

The Graduate Research Symposium will be held on Wednesday, March 21st and Thursday, March 22nd. The Wednesday, March 21st poster competition at the Ramsey Center has 27 entries. Posters can be viewed beginning at 2:00 p.m. The Thursday, March 22nd presentations begin at 9:00 a.m. and end at 5:00 p.m. The keynote speaker, Dr. David Shapiro, will be speaking at 2:00 p.m. in the UC Theater. The Graduate Research Symposium reception, sponsored by the Provost's Office, begins at 5:00 p.m. in the Blue Ridge Conference Center. All winners will be announced at the reception. Please encourage attendance.

The Graduate Student Association (GSA) reviewed 70 travel award applications totaling \$30,000 in requests for the 2018 spring term. GSA awarded 50 travel awards (40 of which were presentation applications) totaling \$10,000. A total of \$20,000 in GSA travel funds were awarded for the 2017-18 academic year for requests totaling \$40,000.

Dean Report

Graduate Enrollment Report

The weekly 3/01/2018 point in time enrollment report for the 2018 fall term was distributed to the Deans. The enrollment report will be distributed to the Graduate Program Directors once per month until fall census.

Council of Graduate Schools Presentation

On March 28, the Dean of the Graduate School and the Director of Financial Aid will do a webinar presentation for the Council of Graduate Schools.

The meeting was adjourned at 2:00 pm.

Submitted by – Elizabeth Frazier

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