

**Graduate Council
Minutes
April 6, 2018**

The Graduate Council met Friday, April 6, 2018 at 1:00 pm in the UC Dogwood Room.

Members present: M. Hollis, J. Hyman, C. Huffman (B. Ogletree proxy), B. Kloeppe, J. Livingstone (J. Lakatos proxy), S. McGee, B. Ogletree, K. Woodard (T. Orr proxy), T. Pearson, A. Perry, T. Rogers proxy, R. Scales, M. Tanaka, Y. Yan and P. Yanik

Members absent: T. Ashcraft, F. Razzaghi, J. Gerlach, C. Parrish, K. Trudell, and L. Unruh

Others present: E. Frazier

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

Program Updates

Thank you to Jay Gerlach and Jane Livingstone for their three years of service on the Graduate Council. Thank you to Martin Tanaka for his six years of service on the Graduate Council.

The Graduate Research Symposium was held on March 21 and 22, 2018. Twenty-eight graduate students participated in the poster session on Wednesday, March 21st and fifty-five graduate students participated in forty presentations on Thursday, March 22nd. Graduate Research Symposium abstracts will be published on the Graduate School website. Ten students participated in the paper competition. Dr. David Shapiro the Robert Lee Madison Distinguished Professor in Communication Sciences and Disorders was the guest speaker.

Graduate School announced that at the Graduate Research Symposium reception the Curtis Wood award was presented to Amy Murphy-Nugen, Assistant Professor in Social Work and the Graddy award was presented to Sharon Painter in the Registrar's Office

Graduate School announced the Graduate Research Symposium dates for the next two years. The Graduate Research Symposium will be held on April 3-4, 2019 and March 25-26, 2020.

Dean Kloeppe and Trina Orr, Director of Financial Aid, presented in conjunction with the University of Santa Barbara a webinar for the North Carolina Council of Graduate Schools (NCGS) on the topic of Graduate Schools working with Financial Aid Offices. Forty-seven NCGS members participated.

The Graduate Student Association (GSA) elections will be held on April 19, 2018, and nominations are due by April 15, 2018. GSA plans to elect a President-Elect in the 2018 fall term.

Financial Aid is conducting required exit counseling/repayment options sessions for students and offered to present to classes if invited.

The Health Sciences program reported that the new Integrated Health Sciences undergraduate degree will be offered in the 2018 fall term. The new Master's degree in Athletic Training will be offered in the 2020 summer term. The Health Sciences program deadline for the 2018 fall term is April 19, 2018. A Health Sciences Education concentration student won the state "Rising Star Award." The Dietetic Internship program is investigating an on-line program offering.

Nursing reported on how very helpful Graduate School staff members Don and Bobbi have both been in processing FNP applications this spring. The Family Nurse Practitioner (FNP) program director, Dr. Tami Pearson, literally started at the beginning of the learning curve because the School of Nursing student services director previously completed all steps of application processing at the program/school level- with input from the FNP faculty and program director. The process always included FNP faculty reviewing professional statements and references and interviewing selected applicants. However, review of all material such as transcripts in App Review was a new process for all of us. Don and Bobbi came to Biltmore Park to demonstrate the use of App Review for the FNP faculty. They provided timely responses to many questions and assisted whenever help was requested. The FNP faculty, with their support, completed all phases to review 118 applications and have offered admission to 25 students for a full cohort, and have a waitlist of 10 if a space becomes available. The FNP faculty are looking forward to starting with a full cohort in Fall 2018, and truly appreciate the professional way the graduate school facilitated the entire process. The Nurse Anesthesia DNP program will begin their first class in the 2018 summer term.

The Technology program reported that they are still recruiting students for the Biltmore Park location and main campus. Graduating students are completing their thesis defense. The Technology program is working with institutions in India to recruit students from India for the program.

The Accountancy program continues to recruit students into the Accountancy Accelerated Bachelor's to Master's program.

The Elementary and Middle Grades program reported that Dr. Roya Scales will be stepping down as program director. A replacement program director has not been selected yet. Eight new students have been admitted and more complete applications are ready for review.

The Chemistry program is planning a webinar with prospective students with the help of Rachel Walker in the Graduate School. Graduate chemistry student Lamyae Srouté won first place in the poster competition at the National Mosquito Conference and at the Graduate School Research Symposium.

The Biology program reported they are graduating a large class in May and are continuing recruitment efforts for the 2018 fall term. The Biology program also reported on the Association of Southeastern Biologists meeting in Myrtle Beach, South Carolina on March 28-31. A Biology graduate student, Amanda Lafferty, won the best poster award in the Animal Biology category. The title of her poster was: A comparison of habitat selection and cold tolerance of the invasive fire ant, *Solenopsis invicta*, in piedmont and montane regions of the Carolinas. Another Biology graduate student, Sarah Britton, won the best talk award, also in the Animal Biology category. The title of her talk was: Indirect effects of a competitor on life history and reproductive traits in a cavity nesting bird. Sarah Britton also won the "People's Choice" award at the Three Minute Thesis competition in November.

The Project Management (MPM) program announced new program director Nathan Johnson. The new two "C" MPM program dismissal policy passed by the Graduate Council has been implemented.

The Higher Education Student Affairs (HESA) program is done admitting and reported 38% of applicants had minority status and 45% of applicants had out-of-state status indicating the program is gaining national recognition. HESA students have been presenting at several conferences during the 2018 spring term.

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 the TOEFL policy exception was approved by the Faculty Senate and the text below will appear in the 2018-19 Graduate Catalog under the Language Proficiency Admissions requirements section.

"The applicant is part of an official partnership cohort between WCU and a foreign university. In these cases, certain other test scores may be accepted per partnership agreements."

The committee will review and discuss the six-year time limit policy next academic year.

Curriculum Review

No curriculum items were reviewed by the Curriculum Committee because of the March curriculum review deadline. Waiting on the curriculum, schedule for the 2018-19 academic year to schedule Graduate Council dates.

The Doctorate in Social Work program was approved to begin an intent to plan. Data are being collected and a proposal has been drafted.

Martin Tanaka reported that he spoke with Lori Unruh regarding the Graduate Council Curriculum Committee review of the Doctorate in Psychology curriculum proposal. Lori is not looking for any formal action to be taken this term, but was requesting Curriculum Committee feedback on the proposal. Since no formal action is requested and the committee membership will change next year, it did not make sense to discuss the proposal with the current committee. It would be better to set up a meeting with the new committee in the Fall term so Lori could present the curriculum changes to the committee, answer questions, resolve concerns, and the committee could formally approve the changes. Lori agreed so there will not be a Curriculum Committee meeting this term to discuss the Psychology program proposal.

Financial Assistance

The Financial Assistance committee met on March 19th to discuss tuition awards.

Criteria and Disbursement of Remaining \$10,000 in tuition funding

- Reviewed history of increased funding committed to scholarship funding (\$100,000 from WCU Executive Council + \$80,000 (of \$91,000) available for tuition grant funding = \$180,000 available for new multi-year commitment scholarships)
- 18 programs applied
- 8 programs (4-residential; 4-distance) chosen to receive scholarships
- Remaining \$11,000 - \$1,000 set aside for 3-Minute Thesis awards = \$10,000
- Financial Subcommittee asked to review initial options and brainstorm any others

Initial items sent to Committee members for Discussion:

- Divide into 10 - \$1,000 scholarships and allocate these one time for the 2018-2019 academic year to the 10 programs not receiving recurring scholarship funding (9-residential; 1-distance)
- Discussion needed about disbursement – Fall only or divided by Fall/Spring
- Goal: Disburse *all* funds prior to end of fiscal year

Discussion followed regarding student status ('new' or 'continuing' or need-based); credit hour eligibility required; disbursement plan.

Committee voted to approve the following recommendation:

- Divide into 10 - \$1,000 *one-time* scholarships for the 2018-2019 academic year and allocate to the 10 programs not receiving recurring scholarship funding (9-residential; 1-distance)
- New or Continuing students are eligible; PD may award for program specific goals (E.g., financial need, quality student, help increase enrollment)
- Students must be registered for 6 credit hours in Fall 18 and Spring 19 terms
- Deadline to return completed form to Graduate School is June 1, 2018

Summer Research Scholarship review/allocation

Graduate School reported the status of the review process.

- Funding comes from Graduate Assistant monies not allocated or 'returned'
- Minimum of \$3,000 for each scholarship; monies must be used between May ~~XX~~ and June 30 (end of fiscal year)
- Depending on application quality – final funding may be more than \$3,000
- Call for applications has closed; 24 applications received; being screened for eligibility; anticipate approximately 24 applications for review
- Brian K. asked Financial Subcommittee members to review applications and make recommendations for award of these funds

Committee unanimously agreed to review applications

- Discussion followed on Criteria (Associate Dean McGee; will send to committee);
- Exclusions: members abstain from review of student in their program (College applicant review ok);
- Review mechanics: use of panel or **2-member review** ('paired');
- Applications to committee: March 27, 2018
- Timeline for review completion: Committee agreed on **April 6th** (one week in advance)
- Return reviews to: Dean Kloeppe
- Deadline to report results to applicants: April 13th

Related Business – Committee Activities

1. Job Description review –

- Elizabeth raised an issue concerning IT getting requests for system access (Blackboard) for Research Assistants (RA) who are working in Bb for grading, course building and other activities. Should these be TA – 'not Instructor of Record' – or are they 'shadowing' supervisor and using Bb as skill building?
- Discussion included appropriate examples of use/contact in Blackboard by RA; need a means to explain these activities – Sharon raised issue of an audit – job descriptions and activities must be congruent/consistent
- Elizabeth will send the Research Assistant Job Description for review and possible revision to include option for explanation of such activities. We'll use Email to gather info.

2. Professional Development documentation for GA –
 - Last year a simplified ‘drop-down’ box system was sent to PDs to provide an ‘accounting’ of the types of professional development activities engaged in by Graduate Assistants.
 - Recommendations of other categories have come from PDs
 - Discussion of where ‘class activities’ end and ‘professional development’ activities begin. Example: *Entrepreneurship* program integrates class activities with prof. develop.
 - Committee suggested (a) adding categories suggested and (b) a ‘write in’ area be added so such unique configurations could be described and accounted for in reporting to leadership
 - Sharon McGee will send revision to Committee for review, comments and recommendation. We’ll use Email to gather info.

3. Graduate Assistant – Exit Surveys
 - Good return rates over last few years – ‘strongly encouraged’ to complete (“prior to last check”).
 - Survey responses run the gamut from, according to Elizabeth: ‘Greatness experience ever’ to “I never want this experience again”.
 - Write-in items however have pertinent comments on process, experience and other areas.
 - One goal of the exit surveys was to provide information and opportunities for improvement in the GA experience – uses for GS and for PD education.
 - Elizabeth F. will send current ‘draft’ of Qualtrics survey to the Committee for review and revision recommendations. We’ll use Email to gather info.
 - Committee recommendations in collaboration with GS leadership can make the revised survey ready for this year’s Graduate Assistants.
 - Target to complete revisions: in time for April 6th Graduate Council meeting
 - Committee will review survey info in the Fall.

Agenda

Graduate Enrollment Report

The 4/5/2018 point in time enrollment report for the 2018 fall term was distributed.

As of April 5, 23 graduate programs are down in enrollment, point in time. The Deans, Provost, Chancellor, and many others are updated every Friday morning of your graduate program enrollment status. Please get your students enrolled.

Graduate Student Orientation

Please do not schedule program orientation activities that conflict with these Graduate School times:

- Biltmore Park: Tuesday, August 14, 2018, 5:00-7:00 p.m.
- Cullowhee: Thursday, August 16, 2018, 4:00-7:00 p.m. (Reception from 6:00-7:00 p.m.)
- Online: Separate Communication Plan
 - Collaboration with Tony Miller in Educational Outreach

A “Save the Date” e-mail is sent to new admits about orientation. In June, an invitation to sign up for orientation will be sent.

Graduate Tuition Scholarships

Dean Kloeppe will report to the Faculty Senate on April 19 regarding the distribution of the Graduate Tuition Scholarship awards.

Recruitment Update

Accountancy and the Graduate School are working with the Registrar’s Office to recruit and enroll undergraduate UNC Asheville students into the Accountancy Accelerated Bachelor’s to Master’s program.

Rachel Walker, Graduate School Director of Recruitment and Enrollment, is continuing an initiative to increase the number of submitted applications.

In response to feedback from the spring program directors meeting, the Graduate School admission letters have been reviewed and updated.

March open house attendance was very good. A pilot on-line open house with over twenty participants took place in March. Additional test on-line open house events are scheduled for July 2018, November 2018, and February 2019.

Graduate School Newsletter

Graduate School has been working with the Development Office on fund raising efforts. A newsletter with information about the Graduate Research Symposium, Graduate School and Research activities, and graduate student stories will be sent on 13 April. The next newsletter is scheduled to be sent in October 2018.

Graduate Council Agenda Topics

Please send Dean Kloeppe Graduate Council agenda topics for the 2018-19 academic year.

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.