

**Graduate Council
Minutes
January 8, 2016**

The Graduate Council met Friday, January 8, 2016 at 1:00 pm in the Dogwood Room of the University Center.

Members present: L. Comer, K. Cooper-Duffy, J. Gerlach, B. Kloepfel, J. Livingstone, D. Martinez, K. Mathews E. Myers, T. Orr, C. Parrish, F. Razzaghi, M. Tanaka, and R. Young

Members absent: M. Hollis, B. Lahm, B. Mulligan, S. Rajagopal, A. Ray, K. Starr, E. Tapley, H. Thompson Rainey, and L. Unruh

Others present: E. Frazier, B. Schwab

Announcements

Program updates

Accountancy reported that the Dixon Hughes Goodman accounting firm has committed a one million dollar endowment over the next five years.

The Technology program reported that they have a new program flyer that includes information on both the Cullowhee and Biltmore Park graduate programs.

Nursing reported that the curriculum changes to drop the GRE requirement for admission are pending approval by the Provost's Office.

Interim Dean Kloepfel reported point in time enrollment numbers for the Graduate School. Reminders were sent in November, December and this week to students admitted but not enrolled.

Total 2015	Total 2016	2015 Census Enrollment
1556	1416	1568

2016 Enrollment		
AS	122	down 16
BUS	204	down 35
EAP	514	down 93
FPA	16	up 1
HHS	487	up 16
KS	54	down 14

Interim Dean Kloepfel reported that \$50,000 onetime funds have been requested for graduate program marketing and recruiting. Additional funds are also being suggested for graduate student scholarships.

Interim Dean Kloepfel announced the Undergraduate Expo and Graduate Research Symposium event on March 30 and 31. The two day event is sponsored by the Provost's Office, Honors College and Graduate School. An undergraduate and graduate poster session will be held in the Ramsey Center on the first day and the Graduate Research Symposium will be held the second day. There will also be faculty presentations on on March 31.

Interim Dean Kloepfel announced the Faculty Scholarship and Research Celebration scheduled for February 16 at 4:30 p.m. in the Blue Ridge Conference Center. In addition to recognizing scholarship, the Research Administration Office will be recognizing faculty and staff who submitted sponsored research proposals and anyone who received a sponsored research award of at least one million dollars. The deadline for submission is Thursday, January 14, 2016.

Interim Dean Kloepfel reported on behalf of Acting Associate Dean Mulligan that 1) the Graduate Program Director's Handbook is near completion; 2) Graduate School admissions is catching up on mail, applications and communications after the holiday break and 3) there are currently no additional Graduate School policies under revision or review. The 2016 Graduate Education Summit is scheduled for Thursday, February 4 in the Blue Ridge Conference Center from 11:00 a.m. to 2:30 p.m. The 2016 Graduate Education Summit topic will be "Engagement: External Validation and Graduate Career Placement."

Approval of the Minutes Motion and second to approve the minutes for the November 9, 2015 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.

Dr. Janice Hoots	Human Services	Affiliate
Ms. Susanne Swanger	Human Services	Affiliate
Mr. William Miller	Human Services	Affiliate
Ms. J. Concha Wyatt.	Human Services	Affiliate

Approved.

Curriculum Review

There were no curriculum items submitted for Graduate Council review or approval.

Financial Assistance

The Financial Assistance Committee met on December 10 to continue discussion of the GA Allocation Matrix that had been developed by the Financial Assistance Committee last year. Enrollment data for the 2015 fall term was added to the model.

The committee reviewed the updated 2015/2016 matrix put together by Jane with data provided by Elizabeth. It was agreed that a column needed to put back in that provided total allocations by program. At this time no other changes to the following Matrix Columns were recommended:

- Enrollment
 - Program Prioritization
 - GA Dependency
 - GAs Contribution to Undergraduate Education
- Further review of these columns will be done as the Allocation Matrix is piloted.

The committee continued to review the GA Allocation Matrix with a focus on questions raised regarding the following matrix categories (see updated chart below):

- Job Description
- CLIMB
- Student Evaluations

It was agreed that these categories were important to document for consideration by the Graduate Dean when making allocation decisions. However, the subjective nature of these categories makes it inappropriate to be included as part of the quantitative calculations within the Matrix. Instead, it was decided that these categories would be included in the Matrix as qualitative/supplemental information.

The group then began work on identifying what data would be provided in each of the three categories:

CLIMB: Program Response Rate (percent of students in program responding)

Student Evaluations: Program Response Rate (percent of students in program responding)

For these two categories it was also decided that it would be important to provide feedback to the program directors on data collected from these two categories.

Job Description: A rating system will need to be set up for this category. The committee made the following plans for developing this rating system:

1. Prior to the February meeting Elizabeth will pull a sample of Job Descriptions from various programs. This will include all 3 types of GAs. These will be scanned into electronic files.
2. The scanned documents will be sent to each member of the committee for review. The current guidelines for completing Job Descriptions will also be sent to each Committee member
3. Each committee member will review the Job Descriptions identifying strengths and weaknesses within each section of required components.
4. At the February Committee meeting the group will share their reviews and begin to develop a rating system (rubric).

Next Steps for committee:

January meeting will focus on a review of other scholarships available from the Graduate School.

February meeting will focus on developing a rating system for the Job Descriptions. Elizabeth will send out Job Description information for review by the committee early to mid-February.

Continue to Pilot the Allocation Matrix and provide assistance with other Scholarships.

Agenda

Multi-term Registration

A Multi-term registration handout was distributed to the Graduate Council for information only. Multi-term registration was discussed by the Provost's Council at a fall term meeting. Multi-term registration is under consideration by Lowell Davis and Larry Hammer.

Update on Recruiting and Enrollment Coordinator Position

The Graduate School Recruiting and Enrollment Coordinator Position was posted on 1/5/2016 and the application period is open until 1/22/2016. Application review will begin on 1/25/2016. The Search Committee will include four faculty members and Graduate School staff.

Admission Requirements Review

A document with proposed changes to Graduate School Admissions policies and procedures was distributed for review by the Graduate Council. Acceptance of unofficial instead of official transcripts from applicants and removal of the Graduate School GPA requirement are the two proposed policy changes. Documents were distributed that provide information about the policies at other UNC institutions. The proposed changes were discussed at length by the Graduate Council, and will be presented at the Program Director's Workshops on January 27 and 28 for Program Director feedback. Graduate Council members were encouraged to send comments and feedback to Dean Kloeppe. The proposed changes will be voted on at the February 5 Graduate Council meeting.

Accelerated Bachelors to Master's degree Proposal

Associate Provost Dr. Brandon Schwab attended the Graduate Council meeting to discuss and answer questions about the Accelerated Bachelors to Master's (ABM) degree proposal.

Trina Orr, Director of Financial Aid, presented information she had gathered from the Financial Aid Directors at ECU and ASU regarding all financial aid implications, aid distribution procedures and suggested implementation processes of the Accelerated Bachelors to Master's (ABM) degree programs at their universities. The most important takeaway was that from a federal financial aid standpoint the institution must establish a policy to determine when the undergraduate student in the program becomes a graduate student. As long as a student is half-time in courses to complete the undergraduate degree, then the student is eligible for undergraduate financial aid. Individual degree audit reviews are required for students enrolled in Accelerated Bachelors to Master's (ABM) degree programs.

Graduate Council discussed at length the Accelerated Bachelors to Master's (ABM) degree programs proposal. The discussion offered additional insights into the implementation of the proposal and suggested revisions to the proposal to address the financial aid implications.

The meeting was adjourned at 3:00 pm.

Submitted by – Elizabeth Frazier

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