

**Graduate Council
Minutes
February 5, 2016**

The Graduate Council met Friday, February 5, 2016 at 1:00 pm in the Dogwood Room of the University Center.

Members present: L. Comer Proxy Sarah Mannle, K. Cooper-Duffy, J. Gerlach, M. Hollis, B. Kloeppe, B. Lahm, J. Livingstone, D. Martinez, K. Mathews, B. Mulligan, E. Myers, S. Rajagopal, A. Ray, F. Razzaghi, K. Starr, M. Tanaka, and L. Unruh

Members absent: T. Orr, C. Parrish, E. Tapley, H. Thompson Rainey and R. Young

Others present: E. Frazier

Announcements

Program updates

Technology reported that they are recruiting and enhancing industrial relationships.

Nursing reported they admitted seven new students to the Nurse Leadership program and three new students to the Nurse Educator program. The Family Nurse Practitioner program received 52 applications and will be submitting changes to the testing requirement through Curriculog. The Doctorate of Nursing Practice (DNP) program will host an Open House on March 10 and will be scheduling applicant interviews to target 10-12 admitted students. Continuing DNP students will be defending their projects March 28-April 1. The DNP program will also be submitting changes to the testing requirement through Curriculog. The Nurse Anesthesia program will be proposing a new BSN to DNP three year program with a target admit year of 2018.

The Graduate Student Association (GSA) finalized a Biltmore Park GSA meeting in Room 344 on March 30, 2016 from 5:00-6:00 p.m. Payment for GSA officers is in the works.

The Library reported that the Faculty Scholarship Celebration is scheduled for Tuesday, February 16 from 4:30-6:00 p.m. in the Blue Ridge Conference Center.

Special Education reported that four students have been admitted and recruitment activities continue. The program had 12 inquiries in one week.

Health Sciences reported that Dr. Brian Raming is the new program director. Three MHS graduates are enrolled in Ph.D. programs.

Psychology reported they will be attending the National Association of School Psychologists conference and the Southeastern Psychological Association conference. Applications are down for Psychology programs. Psychology is updating the website. Psychology students are applying to Ph.D. programs.

Physical Therapy reported The pro bono clinic is working with the Entrepreneurship program to develop a marketing plan. In April, the college health and human services departments will be doing a clinic for the Vecinos migrant workers program.

English reported that enrollment is up by five students this spring. Recruiting and marketing materials are being updated. Currently recruiting for the Certificate in Professional and Technical Writing.

Public Affairs reported that they have a student who received the North Carolina County Managers Association scholarship.

MBA reported that Todd Creasy is the new MBA program director. A MGMT 404 class is conducting a study of MBA best practices within a 100 mile radius of Asheville. Attended a conference on MBA trends.

Entrepreneurship is updating marketing materials and conducting a website review for best practices in web design.

Interim Dean Kloeppe gave a North Carolina Council of Graduate Schools update. The on-line Sports Management program is under review by General Administration. AJ Grube will be the program director. The program is targeting a fall term enrollment of 20 students. The proposed Psy.D. program is still under review by General Administration. General Administration mandated changes to residency for tuition purposes were presented. There was discussion among the North Carolina Council of Graduate Schools members as to how these changes would impact graduate applications and enrollment.

The Program Director Workshops were held on January 27 and 28.

The Graduate School admissions processor for the Colleges of Health and Human Sciences, Business and Kimmel School is out on leave. Graduate School staff are covering her duties and responsibilities in the interim.

Approval of the Minutes Motion and second to approve the minutes for the January 8, 2016 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. David Nash	Human Services	Affiliate
Dr. Munene Mwaniki	Human Services	Affiliate
Dr. Lowell Davis	Human Services	Affiliate
Dr. Rhonda Hager	Human Services	Affiliate
Dr. Gary Green	Human Services	Affiliate

Approved.

Curriculum Review

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

New Course Proposals:

BIOL 561 (3) Molecular Medicine

BIOL 574 (4) Virology

BIOL 578 (3) Parasitology- Approved with suggested edits to learning objectives.

Program Proposals:

M. ACC. in Accountancy (Program Change Proposal)

The change is designed to better align the catalog with current practice in admissions to waive the GMAT for those holding graduate degrees in a related field. The wording in the College's MBA program was used as a model for the M.Acc. to make sure that the change in wording would not present unintended consequences.

Financial Assistance

The Financial Assistance Committee met on January 28, 2016.

The purpose of this committee meeting was to review and provide advice for the two financial scholarships/awards provided by the graduate school. The allocation matrix is still under review. Graduate assistant job descriptions will be reviewed by the committee prior to the March Graduate Council meeting.

The committee made the following decisions:

Summer Research Assistantships

Elizabeth will update the application with the following changes

- Put more emphasis on Research & Creative works in order to make the awards more inclusive
- Include in the application the specific that will be used when judging the applications and the need for detailed responses.
- No changes to the scoring rubric

Elizabeth will send out these revisions to this committee for review.

Brian will identify the application review committee, identifying 1 to 2 graduate faculty from each college.

Brian will send out the final committee selection to this committee for review.

Tuition Awards

Elizabeth will update the application with the following changes:

- All applicants (distance, part-time, and full-time residential) will be eligible for the same \$1,000 per semester award (\$2,000 total for the school year).
- Include in the application the specifics that will be used when judging the applications and the need for detailed responses.
- No changes to the scoring rubric

Elizabeth will send out these revisions to this committee for review.

Brian will identify the application review committee, identifying 1 to 2 graduate faculty from each college.

Brian will send out the final committee selection to this committee for review.

The purpose of our next meeting (early March) will be to continue our work on the GA allocation matrix with a specific focus on GA job descriptions. The committee members will be asked to review current job descriptions prior to the meeting. Specific directions for this will be sent out as soon as possible.

Agenda

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 was open until 1/22/2016. 24 applications were received and the Application review began on 1/25/2016. The Search Committee is composed of faculty members, Program Directors, key staff members, a Research staff member and the Graduate School staff. Five “go to meeting” interviews will be conducted with the goal of selecting three applicants for face to face interviews scheduled at the end of February. The goal is to hire someone before March 15.

Update on the Three Minute Thesis Competition

Six students competed in the Three Minute Thesis Competition held on February 2nd from 12:00-12:30 p.m. in the University Center Theater. Chemistry student Kristin Cooke won first place, and she will compete in the Three Minute Thesis Competition at the Conference of Southern Graduate Schools in Charlotte, North Carolina on February 20 and 21. Technology student Jordan Chaires won second place and Biology student Cameron Duke won the People’s Choice award.

Update on the Graduate Education Summit

The theme of the Graduate Education Summit held on February 4th from 11:00 to 2:00 in the Blue Ridge Conference Room was ENGAGEMENT: *External Validation and Graduate Career Placement*. Six panelists representing the six college disciplines met with students from 11:00 a.m.-12:00 p.m. Lunch was served from 12:00 p.m.-1:00, then faculty and staff met with the panelists in breakout sessions after the panelists presented information on hiring practices within their fields. The break out session notes will be compiled for future reference with the ultimate goal of linking students to employers.

Admission Requirements Review

A document with proposed changes to Graduate School Admissions policies and procedures was distributed for review and a vote by the Graduate Council. The following policy changes are proposed:

- Acceptance of unofficial instead of official transcripts from applicants
- Removal of the Graduate School GPA requirement
- Delete from the “Stop Out Policy” the requirement to submit a leave of absence form since no such form exists or is not required to “stop out.”
- New policy for application/admission deferral.

The proposed changes were approved by the Graduate Council and will be submitted to the APRC for review and approval.

Accelerated Bachelors to Master’s degree Proposal

The Accelerated Bachelors to Master’s (ABM) degree programs proposal will be revised based upon Graduate Council feedback and submitted through Curriculog for approval. As requested, information was sent to the Graduate Council regarding the enrollments in these types of programs at other UNC system universities..

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.