

**Graduate Council
Minutes
February 7, 2014**

The Graduate Council met Friday, February 7, 2014 at 1:00 pm in the Dogwood Room of the University Center.

Members present: M. Boles, L. Comer, K. Cooper-Duffy, C. Cosner, T. Creasy, M. Fenton, S. Ha, M. Hollis, B. Kloeppel, K. Mathews, E. McNelis, S. Rajagopal, D. Sally, M. Tanaka, E. Tapley, H. Thompson Rainey, K. Topolka-Jorissen, L. Unruh, A. Voelker and L. Wright.

Members absent:

Others present: E. Frazier, and T. Orr

Announcements

Bob Augustine, Chair of the Council of Graduate Schools and Dean at Eastern Illinois University, will be the keynote speaker at the February 24, 2014 Graduate Education Summit held at Western Carolina University. The topic of the summit will be "How to Create Standards of Excellence in Graduate Education."

The Study Grant application information is now available on the Graduate School website at http://www.wcu.edu/WebFiles/PDFs/GS_Graduate_Study_Grant_Application_2014-15.pdf.

The Graduate Research Symposium on 27 March 2014 will include a Three-Minute Thesis (3MT) competition. The deadline for applying is the same as for presentations and research papers, 20 February. For more information, <http://www.wcu.edu/academics/wcu-graduate-school/current-graduate-students/graduate-research-symposium/index.asp>

The Graduate School received 53 applications for 10 summer assistantship positions.

Spring term graduate enrollment was up 40 students over last year. WCU was the only UNC system school to report an enrollment increase for the 2014 spring term.

Graduate assistantship and tuition remission allocations have been made. Allocation e-mails were sent to programs on February 5, 2014. Allocation decisions will be measured against the newly developed allocation model. The category 1 programs, Social Work and Communication Sciences and Disorders, received stipend increases. Funds that become available after the start of the fall term due to terminations will be allocated to summer assistantships.

Lightening updates from each Graduate Council member:

The Faculty Scholarship Celebration is scheduled for February 18, 2014, and Dr. Hal Herzog will be the speaker. A record number of applications were submitted for the event.

The MPM program is producing a video set up by business professor Dr. Scott Rader and sponsored by The Economist magazine. Shooting begins on Monday, February 10.

The College of Education and Allied Professions is discussing changes to the MAED and MAT programs.

The counseling programs are currently reviewing applications for Fall 2014 admission. Over 75 applications were received for 30 openings.

The MBA program is offering courses in Cherokee at Harrah's Casino for Western North Carolina residents. Business students at Biltmore Park are organizing a graduate business students organization.

The Staff Senate is currently collecting items for the annual yard sale fundraiser. Applications are being received for the Staff Senate Scholarship.

The psychology programs are currently reviewing applications for Fall 2014 admission. Clinic space in McKee is expanding. The psychology and counseling programs are collaborating over clinic space. Psychology is planning a doctoral program.

The Ed.D program is: 1) searching for a research faculty member; 2) having a retreat with Highpoint and ECU; 3) is following through with DPI assessment (candidates against standards) and ; 4) submitted an application to the Carnegie Coalition that the Ed.D program is modeled after.

The Masters of Health Sciences (MHS) program is currently reviewing applications for Fall 2014 admission. The Nutrition and Health Education concentrations are at capacity. The MHS program is reviewing program metrics to assess the quality of applicants and success in the program. Three MHS graduates were accepted to doctoral programs.

Graduate School is currently accepting applications for the Graduate Research Symposium and Three Minute Thesis competition. The Graduate Council academic policy committee is reviewing two Graduate School policies. The Graduate Student Association continues to get Graduate School support in order to reinvigorate the organization.

The Graduate Student Association (GSA) is alternating meeting times between noon and 5:00 p.m. in order to offer more opportunities for participation. Eleven students attended the last meeting and 15-20 students attended the previous meeting. A GSA website is under development. A GSA strategic plan has been completed and a link to the GSA strategic plan is available on the GSA website. Currently GSA is working with the GSA senators on voting procedures, campus meeting space and building bridges between Cullowhee and Biltmore Park.

The Masters of Fine Arts (MFA) program is currently reviewing applications for Fall 2014 admission. Ten applications were received for five openings. MFA students will visit New York City to attend the Whitney Biennial show. Tonight, February 7, from 5:00 p.m. to 12:00 a.m. in Sylva on back street is an art event open to the public that the MFA student will be involved in.

Three continuing math students will be doing teaching demonstrations. The math program has suffered attrition due to discontinuation.

Dr. Martin Tanaka is the new program director for the Masters of Science in Technology (MST) program. A record number of MST students submitted applications for summer research assistantships. Kimmel School will also help with summer GA support for MST students. MST is offering courses at Biltmore Park. A new graduate student from the WCU undergraduate math program was admitted into the MST program.

Two Masters of Art in English students are producing a research journal. The two students received a scholarship to attend a conference to present their work on the research journal. The Literary Festival will be held March 31-April 4. English program alumni will be attending the Literary Festival and information can be found at litfestival.org. The Professional Writing Certification is under revision. More technical writing will be offered. Courses will be offered at Biltmore Park and on-line.

Nursing program enrollments are up 5% in the Family Nurse Practitioner program, 8% in the Nurse Anesthesia program, and 83% in the Nurse Administrator program. The Nurse Educator program enrollment is flat. The Doctorate of Nursing Practice program has four students currently enrolled and will have eight students beginning in the 2014 fall term.

Eight students successfully completed the History comprehensive exams. A History student researching John Sevier will be traveling to Mississippi to collect more research information. A workshop for History graduate assistants (teaching and research) will be offered by the Coulter Faculty Center.

The Masters Science in Biology program is currently recruiting and reviewing the twelve applications received thus far for Fall 2014 admission. Continuing graduate Biology students will be attending the Southeastern Biologists Conference.

Financial Aid is processing 2013-14 summer session applications, and is also beginning to process 2014-15 FAFSAs. Spring term financial aid disbursements were awarded to 8000 WCU students and only one complaint was filed.

Approval of the Minutes Motion and second to approve the minutes for the January 10, 2014 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. Theresa Barrett Human Services Associate

Motion passed.

The committee will meet to discuss the following items to be presented for discussion and a vote at the March 7 Graduate Council meeting:

Course Substitution Policy- Currently the Graduate School does not have a course substitution policy or procedure. Under consideration is a course substitution policy that would state no undergraduate courses could be substituted for graduate level courses, and no course substitution can violate any Graduate School catalog policy.

Non-course Degree Requirements-It is recommended that graduate programs with non-course requirements such as comprehensive exams, portfolios and teacher work samples complete the required curriculum forms to create a variable credit course (0-1,2 credits) for these degree requirements. A sample AA-5 Course Proposal/Change form will be e-mailed to Graduate Council members. The AA-5 is a copy of an actual AA-5 approved in 2009 to create a comprehensive exam course for the MST program.

Six Year Time Limit Policy- The committee is developing a graduate student progress report form to document issues that interfere with a student's progress toward degree completion. The progress report would have to be submitted with any written request for an extension of time limit.

The issue of presenting a thesis abstract prior to registering for a thesis course was brought to the Graduate Council for discussion. A motion was made to make the following changes in the thesis and dissertation guide:

- 1) Change the language in the guide referring to the abstract. The initial "abstract" will now be called a "proposal."
- 2) The initial "proposal" must be on file in the Graduate School by the end of the first term of thesis/dissertation enrollment. The student will not be allowed to enroll in thesis/dissertation courses in the next term if a proposal is not on file.

Motion passed.

Curriculum Review

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

AA-6

PMC Public School Leadership Postmasters Certificate Program

To remove the GRE admissions requirement if the candidate holds a master's degree in an education field Also, remove requirement for transfer credit language due to conflict with Graduate School policy.

MAED Community College Administration Program

The Community College Administration program is being discontinued because a pattern of low enrollment. The program was reviewed through a program prioritization process conducted by the college in 2010-11 academic year. The enrollment was on a steady decline with approximately eight students in 2011. Admissions were stopped at that time and a teach-out process was begun. The last person completed the program in fall of 2012.

Ed.S Education Specialist Program

Admissions had been stopped in this program prior to 2010. When the College of Education and Allied Professions underwent program prioritization and the subsequent college reorganization, it became clear the maintaining the Ed.S. program was no longer in keeping with the mission of the college. It was recommended the EdS be discontinued so that resources could be concentrated in support of the revision of the Education Leadership EdD program.

Approved.

Student Financial Assistance

The Student Financial Assistance Committee met twice to update and finalize the assistantship allocation model. Additional factors still need to be discussed and added. The assistantships allocations for the 2014-15 academic year will be measured against the model and results will be reported at the March 7 Graduate Council meeting.

The Student Financial Assistance Committee discussed the allocation of assistantship funds from discontinued graduate programs. The decision was made that these funds would be allocated to fund 20 summer assistantships at \$3000 each.

The committee discussed the possibility of changing assistantship allocations from # of assistantships to assistantship dollars in order to give programs stipend flexibility and year round assistantship opportunities. Limits and guidelines would have to be instituted by the committee in order to ensure legal compliance. Graduate Council members were asked to provide feedback to the committee regarding this suggestion. One issue expressed was the potential effect on enrollment if the assistantship dollars funded higher stipends but fewer graduate assistants. For the 2014-15 academic year, the Master of Science in Technology program will pilot the suggestion and report the results to the committee.

Graduate Education Advancement Committee

The committee presented a revised version of APR 1: *Academic Graduate Program Director Guidelines* that separates graduate program director roles, responsibilities, qualifications and compensation from undergraduate program directors. A motion was made to accept the proposed revisions to APR 1: *Academic Graduate Program Director Guidelines* (with minor changes such as deleting Appendix A and B) and the motion passed. The APR 1: *Academic Graduate Program Director Guidelines* will be submitted to the Associate Deans council for review and approval and will then be submitted to the Council of Deans for final review and approval. It was suggested that members of the committee be present at each of these reviews to respond to concerns and questions.

Dean Fenton stated that committee will continue to follow up with the plans for an Alumni Advisory Board and An Alumni Advancement Board.

Agenda Items

A Graduate Council member asked if the Career Services shadowing program could include graduate students. Dean Fenton stated that she had an appointment to meet with Career Services in order to discuss involving graduate students in this program. She will report to the Graduate Council at the March 7 Graduate Council meeting.

Dean Fenton introduced a proposal to create a “Bridge Institute.” She has been working with the Dr. Laura Cruz, Director of the Coulter Faculty Center, and Dr. Lowell Davis, Assistant Vice Chancellor for Student Success, to develop the project and is currently seeking \$70,000 in funding for the project.

The “Bridge Institute” will sponsor teams of 15 graduate students, 15 faculty mentors and 45 undergraduate students. The purpose is to develop and design a research project over a two week period in August with the intention of improving communication and research skills as well as developing leadership abilities and team work collaborations. Business and industry leaders will also be invited to be career mentors for the student teams. At the end of the two week period, each team will present the project outcomes to a professional group in the community.

The meeting was adjourned at 2:45 pm.

Submitted by – Elizabeth Frazier

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