

**Graduate Council  
Minutes  
March 18, 2016**

The Graduate Council met Friday, March 18, 2016 at 1:00 pm in the Dogwood Room of the University Center.

Members present: L. Comer, K. Cooper-Duffy, J. Gerlach, M. Hollis, B. Kloeppe, B. Lahm, J. Livingstone, B. Mulligan, E. Myers, T. Orr, C. Parrish, S. Rajagopal, F. Razzaghi, K. Starr, and L. Unruh

Members absent: D. Martinez, K. Mathews, A. Ray, E. Tapley, H. Thompson Rainey, M. Tanaka, and R. Young

Others present: E. Frazier, D. Evanhoff, C. Hurley

**Approval of the Minutes** Motion and second to approve the minutes for the February 5, 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. William Moultrie	Human Services	Affiliate
Dr. Scott Eldredge	Communication	Affiliate

**Approved.**

**Curriculum Review**

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

**New Course Proposals:**

**ACCT 645 (3) Advanced Individual Taxation**

**BIOL 578 (3) Parasitology- Approved with suggested edits to learning objectives and added grading to the graduate project.**

**CHEM 521 (3) Advanced Inorganic Chemistry- Approved with suggested edits to learning objectives on the graduate syllabus.**

**CHEM 596 (3) Seminar in Chemistry**

**Approved.**

PSY 612 Psychology of Prejudice and PSY 668 Teaching Psychology were returned to the department for major edits and were not approved.

**Program Proposals:**

**M.A. in English** (Program Change Proposal)

Add new course (English 529) to list of electives in the English program.

English 529 is a special studies class that allows us to cover topics in technical writing that are not covered in existing courses. Topics we plan to use this course for include science writing and medical writing.

This change will affect the English MA program with a concentration in professional writing, as well as the certificate in professional writing. The department head, graduate director, and director of the professional writing program are all in agreement with this program change.

**Chemistry M.S.** (Program Change Proposal)

Three changes are proposed: (1) Create a "Comprehensive MS" concentration, (2) Adjust the program description, including adjustment to the language and organization of the catalog entry to improve clarity. (3) Add courses to lists of options within the program mix.

**Chemistry M.S. – Four Plus One** (Program Change Proposal)

The M.S. program requirements have been altered so that 4+1 students can now complete the same program requirements as external M.S. students. Therefore, a separate 4+1 M.S. program with distinct requirements is no longer necessary. Inactivation of this program decreases duplication in the catalog of two very similar programs. These programs have been collapsed into one program with one set of requirements for all students.

### **Counseling, Clinical Mental Health M.S. (Program Change Proposal)**

To be consistent and remain competitive with other counseling programs. Updating our admission requirement is consistent with other graduate programs here at WCU and keeps us competitive with other counseling programs in the region and state.

#### **Program Admission Requirements:**

In addition to the Graduate School Admission Requirements, applicants must submit a personal goal statement, education and work history resume, three recommendations from academic and/or employment sources, and at least one of the following:

- Bachelor's degree overall GPA of 3.0 or higher
- Master's degree
- GRE scores of at least 150 on Verbal or Quantitative and 4.0 on Analytical

#### **Program Description:**

The program leading to the M.S. degree in clinical mental health counseling requires a minimum of 60 semester hours of graduate study.

### **Education – Comprehensive Education M.A.T. (Program Change Proposal)**

This change is requested to stay competitive with other universities. The special education program at WCU required more credit hours than other universities in the UNC system. This reduction in credit hours should help to increase the number of students applying and completing the MAT in Adapted Curriculum at WCU.

Currently the students in the MAT Adapted Curriculum are required to take 6 hours of the specialty courses. The change requested is to reduce the number of specialty course hours to three. In addition SPED 682 will be added as a specialty course options. Therefore, the students may select SPED 682, SPED 636, PT 665 or CSD 594 to complete their specialty course requirement of 3 hours.

### **Educational Supervision (M.A.Ed.) (Program Change Proposal)**

#### **Rationale:**

We are improving the International Concentration as we reduce credit hours from 38 to 30. The first way we are achieving this is by creating two non-credit courses. The first one takes the place of EDSU 685 – the current practicum. This achieves a two-credit reduction in total hours. The other six-hour reduction comes from moving two required courses to the electives.

The first non-credit course comes from changing EDSU 685 from an hourly requirement to a supervisory activity requirement. Instead of doing 50 hours of supervisory tasks, students complete 36 activities that are relevant to supervisory work in the host country's schools. Most activities are integrated into academic courses that did not include them in the past.

The other non-credit course (EDSU 686) is the school improvement project, which is the capstone experience for the International Concentration of the MAED. This experience started as a research paper, became an action research project, and then became a school improvement project presented on our campus. It is now a project presented in the host country. These developments are an example of how we are continually improving the program.

Reduction of the other 6 credits is achieved by moving International School Leadership (EDL 615) and Comparative Education (EDCI 603) from required to elective courses.

Other Master of Arts in Education degrees within our college are going to 30 credit hours. Other institutions are offering 30-credit masters degrees as a way to reduce costs and appeal to working, adult students.

This change reduces costs for students living in countries whose currency continues to be devalued in relation to the American dollar.

### **English M.A. (Professional Writing Certificate) (Program Change Proposal)**

This proposal is to add English 529 to the list of technical and professional writing courses (electives) available to those who are working toward the professional writing certificate.

English 529 allows professors to cover advanced studies in technical and professional communication that are not already addressed in existing courses, such as science writing.

### **Family Nurse Practitioner (Program Change Proposal)**

Delete an admission requirement.

#### **Remove:**

A combined score of 850 or higher on the previous GRE exam version or 300 on the Revised GRE exam or an MAT score of 400 is recommended.

The change is required to demonstrate evidence based practice within the discipline related to admission requirements.

Research has not demonstrated a correlation between scores and success in graduate program. We currently base decisions on interview, personal essay, GPA and references in addition to the GRE scores. Many of WCU competitors do not require the GRE scores, negatively impacting our desirability among potential students.

**Post-Master's Doctor of Nursing Practice (Program Change Proposal)**

Research has not demonstrated a correlation between scores and success in graduate program. We currently base decisions on interview, personal essay, GPA and references in addition to the exam scores. Many of WCU competitors do not require the exam scores, negatively impacting our desirability among potential students.

Remove requirement for students to submit standardized exam (GRE or MAT) scores for application to the program if they possess a graduate degree in nursing, or applicable graduate program in an advanced nursing practice specialty from a nationally accredited program. The proposal will improve the ability of the program to expand, thus meeting College goals and the needs for DNP's in the region. This change will also bring the program into alignment with several other doctoral-level programs within the university and across the region and country.

**Accountancy (M.Acc.) (Program Change Proposal)**

We propose to waive taking the GMAT for students based on their undergraduate major (must be accounting), their school (must be AACSB-accredited), their cumulative undergraduate GPA (must be 3.6 or better), and their GPA in four important accounting classes (must be 3.25 or better). We feel if a student meets all of these criteria then the student is a good candidate for admission without needing a GMAT score. At the same time, we propose to eliminate waiving the GMAT for members of Beta Gamma Sigma as the proposed requirements would make this requirement redundant.

**Approved.****Financial Assistance**

The Financial Assistance Committee met on March 11, 2016.

The main goal of this meeting was to discuss if it would be possible to complete an evaluation of GA Job Descriptions as part of the GA Allocation Matrix that has been proposed. The following questions regarding our own review of the GA Job Descriptions were considered as part of this discussion:

- Any Department or Program that stood out?
- What factors seem to contribute to differences in the Job Descriptions used? Can these differences be controlled for?
- Any differences seen between Research, TA Not Instructor of Record, & TA Instructor of Record? Would they need to be rated differently?
- Any sections that seemed particularly strong or easier to rate across most Departments/Programs?
- Any sections that seemed particularly weak or more difficult to rate across most Departments/Programs?
- Any ideas for how to evaluate these as a component in the GA Allocation Matrix?

**The committee came to the following conclusions:**

1. Moving forward the GA Allocation Matrix will be considered a tool to be used by the Graduate Dean when making GA Allocation decisions. It will include 2 different sets of data including:
  - a. Quantifiable Factors including
    - i. Program Prioritization
    - ii. GA Dependency
    - iii. GA Contribution to Undergraduate Education
  - b. Qualitative Factors including
    - i. Job Description
    - ii. CLIMB
    - iii. Student Evaluation
2. It is recommended that the following process be used for reviewing the Job Descriptions beginning Fall 2016
  - a. In September, the Financial Assistance Committee will complete a review of the Job Descriptions submitted for Fall 2016. The task for this committee will be:
    - i. For each program indicate whether the Job Description was completed fully or not. This information will go into the Matrix
    - ii. For those programs that did not provide a complete Job Description, indicate what components were missing and notify the programs regarding this.
  - b. In October, provide a Graduate Assistantship Workshop for all program directors that would include the following information:
    - i. The GA Allocation process including how the GA Allocation Matrix will be used as a tool for the Graduate Dean.
    - ii. What to consider when writing the Job Descriptions
    - iii. How to develop GA Evaluations
    - iv. How to use the CLIMB
    - v. How to complete the GA contract forms
    - vi. Sharing from programs providing examples
  - c. Fall 2017 complete the Job Description reviews again checking for
    - i. Any updates made on those programs whose Job Descriptions were complete the previous year
    - ii. Improvements to the Job Descriptions for those programs that incomplete Job Descriptions the previous year.
    - iii. Provided updated information on the Matrix
  - d. Continue this process each year with additional GA Workshop training as deemed needed.

**Next Steps:**

- Jane Livingstone will update the Matrix and send it to the rest of the committee for review and feedback
- Any additional committee discussion for this semester will occur through email

## **Agenda**

### **2016 Research and Scholarship Celebration**

The 2016 Research and Scholarship Celebration A Combined Event including the Undergraduate Expo and the Graduate Research Symposium will be held on March 30 and 31, 2016 in the Ramsey Center. There will be 36 graduate posters at the Undergraduate Expo on March 30<sup>th</sup> and 56 graduate and 11 undergraduate oral presentations at the Graduate Research Symposium on March 31<sup>st</sup>. Eleven papers were submitted for the Graduate Research Symposium paper competition.

### **Graduate School Admission Requirements**

The changes to the Graduate School admission requirements have been approved and are now in effect.

### **Accelerated Bachelors to Master's degree Proposal**

The Accelerated Bachelor's to Master's (ABM) proposal was discussed by the Graduate Council. The proposal was passed by the Graduate Council with three suggested edits. The edited ABM proposal will be submitted to the Undergraduate University Curriculum Committee for review and discussion at a scheduled meeting on March 28, 2016.

### **Update on Recruiting and Enrollment Coordinator Position**

Mike Langford was hired as the Graduate School Recruiting and Enrollment Coordinator, and started work on March 7, 2016.

### **Graduate Recruitment and Enrollment**

A 2016 Fall Term Graduate School headcount report dated March 11, 2016 was sent by e-mail to program directors on March 14. This report will be sent to program directors on a regular basis until census day in September.

The MS degree in Sport Management has been approved by General Administration, and will begin admitting students for the 2016 fall term.

### **2016 Summer and Fall Registration**

Graduate student registration for the 2016 summer and fall terms began on March 9. Please encourage all graduate students to register early.

### **Graduate School Website**

The Graduate School website has been upgraded. Graduate School staff are working to correct the broken links on the upgraded Graduate School web pages. However, programs are encouraged to contact IT to run a broken link report because program web page links to the Graduate School web page are most likely broken due to the upgrade.

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.