

**Graduate Council
Minutes
April 8, 2016**

The Graduate Council met Friday, April 8, 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. Kloeppel, B. Lahm, J. Livingstone, K. Mathews, B. Mulligan, E. Myers, T. Orr, C. Parrish, K. Starr, and L. Unruh

Members absent: D. Martinez, S. Rajagopal, A. Ray, F. Razzaghi, E. Tapley, M. Tanaka, H. Thompson Rainey, and R. Young

Others present: E. Frazier, L. Nickles, A. Allen, K. Topolka-Jorissen

Approval of the Minutes Motion and second to approve the minutes for the March 18, 2016 meeting. Motion passed.

Program Updates

Graduate School reported that North Carolina Graduate Education Day will be on May 24, 2016. Two or three graduate students who presented at the Research Symposium will be chosen to attend. The new MS Sport Management program is accepting applications for the 2016 fall term. Annual registration (creating a full year student schedule) is under consideration. Summer research assistantship awards will be announced next week. The Graduate Tuition Award application deadline is April 22, 2016.

The DPT program announced that two students attended the National Pro Bono Clinic, four students will attend the American Physical Therapy Association conference in June, and five students will attend the Rural Health Symposium on April 22, 2016. Research Symposium participation was 100%.

Nursing reported that the admissions process is underway. Applications for the Nurse Leadership and Nurse Educator programs are up. Judy Neubrandner has accepted a Dean position and will be leaving in May. The second DNP cohort will graduate four students in May 2016 and one student in December 2016.

Undergraduate Admissions reported that over 18,000 applications have been received for the 2016 fall term.

Staff Senate will be having two fundraisers in April. On Friday, April 15 the University Club will be hosting a Wild West night starting at 6:00 p.m. to raise money for the Staff Senate Scholarship. There will be costumes, games and a silent auction. On Saturday, April 23 in the Ramsey Center the Staff Senate will have a booth at the indoor yard sale to raise money for the Staff Senate Scholarship.

Biology reported that they have a lot of students graduating in May. There were three student presentations at the Southeastern Biologists Conference. Out of thirteen admission offers, eight accepted for the 2016 fall term. Five of the eight will be graduate assistants.

Psychology reported that the experimental and clinical psychology students presented at the Southeastern Psychological Conference in New Orleans. The School Psychology program offered admission to sixteen students and eleven accepted and three are still deciding. Applications and acceptance is up over past years.

Special Education announced that Lindsay Ryan, a Special Education: Severe/Profound Disabilities student, won the Research Paper Competition at the Graduate Research Symposium. Three students have been admitted to the Special Education: Severe/Profound Disabilities concentration for the 2016 fall term.

Accountancy has an April 15 decision date. The Meet the Firms career fair was held on March 29, 2016 at UNC Asheville. The number of students and employers participating was up over last year.

The MPA program is making admission offers and is working to place eight out of ten graduate assistants. The MPA program has late admission through August. New MPA brochures are being created and a mailer will be sent to 220 UNC Asheville seniors. Local government is also one of several pathways the MPA program will use to recruit with a goal of 20 new MPA students for the 2016 fall term.

Entrepreneurship reported that the College of Business Dean is looking into getting mailing lists from standardized testing services. A suggestion was made that registration incentives be provided to encourage early registration.

Health Sciences has admitted 27 student for the 2016 fall term. A second application deadline of April 19 was established to encourage additional applications in order to admit more students into the Health Sciences Concentrations and increase capacity. Venice Mason, a Health Sciences Education concentration student, received an award from the Southern Gerontological Society at their 2016 meeting.

Financial Aid is awarding for the 2016 summer term and the 2016 fall term. Out of 10,000 applications, 6000 students have been awarded to date.

Standing Committee Reports

Academic Policy and Graduate Faculty Review

No graduate faculty nominations were received for review.

Curriculum Review

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

New Course Proposals:

EDL 621 – Leading the Adult Learner (New Course Proposal)

We need a course that teaches adult learning theory, and the role of school leaders in teacher capacity building. This would also align with the NC 21st Century Executive Leadership Standards.

HR 671 – HR Consulting (New Course Proposal)

This course replaces the old HR 683 - Field Experience to better align with the Society for Human Resources Management's graduate level curriculum guidelines. As in HR 683, it will be required unless the student has 5+ years of HR experience.

NSG 800 – Professional Aspects of Nurse Anesthesia Practice (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree. The new COA doctoral standards include new material to be covered, and this course meets those new requirements.

NSG 801 – Essentials of Academic Writing (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral courses, as the Council on Accreditation has mandated that all nurse anesthesia programs must transition to the doctoral degree. This new course was created after School of Nursing faculty discussion regarding the observed need for student writing education.

NSG 808 – Foundational Science for Nurse Anesthesia (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 810 – Advanced Physical Assessment and Diagnosis (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 830 – Advanced Physiology for Nurse Anesthetists (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 831 – Advanced Pathophysiology for Nurse Anesthetists I (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 832 – Advanced Pathophysiology for Nurse Anesthetists II (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 840 – Basic Principles of Anesthesia (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 841 – Advanced Principles of Anesthesia I (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 842 – Advanced Principles of Anesthesia II (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 843 – Advanced Principles of Anesthesia III (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 861 – Advanced Anesthesia Pharmacology I (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 862 – Advanced Anesthesia Pharmacology II (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 888 – Nurse Anesthesia Review (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 901 – Clinical Anesthesia Practicum I (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 902 – Clinical Anesthesia Practicum/Seminar II (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 903 – Clinical Anesthesia Practicum/Seminar III (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 904 – Clinical Anesthesia Practicum/Seminar IV (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 905 – Clinical Anesthesia Practicum/Seminar V (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 906 – Clinical Anesthesia Practicum/Seminar VI (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 907 – Clinical Anesthesia Practicum/Seminar VII (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 995 – DNP Project Development I (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 996 – DNP Project Development II (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 997 – DNP Project Development III (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 998 – DNP Project Development IV (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

NSG 999 – DNP Project Development V (New Course Proposal)

All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree.

Program Proposals:

Nursing (DNP) Doctor of Nursing Practice – Nurse Anesthesia Concentration (Program Change Proposal)

- All courses in the MS(N) nurse anesthesia program are changing to doctoral (DNP) courses, as the Council on Accreditation (COA) has mandated that all nurse anesthesia programs must transition to the doctoral degree. New requirements in the COA doctoral standards also mandate some new courses/material be taught and all BSN-DNP programs be at least 36 months full-time.

Counseling, School (M.A.Ed.) (Program Change Proposal)

- Clean-up the catalog and to be consistent and remain competitive with other counseling programs.
- 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.A.Ed. degree in school counseling requires a minimum of 60 semester hours of graduate study.
- 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.

Education – Comprehensive Education (M.A.Ed.) (Program Change Proposal)

- Adding a math track to the existing MAED Middle Grades Concentration. We are getting requests from prospective students searching for graduate studies in mathematics education. Middle Grades mathematics is a high needs area in the state as well as the nation.
- This meets the CEAP Strategic Plan 1.1.1 Increase efforts to recruit, retain, and graduate high-quality teachers in high-needs areas (which includes STEM and Middle Grades) by developing and/or refining degree programs, concentrations, and courses in these areas.

Human Resources (M.S.) (Program Change Proposal)

- To be more aligned with the Society for Human Resource Management (SHRM) HR program guidelines.
- Move HR 601, 670, and 671 (new course) into the core.
- One of the most important attractions of our program is that it is aligned with SHRM's graduate guidelines-the industry's gold standard.

The above listed curriculum items were approved.

PSY 612 – Psychology of Prejudice (New Course Proposal)

Students in the Clinical and Experimental Psychology graduate programs are able to several select elective courses as part of their curriculum requirements. At this time, the choices available for electives are very limited and additional options are needed. This course has been offered for several years as a Topics course and has been very popular.

PSY 668 – Teaching of Psychology (New Course Proposal)

The Psychology Department developed a structured process for Masters level Clinical and Experimental Psychology students to be given Graduate Assistantships that allow them to be the Teacher of Record for PSY 150 courses. As part of that structured process a course was developed that the students are required to enroll in that provides them with support as they develop, implement, and evaluate their teaching of this course. Many of the students in the course have college teaching as a vocational goal. This course has been run for several years as a Topics course and needs to receive official course status.

The two curriculum items listed above, PSY 612 and PSY 668, are on hold for further revision and review.

The Graduate Council Curriculum Committee agreed to review a curriculum overflow agenda with six additional curriculum items included. The Graduate Council Curriculum Committee will notify the Graduate Council when the review is complete, and an e-mail vote on the curriculum items will be taken.

Financial Assistance

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 (see updated Matrix):

Quantifiable Factors including

- Program Prioritization
- GA Dependency
- GA Contribution to Undergraduate Education

Qualitative Factors including

- Job Description (percent of sections completed, see below for more information)
- CLIMB (percent of students from program completing the CLIMB including # completed out of # possible; will not evaluate quality of CLIMB activities)
- Student Evaluation (percent of students from program who completed the student evaluations including # completed out of # possible; will not evaluate specific information provided by the evaluations)

What information to include in the Matrix for the Qualitative Factors has been discussed and debated and right now is left as:

Yes (all Job Description categories completed; at least one student in the program completed the CLIMB, and at least one student in the program completed the Student Evaluation
No (at least one category from the Job Description was not completed, no students completed the CLIMB, and no students in the program completed the Student Evaluation.

It is recommended that the following process be used for reviewing the Job Descriptions **beginning Fall 2016**.

In **September**, the Financial Assistance Committee will complete a review of the Job Descriptions submitted May 2016 for Fall 2016. The task for this committee will be:

For each program indicate whether the Job Description was completed fully or not. There are 6 sections in the Job Description and the only thing noted will be whether the section was completed or not. There will be no attempt to measure quality since there is so much variability across program. The percent of sections completed will go into the Matrix.

For those programs that did not provide a complete Job Description, the committee will indicate what components were missing and notify the programs regarding this.

In **October**, the graduate school with support from the Financial Assistance Committee will provide a Graduate Assistantship Workshop for all program directors that would include the following information:

- Individual program feedback re. Job Descriptions, CLIMB, & Student Evaluations from previous school year
- The GA Allocation process including how the GA Allocation Matrix will be used as a tool for the Graduate Dean.
- What to consider when writing the Job Descriptions
- How to develop GA Evaluations
- How to use the CLIMB
- How to complete the GA contract forms
- Sharing from programs providing examples of Job Descriptions, GA Evaluations etc.

Fall 2017 the Financial Assistance Committee will complete the Job Description reviews again checking for Any updates made on those programs whose Job Descriptions were complete the previous year
Improvements to the Job Descriptions for those programs that had incomplete Job Descriptions the previous year.
Provide updated information on the Matrix
Continue this process each year with additional GA Workshop training as deemed needed.

Agenda

2016 Research and Scholarship Celebration

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

Accelerated Bachelors to Master's degree Proposal

The Accelerated Bachelor's to Master's (ABM) proposal with the edits from the Undergraduate University Curriculum Committee will be reviewed and voted on by the APRC at their April 11 meeting. If approved, the Faculty Senate will vote on the proposal at their April 20 meeting.

Graduate Council Members Completing Service Terms

Thanks to the following Graduate Council members who completed their service terms: Linda Comer (HHS), Marianne Hollis (HHS), Rob Young (AS), Kathy Mathews (AS), Sanjay Rajagopal (BUS), Karena Cooper-Duffy (EAP), Lori Unruh (EAP), Heather Thompson Rainey (EAP), Erin Tapley (FPA), Adam Ray (GSA)

On April 4 e-mails were sent to Associate Deans requesting replacement Graduate Council member

Graduate Recruitment and Enrollment

Interim Dean Kloeppe reported point in time enrollment numbers for the Graduate School. Reminder e-mails are being sent by the Registrar's Office and the Graduate School to students who are admitted but not enrolled. A delay in registration trend has been noted as students take longer to register for classes so please encourage students to register.

Enrollment report updates are being sent to program directors every few weeks. Every Friday an enrollment report update is sent to the Provost and the Deans.

Total Census Fall 2015
1519

Total Point in Time
678 up 25

2016 Enrollment	Total Point in Time	
AS	87	down 8
BUS	85	up 3
EAP	318	up 51
FPA	12	even
HHS	152	down 32
KS	21	down 8

Registration Barriers

The following registration barriers were discussed:

- Registration holds for library fines and parking tickets.
- Registration holds for a balance owed greater than \$5.00.
- Program Director told students that classes were not available.
- Students with employer paid tuition could not register.

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.