

**Graduate Council
Minutes
April 11, 2014**

The Graduate Council met Friday, April 11, 2014 at 1:00 p.m. in the Cardinal Room of the University Center.

Members present: L. Comer, K. Cooper-Duffy, C. Cosner, T. Creasy, M. Fenton, M. Hollis, B. Kloeppe, 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: M. Boles and S. Ha,

Others present: E. Frazier, A. Salido, C. Atterholt and D. Strickland

Announcements

Thanks to the Graduate Council members who are ending their service terms: Steve Ha, Kathleen Topolka-Jorissen, Laura Wright and Melissa Boles. Andy Voelker announced that he would also be rotating off the Graduate Council since his Staff Senate term is ending.

Lightening updates from each Graduate Council member:

The Masters of Science in Biology program was able to recruit two excellent out-of-state students with the two higher stipend assistantships allocated to the program for the 2014-15 academic year. Five students defended their theses and presented at a conference.

One M.S. Math thesis defense and three master's projects completed.

English faculty member Annette Debo won the Board of Governor's Faculty Award. Rachel Adams successfully defended her thesis and took second place at the 3 minute thesis competition at the Graduate Research Symposium. MA graduates Emily Darnell, Robert Donnellan, and Rain Newcomb were chosen as finalists for the First Year Experience program's FYE advocate award. All three are lecturers in our department.

The Family Nurse Practitioner program students passed their comprehensive exams. The Doctorate of Nursing Practice students are ready to defend their proposals and will travel to Charlotte. Two Nurse Anesthesia students participated in the Three Minute Thesis contest at the Research Symposium.

Four MFA students will be graduating. On April 25th an alternative art show is planned. Some graduates will be doing shows in New York. Three new MAT Art Education majors have been admitted.

Three Engineering Technology students defended their theses.

Another BlueCross/Blue Shield cohort has started. The Project Management program (MPM) completed a video series that will be streamed through the Economist magazine. Very few programs were selected for this opportunity.

The Financial Aid is currently awarding for the 2014 summer term and for the 2014-15 academic year.

A Psychology program student won the top award in the Three Minute Thesis contest at the Research Symposium. Planning for a doctoral program has begun.

History student Emily Baker won an award at the Research Symposium. History student Meghan Essington successfully defended her thesis and history student Frank McHone has been accepted into a doctoral program.

The Masters of Health Sciences (MHS) program is currently reviewing applications for Fall 2014 admission and more applications have been received that there are slots for in the program. The Masters of Health Sciences (MHS) program will graduate 12 students in May and 15 students in August (a record number for the program). Three of the graduates have been accepted into doctoral programs and four students are having their manuscripts reviewed.

The Graduate Research Symposium was held on March 27, 2014. Sixty-one students presented and eight students presented at the Three-Minute Thesis (3MT) competition. The national Three-Minute Thesis (3MT) competition will be held in New Orleans in the fall. Six finalists from the research paper competition will compete on April 22nd. Two students will be selected to present in to the state legislature at Graduate Education Day in Raleigh.

Twenty-seven counseling students passed their comprehensive exams. The Counseling program is a Program of Excellence award nominee.

The Special Education program is currently working on revisions to the MAED Special Education program.

The Hunter Library is having discussions with the Graduate Student Association about meeting space. Hunter Library employees are providing input to the Biltmore Park Strategic Planning Committee. Budget requests are being reviewed and evaluated.

The Ed.D program will have five students graduating in May and admitted twelve new students to the program. Ed.D student John Bryant was awarded the Dixie L. and Miles S. McGinty endowed scholarship. Master of School Administration student Matthew White received a distance fellowship award. The department is searching for a research faculty member.

The Staff Senate is having a scholarship fundraiser. The Staff Senate is participating in the Jackson County Arts Council yard sale event from 8:00-1:00 on Saturday, April 12. A table with items for sale will be set up in the Ramsey Center. Ten major revisions to the Staff Senate by-laws have been made this year. Outgoing Chair Robin Hitch has done a great job reforming the Staff Senate over the past three years. The Staff Senate now has 28 senators (more participation and more dedication) as well as a new Chair, Vice Chair and Chair elect.

Approval of the Minutes Motion and second to approve the minutes for the March 7, 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. Gregory Sawicki Engineering and Technology Associate

Motion passed.

Curriculum Review

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

AA-6

Nursing (M.S.) – Nursing Administration Concentration

1) Change the name of the concentration from Nursing (M.S.) – Nursing Administration Concentration to Nursing (M.S.) – Nursing Leadership Concentration. This change is being requested to be more consistent with the Institute of Medicine report on the Future of Nursing requiring leadership capabilities for nurses in all types and levels of practice.

2) The addition of the Miller Analogies Test (MAT) is consistent with requirements from other similar nursing programs. Deletion of a minimum score is due to changes in the Graduate Record Examinations (GRE) exam scoring. The program no longer requires a minimum score.

Approved.

MS Nurse Anesthesia program

Will reintroduce NSG 602 into the program plan of study with the following changes:

- 1) change in course name (accreditation requirement)
- 2) reduce credit hour assignment from 2 to 1
- 3) to maintain the credit hour total for the plan of study only 2 credit hours of NSG 679 will be required instead of 3
- 4) change type of grading from combined letter grade/S-U to regular grading
- 5) change course objectives to:
 - a. Perform a preoperative and perioperative physical examination of the surgical patient.
 - b. Differentiate between normal and abnormal anatomy following an advanced physical assessment
 - c. Recognize the anesthetic implications associated with an established diagnosis

NSG 602 has not been used since 2007 but remains on the degree audit and now needs to be used to permit WCU's Nurse Anesthesia Track to maintain prescribed future accreditation requirements.

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) expects all graduate nurse anesthesia programs to offer a course (minimum of 1 credit hr) on "Advanced Physical Assessment"

Approved.

Post-Baccalaureate Certificate in Professional Writing

The department is changing the titles and descriptions of several of its professional writing classes. In conjunction with these changes, the certificate program is being revised and updated to include those changes and to better reflect demand and trends in the disciplines. This AA6:

- Minor Change to title of certificate program
- incorporates these course title and number changes
- updates the certificate program to reflect current needs in the community (for technical writing training) and assessment/disciplinary issues (see #6)

MA English program

The catalog description for the MA English program needs to be updated for clarity and accuracy. Course titles have been changed to better capture the goals of the courses and reflect terms currently used in English studies.

Approved.

MS Biology program

BIOL698. This course is for students pursuing the MS in Biology. Adding this “0” credit course will provide better means to track completion of a comprehensive exam. In addition this will improve the degree audit process. This new course has been requested by the graduate school.

Approved.

MS Chemistry program

To strengthen our current MS program, to increase enrollment in our graduate chemistry program, and to meet emerging societal need for students to have scientific and professional expertise, we propose to add a “Professional Science Master’s” concentration to our existing MS Chemistry program.

Approved with the revision to change the concentration title from “Professional Science Master’s” concentration to “Professional Science” concentration. Representatives from the Chemistry program, Dr. Arthur Salido and Dr. Cynthia Atterholt, attended the Graduate Council meeting to discuss the curriculum, and were in agreement with the suggested revision.

MSW Social Work

Update program description and course sequencing changes and add application requirements.

Approved.

MHR Human Resources program

Add the GMAT to admissions requirements.

Approved.

MSCMHC Clinical Mental Health Counseling program

Update catalog to reflect current admissions requirements

Approved.

MAED School Counseling program

Update catalog to reflect current admissions requirements

Approved.

MAED School Counseling program

Alter previous elective requirement from 6 to 3 and add required course: COUN 645: Consultation and Collaboration. This will bring improved alignment with CACREP (national counseling) accreditation and North Carolina Dept of Public Instruction (NC DPI) expectations.

Approved.

MAED Special Education

Change the required hours for the MAED in Special Education to 30-33 hours depending on option. We are making this change to keep our MAED inline with other MAED's in special education in NC.

For example, both NCSTATE university requires 30 hours

<http://ced.ncsu.edu/academics/departments/cice/special-education/masters/special-education-med>

UNCC requires 33 hours

<http://catalog.uncc.edu/sites/catalog.uncc.edu/files/media/Graduate-Catalogs/2013-2014-Grad-Catalog-17-COEd.pdf>

We are also changing the names of the program options to better reflect the focus of each option and the state licensure area to which each option corresponds. The name changes of the options are as follows:

Gifted Education change to Gifted, Creative and Innovative Education

Mild to Moderate Disabilities change to General Curriculum: Mild to Moderate Disabilities

Severe/profound disabilities change to Adapted Curriculum: Severe/Profound Disabilities

We are changing the title of two courses (aa-44's are attached) and removing prerequisites for courses

Not Approved. Returned for revision because the 36 total hours for an MAED degree per the catalog description is in conflict with reducing the total number of hours in the MAED in Special Education to 30-33 hours. The MAED in Special Education cannot reduce the total of hours for the degree unless the 36 total hours for an MAED Degree is also changed i.e. to a range of 30-36 hours.

EDS Education Specialist Degree Program

Program deletion- program is no longer active.

Removed from consideration during Curriculum Committee review.

MAED program

Shrinking the core to common courses for all comprehensive education masters allows for efficiencies in enrollment, regular course offering, common assignments for program assessment, and greater consistencies in the graduate portfolio entries.

Approved.

MAED in Elementary and Middle Grades Education program

We are in the process of changing from a current resident to a distance education format hopefully within the next year. The current requirement of a face-to-face interview will not be feasible in many cases for students, so to be consistent with all students, we are wanting to drop the interview requirement for entrance into the program.

Approved.

MAT program

A change to the description of documents that must be submitted for review as part of the admission process to the English concentration.

Approved.

MAT program

Shrinking the core to common courses for all comprehensive education masters allows for efficiencies in enrollment, regular course offering, common assignments for program assessment, and greater consistencies in the graduate portfolio entries.

Approved.

EDD program

Correct typos. Add 3 internship courses for students in the superintendent licensure track. Correct the omission of EDL 793 Special Topics as an elective in both the Community College and the P-12 Leadership concentrations when the program redesign was submitted. EDL 793 is listed in the 2014-2015 catalog only under the MSA program description but was approved for the EdD program as well. Delete EDL 820 as a P-12 concentration elective, because it is listed in the program description as both a required and an elective course. EDL 820 is a required course, not an elective. Edit course lists in the program to reflect changes in course numbers submitted on AA4s.

Approved if question regarding no AA-4 for EDL 807 is resolved. Kathleen Topolka-Jorissen agreed to follow up and respond.

AA-5

BIOL 698 Comprehensive Examination (0)
CHEM 589 to 689 Cooperative Education in Chemistry (6)
ENGL 502 Technical Writing for Industry (3)
ENGL 514 Teaching Writing (3)
ENGL 605 Advanced Issues in Technical and Professional Writing (3)
ENGL 677 Literary Theory (3)
ENGL 677 Literary Theory (3)
MA English program departmental approval
Approved.

CHEM 550 Biochemistry (3) was not approved because Biology already offers a biochemistry course. It was suggested that Biology and Chemistry cross list the existing biochemistry course rather than create a duplicate biochemistry course in Chemistry. Kathy Mathews from Biology stated that in the past when the biochemistry course was offered both Biology and Chemistry students could register for the course so this would be a viable solution..

Student Financial Assistance

The Student Financial Assistance Committee is still working to finalize the qualitative components of the graduate assistantship allocation model. A new job description template is being developed that will be scored with a rubric, and a pilot graduate assistant job satisfaction survey has been developed. The graduate assistant job satisfaction survey and draft job description template were presented to the Graduate Council for review, information and feedback. The job description data and survey data will be incorporated into the allocation model as numeric factors which assess the quality of assistantships.

Graduate Education Advancement Committee

The committee was prepared to provide Alumni Advisory Board models to the Graduate Council for discussion however, time did not allow for a comprehensive presentation and discussion. At the suggestion of Dean Fenton, the Graduate Council agreed to table discussion until the Development Office hires a development officer to work with the Graduate School. It was also decided that a comprehensive presentation and discussion of the Alumni Advisory Board models would make an excellent topic for the Graduate Council retreat schedule for June 4, 2014.

Agenda Items

Don Strickland made a presentation to the Graduate Council to introduce Connect CRM. Connect CRM is a new prospect and application management system purchased by the Graduate School. The first phase of Connect CRM implementation will take place on May 5, 2014. Graduate School staff will be working on phase two implementation over the summer for introduction to program directors in the 2014 fall term.

Trina Orr, Director of Financial Aid, explained the upcoming change to Financial Aid Satisfactory Academic Progress. Financial Aid Satisfactory Academic Progress will be evaluated every term instead of only once per year. In order for graduate student to meet Financial Aid Satisfactory Academic Progress standards, they must maintain a 3.0 cumulative GPA (the qualitative component) and earn at least 67% of the credit hours attempted in a term (the quantitative component). Any student who does not meet Financial Aid Satisfactory Academic Progress can file an appeal with the Financial Aid Office.

The meeting was adjourned at 3:15 pm.

Submitted by – Elizabeth Frazier

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