

**Graduate Council  
Minutes  
August 26, 2016**

The Graduate Council met Friday, August 26, 2016 at 1:00 pm in the Multipurpose Room of the University Center.

Members present: D. Dorondo, J. Gerlach, M. Hollis, C. Huffman, B. Kloeppe, J. Lakatos, J. Livingstone, E. Myers, T. Orr, D. Martinez, S. Metcalf proxy for S. Mannle, B. Ogletree, A. Perry, F. Razzaghi, R. Scales, M. Tanaka, L. Unruh and K. Woodford

Members absent: T. Ashcraft, B. Lahm, and C. Parrish,

Others present: E. Frazier, L. Hammer

**Approval of the Minutes** Motion and second to approve the minutes for the April 8, 2016 meeting. Motion passed.

**Program Updates**

Graduate School reported the following updates:

- The Program Director workshop is scheduled for September 7 and 8.
- There is now a Haven Training waiver available if new graduate students do not want to do the full Haven Training.
- A new transfer credit form is now available from the Graduate School.
- The Accelerated Bachelors to Master's degree framework is published in the Graduate Catalog.
- The Graduate School is working with the Registrar's Office on certificate conferral.
- Graduate School orientation was held on August 23<sup>rd</sup> in the UC Grand Room Attendance was low at the Cullowhee orientation, but was very good at the Biltmore Park orientation held on August 18.
- Open House events are scheduled every month and will be held in Cullowhee and Biltmore Park. One month the open house will be in Cullowhee and the next month the open house will be at Biltmore Park. Open houses will be on Tuesdays, Thursdays and Saturdays. The Open House schedule can be found on the WCU website.
- Application fee marketing funds have been transferred to the program accounts.

The Registrar's Office reported that the deadline for August degree conferral is August 30, 2016.

Financial Aid reported that they are finally at full staff.

Graduate Student Association (GSA) reported that a social event with the Provost was held on August 24 in the UC Cardinal Room, and more social events hosted by GSA are planned. The GSA travel grant application deadlines are October 1, 2016 and February 15, 2017. GSA is waiting to hear from the Chancellor's Office regarding the total funding available for travel grants this year. Last year all eligible applicants for travel grants were funded

Nursing reported that they are preparing for their ten year accreditation review which will take place the second week of November.

Psychology reported 32 new students were admitted which is double the number of new students from last year. The Psy.D. Program has received permission to plan in conjunction with Appalachian State University.

Hunter Library reported that a Graduate Student orientation is being offered and an international student orientation is being planned.

The Technology program has nine new graduate students which includes two new international students in the Cullowhee based program. The Biltmore Park program will be recruiting new students from Asheville for the 2017-18 academic year. The plan is to visit Asheville employers to recruit new students.

Accountancy is down in headcount but probably up in FTE. Eight students have expressed interest in going on the London trip planned for fall break. The Accountancy program has the highest CPA pass rate in the state of North Carolina.

Thanks from the Entrepreneurship program for the application marketing funds that have helped to improve marketing efforts.

The MPA program reported that of the ten MPA graduates eight have gotten jobs and two are working on getting job offers. The MPA program has 13 new students which is trending up over 9 new students last year. The Professional Development series at Biltmore Park is underway.

Health Sciences has 98 students. Course capacity has been increased, and the distance concentration numbers are up.

English is up from 25 students last year to 36 students this year. The Professional Writing Certificate brochures paid for with application marketing funds are now available.

The Elementary/Middle Grades program has grown from a category three program in danger of discontinuation to 32 students enrolled. Five students graduated in May 2016 and eight students will graduate in May 2017.

The Chemistry program is recruiting new student for the 2017 spring term, and is working with students who planning to graduate in August and December.

The History program has a new program director, Dr. Alex Macaulay. Enrollment is holding steady.

The Communication Sciences and Disorders program graduated 30 student in May 2016. The graduated students have a 100% employment rate and a 96% pass rate first try on the licensure exam. Three students are enrolled at WCU in the IDEALL program with UNC Greensboro.

The Higher Education Student Affairs (HESA) program (formerly the College Student Personnel program) is at capacity with fifteen new full-time students and four new part-time students for a total enrollment of thirty-four students. All of the 2016 May HESA graduates are employed. Ten HESA students will be going to Kenya for fall break to learn about how to lead a study abroad program and to learn about the Kenya education system. A new HESA faculty member has been hired.

## Standing Committee Reports

### Academic Policy and Graduate Faculty Review

No graduate faculty nominations were received for review.

### Curriculum Review

There were no curriculum items for review.

### Financial Assistance

#### 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.
- Determine a new process for documenting graduate student professional development experience by program so the CLIMB can be discontinued.
- Continue this process each year with additional GA Workshop training as deemed needed.
- Schedule a Graduate Assistantship workshop with Program Directors that hire graduate assistants.

## Agenda

### Associate Dean Hiring Update

Forty-six internal and external candidates applied for the position. Eight candidates were selected by the search committee for on-line interviews and three candidates were selected for campus interviews with various campus constituencies.

Salary negotiations are underway and hopefully an offer will be made early next week.

### Graduate Council Committee Assignments

New Graduate Council members were asked to volunteer for one of the three Graduate Council committees.

### Graduate Recruitment and Enrollment

Dean Kloepfel reported August 25th Graduate School point in time enrollment numbers from the Point in Time Enrollment report distributed to Graduate Council members.

The enrollment report updates are sent to program directors every few weeks and every Friday the enrollment report update is sent to the Provost and the Deans.

#### Headcount Summary:

8 days to census, up 103 students *point in time* (1637 vs. 1534)

#### Point in Time:

Arts and Sciences: (n=148) up 4	{**exceeds 2015 Fall Census by 10 students**}
Business: (n=314) up 72	{**exceeds 2015 Fall Census by 71 students**}
Education and Allied Professions: (n= 601) up 47	{**exceeds 2015 Fall Census by 58 students**}
Engineering and Technology: (n=54) down 10	{10 students needed to match 2015 Fall census}
Fine and Performing Arts: (n=17) down 5	{5 students needed to match 2015 Fall census}
Health and Human Sciences: (n=482) down 6	{9 students needed to match 2015 Fall census}

2015 Fall Census: 1519 students enrolled

25 August 2016: 1637 students enrolled (we are now at 107.8% of Fall 2015 enrollment)

**Census day is September 2, 2016.**

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.