

**Graduate Council
Minutes
October 9, 2015**

The Graduate Council met Friday, October 9, 2015 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, K. Mathews, B. Mulligan, E. Myers, T. Orr, K. Starr, M. Tanaka, and L. Unruh

Members absent: J. Livingstone, D. Martinez, C. Parrish, S. Rajagopal, A. Ray, F. Razzaghi, E. Tapley, H. Thompson Rainey, and R. Young

Others present: E. Frazier

Announcements

Several enrollment meetings have been scheduled in the last several weeks to discuss and prepare the 2016 enrollment forecast that will be submitted to the Executive Council for review and approval. Master's student enrollment has twice the value of undergraduate student enrollment and doctoral student enrollment has three times the value of undergraduate student enrollment. Programs have been asked to stretch enrollment projections, and have also been asked to plan on achieving their enrollment projections.

The North Carolina Council of Graduate Schools (NCCGS) conference will be held in Asheville on November 5 and 6 and will be hosted by WCU. The conference will be attended by Deans, Associate Deans and Graduate School staff and 152 people have registered for the conference. On November 5th the NC Deans will meet to approve new graduate programs.

The GSA received travel grant applications totaling \$15,000-\$20,000 for a budget of \$5,500 to award.

Changes have been announced for the WCU Development Office. A \$50,000,000 capital campaign has been announced and is underway. The WCU Leadership Summit was held last week on campus to kick off the capital campaign.

To support the marketing and recruitment efforts of graduate programs, the Graduate School staff have been tasked with increasing the video content on the Graduate School website. Dean Kloeppe will record a website video on October 23. Two Lead the Way alumni videos have been completed, Amy Guthrie an MFA graduate and Cornelius Williams a College Student Personnel graduate, and can be viewed at <http://www.wcu.edu/leadtheway/>. These videos have been sent to the College Deans to be used for recruiting new graduate students.

Program updates

Dr. Bob Mulligan, Acting Associate Dena of the Graduate School, reported on behalf of Adam Ray, the GSA president, who was not in attendance. GSA awarded \$4000 in travel grants for the 2015 fall term. Cassandra Spencer has been selected as GSA treasurer. GSA is still seeking another student for the Executive Council. Twelve graduate programs were represented at the October GSA senate meeting.

Dr. Mulligan reported on behalf of the Graduate School that the CLIMB, a professional development program for graduate assistants, is ready to launch. Information about the CLIMB will be sent out after fall break.

Psychology reported that the department is currently working on website updates. Several psychology graduate students will be submitting paper proposals by October 13th to the Southeastern Psychological Association.

The Entrepreneurship program received feedback regarding their advertisements in Entrepreneur magazine that ran over the summer. The advertisements highlighted WCU's Entrepreneurship program as the first graduate program offered in the country. One outcome was that the ad was viewed by a lot of people; however, another outcome was that the Entrepreneurship program landing page on the WCU website needs work. An AACSB accreditation team visited last week. The College of Business and WCU passed the AACSB accreditation review.

The Technology program updated all of its recruiting materials (flyers, handouts, website etc.), and will be attending a recruiting event at Eastern Carolina University Graduate Fair this month.

The MPA program is recruiting for next year. The MPA program received a positive accreditation report.

Special Education successfully completed their accreditation. A Special Education student has been accepted to the NC Council for Exceptional Children. Twenty-two special education students will travel to Africa during the 2016 summer term.

Biology reported business as usual.

Health Sciences reported 32 new students for the 2015 fall term. Each Health Sciences concentration has a program cap, and 18% of acceptable of HS applicants were denied admission because of the caps. The program has started maintaining admissions data in order to make a case for additional resources to increase enrollment. Bernice Sem, a Health Sciences Nutrition student, received a diversity scholarship from the Academy of Nutrition and Dietetics. Two Health Sciences alums published their research and another alum will present their research at a national meeting.

Financial Aid reported that they are working with the Marketing Office on the first stage of the website redesign that involves scholarships. Also reported was that next year on October 1, 2016, the FAFSA will move to prior year, prior year tax information. This means the 2016-17 FAFSA will open on January 1, 2016, but the 2017-18 FAFSA will open on October 1, 2016.

Physical Therapy reported that five students were approved for early admission into the DPT program for next year. Overall, DPT applications for the 2016 fall term are down by 100 applications from last year.

Nursing reported 11 DNP students, 32 Nurse Anesthesia students, 66 Family Nurse Practitioner students, 30 Nurse Leadership students and 30 Nurse Educator students. The DNP program had a successful site visit, and a five year accreditation is anticipated.

Approval of the Minutes Motion and second to approve the minutes for the August 21, 2015 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. Tara Keyser	Biology	Affiliate
Dr. Robin Overstreet	Biology	Affiliate

Approved.

The committee met on October 8 to review and discuss the following:

A revised "Request to Transfer Credit from another Institution" form was presented and discussed. Proposed committee changes will be made to the form, and it will be presented at the November 9 Graduate Council for final review and a vote.

A new "Deferred Application/Admission" policy was presented to the Graduate Council for discussion. Proposed committee changes will be made to the policy, and it will be presented at the November 9 Graduate Council for final review and a vote.

Proposed changes to the Accountancy program admission requirements were reviewed by the committee. Suggested changes will be proposed to the Accountancy program prior to Curriculog submission.

Curriculum Review

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

Courses

All of the new course proposals were approved. The reason for the new course proposals is to change special topics courses into actual courses so no program change proposal is required.

CHEM 540 (3) – (NEW course proposal)

CHEM 545 (3) – (NEW course proposal)

CHEM 555 (3) – (NEW course proposal)

CHEM 571 (3) – (NEW course proposal)

The Graduate Council Curriculum Committee shared that Curriculog does not have a "Justification" section for an explanation to be written regarding why the course or program change is being proposed. Dean Kloeppe will follow up with the Provost's Office to see if this suggestion can be incorporated into the Curriculog proposals. This change would be of tremendous help to all of the campus curriculum committees.

Financial Assistance

The Financial Assistance Committee met on October 7 to review and discuss the following:

Brian proposed and the committee agreed that Brian will propose to the provost at his direct report meeting on November 14 that there be no changes to the GA allocations for the 2016-2017 school year. This request could be made in November as it was last year and if approved programs can again be given notification of their allocations by December 1. Making this request early will prevent having to wait for the budgeting process which could result in cuts in total allocations available and late notification. The proposed Graduate Assistantship Plan developed by the committee last year is not ready for full implementation yet and this would give the committee a year to finalize and pilot this plan before using it to make official allocation decisions.

This year's committee goals for moving forward with the Graduate Assistantship Allocation Model will be:

- Review GA Experience Survey and the data collected when initially sent out and by end of the year collect a new set of survey data from students. Don Strickland from the Graduate School will share this information at the next committee meeting.
- Determine how and who will complete the Job Description ratings. Lori Unruh will be consulting with Elizabeth Frazier on this and Elizabeth will be invited to the next committee meeting to participate in the discussion.
- Determine how and who will complete the ratings of the GA Student Evaluations. Lori Unruh will be consulting with Elizabeth Frazier on this and Elizabeth will be invited to the next committee meeting to participate in the discussion.
- At the end of the year review the Professional Development/CLIMB criteria and discuss any changes needed for next year. All GA's are expected to participate in these activities this year. The survey will be sent out shortly with information for program directors to share with students to ensure that this information is provided as needed. Ratings on the Graduate Assistantship Plan Matrix will be Yes, Completed or No, Not Completed.

The committee will also be reviewing and evaluating the Tuition Awards process and the Summer Research Assistantship awards process.

Agenda

Graduate Faculty Status Implementation

Dean Kloepfel announced that the Graduate Faculty list is currently being edited and updated based upon department head feedback in order to reflect the changes passed in the spring term to the Graduate Faculty Status definitions now published in the Faculty Handbook. The Graduate Faculty list has not been updated in some time so department heads were asked to delete the names of faculty who are no longer graduate faculty and add the names of new graduate faculty. Changes were to be submitted by October 5. Once all departments have reported their changes, the updated Graduate Faculty list will be published on the Graduate School website.

A presentation will be made at a Department Heads workshop on February 16, 2016 to introduce the new graduate faculty AFE and Tenure/Promotion review process incorporated into the Graduate Faculty Status changes passed in the spring term.

A meeting will be scheduled with the Provost Office to discuss the procedures for the new graduate faculty AFE and Tenure/Promotion review process incorporated into the Graduate Faculty Status changes passed in the spring term.

Review of Enrollment Trends

Dean Kloepfel distributed census graduate and undergraduate enrollment data from 2009 to 2015 as reported by OIPE for information, review and discussion.

Recruitment

Marketing Funds Transfer- Dean Kloepfel reported that 30% of the program fund and account numbers have been received so these funds will be transferred within the week for programs to begin using for marketing purposes.

Marketing Workshops- Marketing workshops for program directors were held on September 30 and October 1. The Marketing Director for WCU presented as did representatives from Creative Services, Web Services, Social Media and Public Relations.

Recruiting Materials- Graduate School requested recruiting materials from all graduate programs that could be used as handouts at recruitment events and as information publications for Graduate School walk-in prospects. College Deans were notified in writing if a graduate program did not provide the requested recruitment materials.

Recruiting Action- Graduate School has funded all marketing requests made to date. Recruitment requires action by everyone in order to be successful.

Admission Requirements Review

Graduate programs are being asked to review their admission requirements to see if there are any requirements that do not predict success in the program, but might be impediments to applicants such as test score requirements that are program specific. Graduate School is also reviewing admission requirements in order to clarify the instructions, update language and remove impediments to applicants. Test scores are not a Graduate School admission requirement.

Accelerated Bachelors to Master's degree Proposal

At the Program Director workshops in September, fourteen graduate programs expressed an interest in the Accelerated Bachelors to Master's degree proposal. Dean Kloeppe has revised the initial proposal based upon feedback he has received, and will present the revised proposal to the Graduate School staff for review and feedback. The proposal will be presented to the Graduate Council at the November 9 Graduate Council meeting.

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.