

**Graduate Council  
Minutes  
October 10, 2014**

The Graduate Council met Friday, October 10, 2014 at 1:00 pm in the Dogwood Room of the University Center.

Members present: K. Cooper-Duffy, C. Cosner, M. Fenton, B. Kloeppe, B. Lahm, K. Mathews, D. Martinez, E. McNelis, E. Myers, E. Nissly, T. Orr, C. Parrish, M. Tanaka, H. Thompson Rainey, K. Starr, and L. Unruh

Members absent: L. Comer, T. Creasy, M. Hollis, S. Rajagopal, D. Sally and E. Tapley,

Others present: E. Frazier

**Announcements**

UNC system enrollment information was distributed by Dean Fenton.

Dean Fenton gave a budget update. She will be requesting \$220,000 in additional state funds for assistantship stipend increases.

The Three Minute Thesis competition has been scheduled for November 4 at the Cullowhee campus. The application deadline was October 9th, and thirteen students applied. Only three Biltmore Park students applied so they were invited to participate in the Cullowhee campus competition. Lisa Briggs, a Criminal Justice faculty member, will act as the student mentor. The three judges will be 1) Joyce Dugan, community representative and WCU board member 2) Jake Robinson, BSBA alum and VP of Finance at Champion Credit Union 3) Robin Oliver, WCU Marketing Director.

Curriculog implementation went live on October 9. Login information was sent out by e-mail to campus.

Dean Fenton announced that she had received a request from the Chancellor. The Chancellor is composing donor letters and would like information about outstanding graduate students to include in the donor letters. She asked the Graduate Council to send her outstanding graduate student stories (continuing or graduated) ASAP in response to the Chancellor's request.

Dean Fenton announced that she is planning for three new awards: 1) Outstanding Graduate Teaching Assistant Award 2) Graduate Student Research Award 3) Graduate Faculty Mentoring Award. She is working on finding individuals to sponsor these awards. Next year she would like to plan a named award for leadership and service.

Dean Fenton announced that she is revising the tuition support for graduate students by combining the Graduate Fellowship funds, the Study Grant funds and the In-State Tuition Remission funds. All eligible students can apply for the tuition awards of \$4000, \$2000 and \$1500. The selection process is to be determined. Information about the university scholarships listed in Scholar Cat will be available to applicants through AY.

Robin Oliver, Director of Marketing, and Kevan Frazier, Director of Programs at Biltmore Park, will be attending the November 21 Graduate Council meeting. Graduate School marketing efforts will emphasize programs with the capacity to grow enrollment.

**Program updates:**

The History program reported that four students passed their comprehensive exams on the first try.

The Biology program reported that four to five students passed their comprehensive exams, and two students have scheduled their oral defense for the 2014 fall term.

The DPT program reported that as of the October 1 application deadline the program had received 417 applications for 32 slots. A pro bono physical therapy clinic for people with no insurance or who are underinsured will open October 22<sup>nd</sup>. The recent 5K Zombie Run to raise money for the clinic raised \$4000 and had 145 participants.

The Graduate Student Association (GSA) held its first meeting on August 27<sup>th</sup>. GSA met to plan the alumni speaker series and the Leadership Academy. GSA also met to begin awarding travel grants. A library survey has been completed to assess graduate student needs. The survey results will be distributed on October 13<sup>th</sup>.

The Special Education program reported that they are experimenting with a new professional credential. They completed a needs survey of special education professionals, and are offered two courses based upon the results of the survey. Five new students enrolled in the two courses. The Special Education program is also working with program graduates to help them prepare for National Board Certification through the Department of Public Instruction. Teachers can get raises if they have earned National Board Certification.

The Psychology program reported that they are recruiting for the School Psychology program and the Psy.D. program proposal will be moving forward. Students are busy preparing conference presentations and the assessment clinic has more referrals than it can handle.

The Counseling program held Break by the Lake at Lake Logan. 135 counseling professionals attended. In 1997, Dr. Mary Deck was instrumental in rejuvenating this regional conference dedicated to providing education, renewal and opportunities for collegiality in the Western North Carolina region. The rejuvenated conference for student services personnel is Break by the Lake. The Break by the Lake Scholarship Fund was renamed the Mary Deck Scholarship in her honor.

Math reported that the Math student graduating in December 2014 has been offered a teaching position at Southwestern Community College and two of the Math students graduating in May 2015 are applying to Ph.D. programs.

The MST program is updating the website. MST students will designate their thesis advisor by the end of October and submit a first draft of their thesis proposal by December 5<sup>th</sup>.

The Entrepreneurship program reported that the program's rolling admission policy presented teaching challenges by integrating first term students into courses with continuing students.

English reported that they are marketing the Technical Professional Writing certificate program. The program is starting a Society of Professional Communicators and hopes to raise funds to start a student chapter of the Society of Technical Writers.

Financial Aid reported business as usual.

Staff Senate reported that ornaments are being sold at the bookstore and at football games as a fundraiser for the scholarship fund. Undergraduate admissions has already received 7200 freshman applications for next year.

**Approval of the Minutes** Motion and second to approve the minutes for the August 29, 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. Dee Baldwin	Nursing	Associate
Dr. Kathy Jordan	Nursing	Associate
Dr. Susan Kennerly	Nursing	Associate
Dr. Charlene Whitaker-Brown	Nursing	Associate
Dr. David Langford	Nursing	Associate

Two policies are under review by the committee 1) the "enrollment in the term of graduation" policy and the "Graduate Faculty Status" policy.

### **Curriculum Review**

The following curriculum items were reviewed by the Curriculum Committee and came as a seconded motion for approval. A suggested revision to the MAED catalog description referencing the AIG program was also presented and had been approved by the department.

#### AA-6

#### **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, 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

The Graduate Council voted to approve the AA-6 for the MAED Special Education program with the amendments to the MAED program and the program description.

Curriculum training was requested by the committee. Associate Dean Kloepfel will follow up with the Provost's Office to arrange training.

## **Financial Support for Student Excellence**

The committee met to finalize the qualitative components of the graduate assistantship allocation model. The new assistantship job description template was distributed. The new assistantship job description template is under review by program directors and department heads, and feedback has been requested.

By the end of October, final revisions based upon feedback will be made to the assistantship job description template, and the template will be distributed to graduate programs for completion and submission by January 2015. Job descriptions will be scored by the committee using a rubric. Scores will be entered into the assistantship allocation model.

## **Planning**

The committee met on October 9, 2014. The committee discussed how to organize an Advancement Board. The committee also discussed a date and topic for the 2015 spring Education Summit. February 10, 2015 was proposed as a date, and "Opportunities and Contributions of Graduate Education to the Region" was suggested as a topic.

## **Agenda Items**

Associate Dean Kloeppe raised a concern from a program director regarding the 2.75 GPA requirement for licensure programs which is lower than the 3.0 GPA requirement for graduation from a degree program. Associate Dean Kloeppe followed up with Rachel Wike in the Alternative Licensure Office. Rachel Wike stated the GPA requirement for licensure programs was under discussion and review. She expected a resolution within the next month.

Dean Fenton asked the Graduate Council for feedback regarding the Programs of Excellence/Blue Ribbon Programs initiative. She wanted to know if the Graduate Council thought the initiative might be too onerous to take on at this time.

The Graduate Council agreed that the initiative might be too time consuming and difficult to accomplish at this time. A Graduate Council member suggested soliciting programs for best practices and publishing the results on a quarterly basis as a good way to begin recognizing graduate programs yet minimizing the amount of work.

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.