

**Graduate Council
Minutes
November 15, 2013**

The Graduate Council met Friday, November 15, 2013 at 1:00 pm in the Dogwood Room of the University Center.

Members present: L. Comer, C. Cosner, T. Creasy, M. Fenton, S. Ha, M. Hollis, B. Kloeppe, K. Mathews, E. McNelis, D. Sally, M. Tanaka, R. Tichich proxy for E. Tapley, K. Topolka-Jorissen, Kia Asberg proxy for L. Unruh, and L. Wright.

Members absent: M. Boles, K. Cooper-Duffy, S. Rajagopal, H. Thompson Rainey, L. Unruh and A. Voelker.

Others present: E. Frazier

Announcements

A workshop on six different topics was held on October 21, 2013 for second year graduate students preparing for graduation. There is discussion about how to make this workshop available to distance and resident credit students who are unable to attend the workshop. Seventeen students attended. Topics included thesis/dissertation guidelines, Career Services, and graduation requirements. Biltmore Park has requested a similar workshop and plans are being made to possibly offer the workshop to on-line students.

Bob Augustine, Chair of the Council of Graduate Schools and Dean at Eastern Illinois University, will be the keynote speaker at the February 24, 2014 Graduate Education Summit held at Western Carolina University. The topic of the summit will be "How to Create Standards of Excellence in Graduate Education."

Associate Dean Brian Kloeppe will begin a three year term as Secretary of the Council of Graduate Schools.

In the spring term, Dean Fenton and Associate Dean Kloeppe will be doing poster presentations at the Southern Council of Graduate Schools conference in San Antonio, Texas.

On December 2, Cisco Systems will meet with WCU representatives from the College of Business to discuss distance programs (Project Management and Entrepreneurship). Only four state universities were invited to meet with Cisco Systems and WCU was one of the four invited.

In December, comprehensive exams will be administered to the last two students enrolled in the former EDD program.

A WCU MFA graduate, Pat Taylor, has been elected mayor of Highlands, North Carolina.

Approval of the Minutes Motion and second to approve the minutes for the October 4, 2013 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. Lori Oxford English Associate

Motion passed.

The committee continues to work on proposed solutions to policy issues. A form is being developed by the committee to document and address student progress issues so when policy exceptions are requested, the documentation of any student progress issues such as degree completion and/or extension of time limit are already on file and available for review. The committee will report in January regarding proposed solutions to policy issues.

Curriculum Review

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

AA-6

MAT Music

The School of Music proposes to delete the Master of Arts in Teaching: Comprehensive Education Concentration in Music Education at the end of the 2013-14 academic year. The last enrolled student in this program will be completing requirements in the Fall semester 2013.

Post-Baccalaureate Certificate in Music Education

The School of Music proposes to delete the Post-Baccalaureate Certificate in Music Education. With the dissolution of the graduate programs in Music, the School of Music will not have the graduate courses required for this certificate. We are transferring the only two students who had been in this program either into the Alternative Licensure Program or a second undergraduate degree in Music Education. No students will matriculate in this program.

AA-5

ET 571 Linear Systems Analysis (3) Note: Approved **revised** AA-5.

Student Financial Assistance

Steve Ha presented to the Graduate Council for discussion a model developed by the Student Financial Assistance Committee that will help to quantify the allocation process for graduate assistantships. The model is data driven but flexible and will help rationalize the decision making process and procedures for graduate assistantship allocation. Additional criteria need to be added before the model can be approved for use.

Graduate Education Advancement Committee

The committee presented to the Graduate Council a revised draft of APR 1: Academic Program Director Guidelines for review and discussion. The decision was made to make further revisions to APR 1: Academic Program Director Guidelines that would completely separate graduate program director roles, responsibilities, qualifications and compensation from undergraduate program directors. The revised APR 1 will be presented to the Graduate Council in January.

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.