

**Graduate Council
Minutes
November 21, 2014**

The Graduate Council met Friday, November 21, 2014 at 1:00 pm in the Dogwood Room of the University Center.

Members present: L. Comer, K. Cooper-Duffy, C. Cosner, T. Creasy, M. Fenton, B. Kloeppe, B. Lahm, D. Martinez, E. McNelis, E. Myers, E. Nissly, T. Orr, C. Parrish, M. Tanaka, H. Thompson Rainey, R. Tichich (proxy for E. Tapley), K. Starr, and L. Unruh

Members absent: M. Hollis, K. Mathews, S. Rajagopal, D. Sally and E. Tapley

Others present: E. Frazier, R. Oliver and A. Ray

Announcements

WCU will host the 2015 North Carolina Council of Graduate Schools conference in Asheville. Approximately 100-125 attendees are expected. Dean Fenton was elected president of the North Carolina Council of Graduate Schools at the November conference.

The first ever exit survey of graduating graduate students will be administered this term to December degree candidates. The exit survey is mandated by General Administration and will be administered every term. There are 25 core questions required by General Administration plus an additional 39 questions for a total of 64 survey questions. Dean Fenton encouraged the Graduate Council members to have their graduates take the survey. Dean Fenton also stated that a link to the survey questions will be sent to the Graduate Council members for their information.

The graduate assistantship budget and allocations have been confirmed for the 2015-16 academic year. The allocation e-mails were sent on November 17th. Using funds from discontinued programs, assistantship stipends were increased. The job description template will be sent once it is finalized. A link to "The Climb" will also be sent to the programs.

Dean Fenton is working on developing out of program assistantship opportunities within WCU so graduate assistants can gain real world experiences. New assistantship opportunities may become available through expansion budgets if budget funds are set aside to hire graduate assistants.

Dean Fenton reported that she has been in discussions with Laura Cruz, Director of the Coulter Faculty Commons, and Chesney Reich, Director of the Cat Center, about their grant proposal on GRIT which has been submitted for GA seed grant funding.

The Three Minute Thesis competition was held on November 4 at the Cullowhee campus. Lisa Briggs, a Criminal Justice faculty member, acted as the student mentor. The three judges were 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.

Yuanrui Sang, a Master of Science in Technology student, won first place in the Three Minute Thesis competition. Monica Gatti, a Master of Arts in Education student with an Elementary Education concentration, won second place and Laura Lindsey, a Master of Science in Clinical Mental Health student, won the People's Choice award.

Graduate School held a social media workshop for program directors on November 19th and 20th.

Program updates:

The History program reported that History graduate assistants Katie Bell and Emily Baker presented at the Southeastern Museums conference on November 10th.

MFA student Emiko Suzuki will be graduating in December. Her Master of Fine Arts Thesis Exhibition will run from November 22-December 6.

The DPT program reported that the student run pro bono physical therapy clinic for people with no insurance or who are underinsured is open for business. The clinic is open the first and third Wednesday of every month and the students saw five patients last week. The recent 5K Zombie Run to raise money for the clinic raised \$4000 and had 145 participants.

The Graduate Student Association (GSA) has awarded all of the available travel grant funds for the 2014 fall term. In the spring term, GSA will have meetings scheduled with the Chancellor, Provost, Graduate School Dean and the graduate program directors to discuss graduate education at WCU. GSA encouraged the Graduate Council members to spread the word about joining GSA to their graduate students.

Nursing reported the following information about their five graduate nursing programs:

Doctorate of Nursing Practice: 4 second year students (3 May graduates and 1 August graduate), 5 new students
An Open House for prospective DNP students resulted in 2 completed applications
Family Nurse Practitioner: 25 new full-time students, 30 part-time students are completing the program
Nurse Anesthesia: Admitted 46 new students for the 2015 spring term
Nurse Leadership: 10 new students and 10 continuing students
Nurse Educator: 7 newly admitted students and a total enrollment of 28 students

The Special Education program reported that the MAT degree program has been revised and the total degree hours reduced. A new autism credential will be offered based upon results of a special education teacher survey. Huge interest was indicated for this credential. Dr. David Westling is applying for a grant to pay tuition for students in the MAT and MAED Severe Disabilities programs.

The Psychology program reported that the Doctor of Psychology degree "Intent to Plan" is ready to submit to General Administration. Permission has been given to hire a clinic director for the assessment clinic starting in the 2015 fall term.

The Counseling program is having a Gala and Silent Auction to raise money for student scholarships and student travel funds.

The Entrepreneurship program reported that November 17-23 is Global Entrepreneurship week.

Project Management sent representatives to the Project Management Institute Global Congress in Phoenix, Arizona. The Project Management faculty are experimenting with Panopto video cameras course by course to create introductory course videos and course overview videos.

English reported that they are marketing the Technical Professional Writing certificate program and may begin offering courses on-line. English is also attempting to recruit more students. There has been an enrollment decline due to the loss of raises for teachers with graduate degrees

Financial Aid reported business as usual. Reauthorization of the Higher Education Act is still pending. As of September 30, 2014 all federal financial aid programs ended; however, a one year extension was passed so financial aid can still be disbursed.

Staff Senate reported that ornaments are still being sold at the bookstore as a fundraiser for the scholarship fund. A bake sale was also held to raise money for the scholarship fund.

Undergraduate admissions received 13,627 freshman applications for next year which is up 2500 applications over last year.

Approval of the Minutes Motion and second to approve the minutes for the October 10, 2014 meeting. Motion passed.

Standing Committee Reports

Academic Policy and Graduate Faculty Review

There were no graduate faculty nominations submitted for review by the Graduate Faculty Review Committee.

Two policies are still under review by the committee 1) the "enrollment in the term of graduation" policy and 2) the "Graduate Faculty Status" policy.

The committee has been meeting to discuss the graduate faculty criteria, selection process and nomination procedures. Committee members Karena Cooper Duffy and Lori Unruh followed up with OIPE to discuss the use of digital measures in order to track, document and review graduate faculty status. They were told that it was possible for graduate faculty status to be incorporated into existing procedures. A workflow could be created and a database could be created. Help from Greg Hodges in the Provost's Office would be needed in order to create the workflow. Graduate faculty review could be incorporated into the tenure and post tenure review processes and would be easier to administer using digital measures.

A graduate faculty member asked how the graduate faculty review process would work for fixed term faculty appointments that do not use digital measures. The response was that until all faculty reviews were using digital measures (which is planned for the future) fixed term graduate faculty review would have a separate process.

Curriculum Review

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

Program Change: MA Psychology

Earlier in the week the Graduate Council voted and approved the Doctor of Psychology degree "Intent to Plan" which will be submitted to General Administration.

Financial Support for Student Excellence

The committee has completed work on the strategic graduate assistantship allocation model; however, weighting criteria still needs to be determined and finalized. A forum will be held in the spring term to introduce the model to program directors, department heads and deans.

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

No report.

Agenda Items

Robin Oliver, Director of Marketing, spoke to the Graduate Council about University efforts to market graduate programs. A strategic Graduate School marketing plan is underdevelopment. The plan will incorporate Hobson's Connect and Apply Yourself functionality and will focus on developing digital marketing materials, a digital recruitment campaign and redesigned web pages.

An institutional marketing budget funded by the Graduate School and the University will fund the marketing initiatives. The strategic marketing plan is scheduled for implementation between now and the beginning of the year. The goal is to increase graduate application numbers. Marketing efforts will focus on prospects and applicants in order to help increase enrollment in programs that have capacity.

Dean Fenton held a Graduate School budget hearing, and presented her proposed state funds budget requests for the 2015-16 academic year.

The meeting was adjourned at 2:30 pm.

Submitted by – Elizabeth Frazier

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