

**Graduate Council
Minutes
October 14, 2016**

The Graduate Council met Friday, October 14, 2016 at 1:00 pm in the Dogwood Room of the University Center.

Members present: J. Gerlach, M. Hollis, C. Huffman, B. Kloepfel, B. Lahm, J. Livingstone, E. Myers, D. Martinez, J. Livingstone proxy for J. Lakatos, B. Ogletree, T. Orr, R. Scales, M. Tanaka, and L. Unruh

Members absent: T. Ashcraft, D. Dorondo, J. Lakatos, E. Myers, C. Parrish, A. Perry, F. Razzaghi, and K. Woodford

Others present: E. Frazier

Approval of the Minutes Motion and second to approve the minutes for the September 16, 2016 meeting. Motion passed.

Program Updates

Graduate School reported the Three Minute Thesis (3MT) application deadline is October 25, and the competition is scheduled for November 17. Each 3MT winner will receive a \$500 tuition award. There will be a Dean's breakfast hosted by the Provost on November 2nd to discuss an increase in graduate assistantship funding.

Financial Aid reported that the 2017-18 FAFSA is now available, and awards will be based on the 2015 tax year. To date 2,500 FAFSA applications have been received.

Nursing reported that they are searching for a Director of Nursing. Shawn Collins is acting as the interim Director until the position is filled. They are also preparing for their ten year CCNE accreditation review which will take place the second week of November.

Psychology students are preparing to present their research at the SEPA conference. The clinic is very busy, and the new director has helped with HIPAA compliance. Children volunteers between the ages of 6 to 16 are needed for assessment.

The Technology program reported that graduate faculty member Paul Yanik will be the Graduate Admissions chair for the Technology program.

The latest news from the Sport Management program is that AJ Grube, David Tyler, Charlie Parrish are trying to add a travel option for distance students. Students would travel with David to England and the Netherlands in June. Students would have the option to take Global Sport and Culture (SM 672) as a travel course (David) or a regular online course without travel (Charlie).

The MBA program has 2 students working as interns with Mission Health in a human resource capacity and in a project management role. Both will last the entire semester. The MBA will probably have 4-5 more student interns in the spring.

The Entrepreneurship program is submitting a program name change through Curriculog.

Accountancy students are going to London for fall break.

The MPA program is scheduling professional development panels with local administrators and non-profit leaders on Saturdays in April. The panels will discuss topics such as speed coaching and resume development to help MPA students become more marketable. MPA students will be required to participate in two activities.

Health Sciences salutes all of their graduate assistants. The application deadline for the 2017 spring term is October 15.

The Communication Sciences and Disorders "Stroke Panel" event on September 29 was a huge success with 155 attendees. An Athletic Training master's degree program is in the planning stages. The Physical Therapy Department is currently searching for a new department head.

Standing Committee Reports

Academic Policy and Graduate Faculty Review

No graduate faculty nominations were received for review.

Proposed policy to remove requirement for non-degree students to provide an official, final transcript showing a degree conferred. Non-degree students will still have to provide an unofficial transcript showing a degree conferred with their Graduate School application per the Graduate School admission policy.

Rationale- Will remove a barrier for non-degree and transient student populations and mirrors what some UNC system institutions (see chart below) are already offering to non-degree students.

Impact- Less than 100 students per academic year; however, there will be tremendous benefit to students from Penland School of Crafts, students taking courses at Highlands Biological Station and any students who want to take only one term of coursework.

The policy proposal passed and will be forwarded to the APRC for review and approval. The entire non-degree admission policy will be reviewed by the Policy Committee to make clarification edits in order to eliminate redundancy.

Curriculum Review

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

New Course Proposals:

NSG 887 – Advanced Clinical Practicum Elective (New Course Proposal)

- NSG 887 is an Advanced Clinical Practicum course elective designed to offer additional clinical opportunities to students who may require additional supervised DNP Clinical Hours towards degree completion.
- Conferral of the DNP degree requires a minimum of 1000 documented clinical hours in advanced nursing practice. The post-master's DNP program at WCU offers and requires the completion of 540 clinical hours throughout the 4 Clinical Residency and Project Development courses. Many Advanced Practice Nurses who enter the DNP program have already acquired 500 clinical hours in their master's program. However, students who come from Nurse Leadership/Administrative/Executive programs, usually have somewhere between 180-220 clinical hours.
- The Advisory Oversight Committee for the Dual DNP Program offered by UNC Charlotte and WCU met and approved a Clinical Practicum Elective as a means for students to obtain additional clinical hours in a structured learning environment. This will allow for proper documentation of clinical hour obtainment in an effort to maintain CCNE Accreditation and align the program with the AACN Essentials for Doctoral Education.

PSY 612 – Psychology of Prejudice (New Course Proposal)

- This course provides an analysis of the psychological causes, consequences and correlates of stereotyping and prejudice with a focus on both classic research and recent developments in the field of social psychology.
- Students in the Clinical and Experimental Psychology graduate programs are able to several select elective courses as part of their curriculum requirements. At this time, the choices available for electives are very limited and additional options are needed. This course has been offered for several years as a Topics course and has been very popular.

PSY 668 – Teaching of Psychology (New Course Proposal)

- The purpose of this course is to support beginning teachers of introductory psychology. We will focus on the skills and attitudes needed to be a successful scholar-teacher.
- The Psychology Department developed a structured process for Masters level Clinical and Experimental Psychology students to be given Graduate Assistantships that allow them to be the Teacher of Record for PSY 150 courses. As part of that structured process a course was developed that the students are required to enroll in that provides them with support as they develop, implement, and evaluate their teaching of this course. Many of the students in the course have college teaching as a vocational goal. This course has been run for several years as a Topics course and needs to receive official course status.

SM 672 – Sport in the Global Marketplace (New Course Proposal)

- Interdisciplinary examination of sport around the world. History, management, culture, and market dynamics will guide the study of regional and global sport organizations. Focus will be given to international sport leagues and teams, the globalization of sport, market dynamics, emerging contemporary issues in the global sports industry, and U.S. based sport organizations operating internationally.
- The course is part of the newly approved MS in Sport Management.

Program Proposals:

Post-Master’s Doctor of Nursing (Program Change Proposal)

- We are requesting a change in our admission requirements with regards to requiring evidence of 500 supervised clinical hours from a student's Master's program.
- Recent recommendations from the American Associations of Colleges of Nursing (AACN) DNP Task Force promote the practice of rewarding clinical hours for proof of a national certification that requires a Master's degree for obtainment. The DNP Degree requires a total of 1000 clinical hours for conferment. 500 of those hours are transferred in from a student's Master's program. Most students who apply to this program have a national certification that has an eligibility requirement of 500 supervised clinical hours: Nurse Practitioner, Nurse Anesthetist, e.g. For these prospective students, they will no longer have to go through the process of finding their documented clinical hours, or having them notarized and sent to us.
- For students who do not have a national certification and come from a Master's program that did not provide them with 500 supervised clinical hours (Nurse Leadership/Nurse Administration), they will be able to sit for one of the approved certifications to receive their 500 clinical hours. This will allow students to add to their professional CV in a meaningful way, and not be burdened with taking extra clinical courses during an already demanding curriculum. Students who come from a program that does not provide them with the 500 clinical hours, but they do have a national certification from the approved list will be awarded 500 clinical hours. The approved certifications for NL/NA candidates require a Master's degree and over 1000 hours in a leadership role to be eligible.
- This change is being requested to align our program with the AACN recommendations, decrease the burden on students and staff, and to provide meaningful professional growth opportunities to our students.

Approved.

Financial Assistance

The committee met on September 27 to discuss the following agenda. The Assistantship and Tuition Remission workshop for program directors is scheduled for Monday, November 14 from 3:00-4:00 in the UC Catamount Room. There was discussion about graduate assistantships for Distance programs so another workshop may be planned to address Distance program assistantship questions and issues.

I. Update on Committee responsibilities

- a. GA Allocations
- b. Summer Research Assistantships (Spring Semester Agenda)
- c. Tuition Awards (Spring Semester Agenda)

II. GA Allocation

- a. Need to update matrix for current information on the 3 Quantifiable Factors
 - i. Program Prioritization
 - ii. GA Dependency
 - iii. GA Contribution to Undergraduate Education

Decisions and Steps to complete this: Jane will work with Elizabeth to update the matrix with this year’s GA data.

- b. Need to update the 3 Qualitative Factors
 - i. Job Description (form & guidelines)
 1. Take out information on The Climb
 2. Decide how to include other Professional Development information
 3. Decide process of notifying programs of changes to program descriptions.
 4. Need a process for reviewing current program descriptions so that programs can be given feedback on what sections were completed as required and what was not.

- ii. CLIMB
 - 1. Will this continue to be a part of the Martrix? No.
 - 2. What will be measured? A new Professional Development form for programs to complete will be developed.
- iii. Student Evaluation
 - 1. Collect data as to whether or not at least one student completed the student evaluation.

Decisions & Steps to complete this:

Lori and Elizabeth will work on updates to the Job Description guidelines and send out to the committee for feedback before sharing with program directors

No Student Evaluation of GA experiences was conducted last year so no summary of that information will be available

Due to changes that will occur this year in reporting on Professional Development Activities, no summary on CLIMB participation will be shared this year.

The following plan was agreed on for review of program job descriptions:

- Lori will create a chart that the committee members can use when reviewing the job descriptions and send that to Elizabeth
- Lori will also divide up the work of reviewing the job descriptions among the committee and send that to Elizabeth.
- Elizabeth will scan examples of the job descriptions and send them out to committee members (based on how Lori divided up the group) along with the review chart
- Committee members should try to have these reviews done by October 24 (after Fall Break)

III. Fall 2016 Activities

- a. October: Develop feedback for programs
 - i. Percent of components included in Job Description documents
 - ii. CLIMB Participation (# of students who submitted reports)
 - iii. Student Evaluation (# of students who participated)
 - iv. Other Quantitative data on GA Allocation worksheet
- b. November: Graduate Assistantship Workshop
 - i. Provide program feedback
 - ii. Update on GA Allocation process & use of Matrix
 - iii. Training in including examples of:
 - 1. Writing the Job Description
 - 2. Developing GA evaluations
 - 3. Providing & Documenting Professional Development
 - 4. Completing the GA contract forms

Decisions and Steps to complete this:

- Elizabeth will provide Lori with names and contact information for all programs that have assistantships
- Lori will send out to this group a Doodle Poll to find a time during the week of November 14 to 18. One meeting date will be scheduled
- Lori & Elizabeth will work on an initial plan for this meeting (see initial outline above)
- The committee will meet again in October to talk about information obtained from the Job Description reviews and to make final plans for the meeting.

Additional Topics identified by the Committee for future work:

- 1. Electronic formatting of GA contract process (Tom & April will begin looking into this)
- 2. Spring vs. Fall allocation of assistantships (Carmen has requested this discussion)

Agenda

Graduate Recruitment and Enrollment

Dean Kloeppe reported that the official 2016 fall term graduate enrollment census number reported is 1634 students which is up from the 2015 fall term graduate enrollment census number of 1519. The Enrollment Planning Committee met on October 12 to discuss enrollment projections for the 2017 fall term. The projected 2017 fall term graduate enrollment number is 1653 and the total projected 2017 fall term enrollment number is 11,000 students.

Graduate Council Membership

The Graduate Council was asked to provide feedback regarding the Student Credit Hour report distributed at the September 16 meeting indicating that the Graduate Council current membership does not comply with the Faculty Handbook.

The Faculty handbook states:

The determination of the specific number of members to be elected from each College will be made by the Dean of the Graduate School and Research based on graduate student credit hours generated in each College, with the provision that there be at least one member from each College.

Dean Kloeppele wants to comply with the Faculty Handbook policy beginning with the 2017 spring term elections, and asked the Graduate Council to make a recommendation on the following options.

- 1) Change the Faculty Handbook policy and determine membership based upon:
 - Enrollment
 - Number of programs
 - A combination of these factors that could still include graduate student credit hours generated.
- 2) Don't change the Faculty Handbook policy and restructure membership before the 2017 elections to be compliant with graduate student credit hours generated.

The Graduate Council concluded that fair representation of faculty overall is important, and equal distribution would be acceptable.

Multi-Term Registration

Dean Kloeppele updated the Graduate Council on the topic of multi-term registration. Each Dean will identify a graduate program to pilot multi-term registration, and the Provost's Office is working on finalizing the academic calendar two years out.

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.