

**Graduate Council  
Minutes  
November 10, 2017**

The Graduate Council met Friday, November 10, 2017 at 1:00 pm in the Library Conference Room of the University Center.

Members present: M. Hollis, C. Huffman (J. Gerlach proxy), J. Gerlach, J. Hyman, B. Kloeppe, J. Lakatos (T. Rogers proxy), J. Livingstone, T. Orr (M. Ellsworth), C. Parrish, T. Pearson, F. Razzaghi, T. Rogers, R. Scales, M. Tanaka, K. Trudell, Y. Yan, and Paul Yanik

Members absent: T. Ashcraft, L. Hammer, S. McGee, B. Ogletree, A. Perry, and L. Unruh

Others present: R. Stiles

**Approval of the Minutes** Motion and second to approve the minutes for the October 13, 2017 meeting. Motion passed.

**Program Updates**

Financial Aid reported that the FASA opened on Oct 1 and they will begin awarding in January or February.

Accountancy announced Dixon Hughes Goodman provided funding for and they now have space to honor benefactors. They have 1 ABM in Spring 2018. They currently hold an event in Biltmore Park but that space may need to go towards another program's needs. There are Biltmore Park space needs.

School of Teaching and Learning reported that Karena Cooper Duffy is taking graduate students to Botswana. They have also received their first application for the new stem concentration.

Graduate Student Association (GSA) reported that GSA Travel Award received 27 applications. They were able to fund most of those applications. Four of the funded graduate students won competitions at a national conference. GSA also had requested and they received an additional \$5,000 in their budget. They now have an annual funding of \$20,000.

Technology program has 37 students enrolled in Construction Management. Looking at the possibility of duplicating the CM program's success with an online integration for the MST. Encouraged that four undergraduate students have expressed interest in our graduate level degree. Three of those four prospective applicants have already applied. Encouraged attendance at the "Unseen Scars" panel discussion held by the Jackson County Veterans Support Group along with WCU Student Veterans Association. The topic was the personal cost of war.

The College of Arts and Sciences reported that Biology did well in 3MT. For the second year in a row, one of Barbara Ballantine's students won the People's Choice Award. The college is working hard to bring in more students. Working with Graduate School and the Marketing office is creating positive energy to get enrollment numbers going in the right direction

Nursing reported that the Physical Therapy program is starting in Biltmore Park.

The MHS program is already scrambling for space in two new facilities. Graduate Faculty are teaching undergraduates but need office space in Biltmore Park. They are following an accreditation driven suggestion to develop a separate Master's program for the graduate nutrition program.

UG admissions has received 11,000 apps so far for fall 2018. Open houses are complete and there is an Honors College fair today.

Dean's Update: enrollment is open and census day is **9 days later** than usual. Due to the later census, point-in-time numbers are skewed. Graduate School has 989 students enrolled versus the 437 "point-in-time" for last year. Four graduate programs are ahead in enrollment: School Administration is up 1, Counseling is even, DNP is even, and Social Work is up 6. Please encourage your students to register.

Unregistered continuing students excludes students who graduated. Students who have stopped out fall off the list beyond a year. ABMs count as graduate students only if they have completed undergraduate or are taking more graduate level courses.

## 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.

Ms. Thomas Hunt	Human Services	Affiliate
Ms. Caryl Burns	Human Services	Affiliate
Ms. William Haggard	Human Services	Affiliate
Ms. Jeffrey Church	Human Services	Affiliate
Ms. Cynthia Callaway	Human Services	Affiliate
Dr. Elizabeth Coulter	Human Services	Affiliate

Approved.

**ABM grading** will be handled by informing faculty of letter grading for undergraduate students (no +/- or D). Please note that ABM policies fall under the Undergraduate Catalog. The grades should be addressed in the course syllabus for the students. \*\*Recommended topic in spring program director meetings as part of a handout to spread word on ABM grading.

**ABM grade replacement** is a matter of policy interpretation. The Committee recommends that policy be interpreted so that ABM students are governed by the Undergraduate Catalog.

### Curriculum Review

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

#### Program Changes/Creation:

##### Biology – M.S. (Program Change Proposal)

- *Proposed Change*
  - We require a comprehensive examination. It currently shows up on Banner as both a non-course requirement and as a course requirement (BIOL 698). We would like to remove the non-course requirement while retaining the course requirement for BIOL 698. The current setup does not work with the degree audit--this is simply an administrative change.
  - This change does not affect the goals and plans of the department, college, or university.

Approved.

HR 614 Pre-req needs to be removed. Proposal has been returned to the department to fix and re-submit.

#### Course Changes

##### ~~HR 614—Talent Acquisition and Retention (Graduate Course Change Proposal)~~

- ~~• *Proposed Change*
  - New title is aligned with updated human resource competency models.~~

~~COURSE DESCRIPTION: In this course, students will explore the competitive forces, theories and methods of organization recruitment, selection, and retention. The course addresses staffing models and strategy, staffing support systems (legal compliance, planning, job analysis, and rewards), core staffing systems, and retention management. It is strongly recommended that this course be taken after completion of HR 605 and HR 602.~~

### Financial Assistance

Last year's committee did a great job on GA allocations and on job descriptions evaluations, review, and feedback. Program Director workshop feedback was used. The committee would like to look at a few select job descriptions. It was suggested to work with Elizabeth Frazier on GA contract structure using a pdf fillable option. Look at having two contracts from an administrative point-of-view.

Summer assistantship awards: please consider purpose of awards. Is the purpose retention and recruitment? The tuition awards look more to recruitment side of the house. Can we blend the two awards, summer and

tuition, more towards recruitment rather than retention? Brian explained the source of the summer assistantship awards being state dollar restricts our use and timing of those funds.

## Associate Dean Report (printed handout)

Graduate Education Summit held on Oct. 25. 28 faculty attended for the workshop on “Having Difficult Conversations Face-to-Face and Online.” Evaluations are still open. We are soliciting feedback of those who attended and those who did not to see how we can make the event fit the needs/schedules of more people. If you’ve not completed an evaluation, check your email because you should have an email from Sharon with the link.

3MT was held on Nov. 8. We had 16 graduate students participating from 6 different programs (DPT, DNP, English, Biology, Psychology, HESA). The announcement of winners was streamed on Facebook Live and has 1,700 views as of Thursday afternoon. Winners:

- People’s Choice: Sarah Britton (Barbara Ballentine sponsor) “Indirect effects of house wrens on reproductive behavior of Carolina chickadees.” Sarah won a \$250 scholarship.
- 2<sup>nd</sup> place: Mary Jessamine Michaels from Biology (Kelly Grisedals sponsor) “The DUKES of Biohazard: Detecting UnKnown Evidentiary Samples” Mary won a \$250 scholarship.
- 1<sup>st</sup> place: Maci LeQuire from English (Brent Kinser sponsor) “WRONGS make REBELS: Caroline Norton’s Feminist Rhetoric in ‘A Letter to the Queen.’” Maci won a \$500 scholarship and the chance to represent WCU at the regional competition at the University of Arkansas in February.

Onward to the Graduate Research Symposium to be held March 21-22, 2018. The poster session is on March 21 and graduate presentations on March 22 with an awards ceremony to follow in the evening. We will also have a paper competition but we will have some new categories: (1) Original Research/Scholarship Papers; (2) Literature Reviews (NEW! For Literature Reviews, which some disciplines emphasize); (3) Plans/Proposals/Reports (NEW! This category is for business plans, grant or other proposals; economic development reports, white papers, or other kinds of writing that graduate students may be doing that isn’t the typical “scholarly article” type of paper.) Registration will open before Thanksgiving. Start encouraging your students to apply to present their work in oral presentations, posters, and papers!

## Dean Report

Dean Report (Brian)

- Potential Assistantship Budget Increase
  - Enrollment growth \$\$ delay

Potential Graduate Tuition Scholarship Funding: it looks good for us to receive some pool of funding

- What is the objective of the funds
  - If this is a two-year commitment, what \$\$ will we have for second year of program

Allocate in two amounts:

- Residential Students: \$5,000 per academic year
- Distance Students: \$3,000 per academic year
- Two-year commitment from WCU

Questions and discussion for consideration

- Minimum two-year funding commitment from WCU for students
- Is this in addition to GA
- Maybe three-year commitment for some programs if it relates
- Be conscious of potential retention issues
- Consider that some program’s part-time students cannot take 9 hours
- Adjust funding residential v distance and full-time v part-time
  - MHS is \$2200 p/semester
- How much do we really need: should we gain one student for \$5,000 or three students for \$1,500?
- Allocation to lower tiered programs?
- Who can really increase enrollment
- Need to affect student diversity
- What model of allocation since we have so many different deadlines
- Should we implement program tiers of capacity to grow
- How can we fairly allocate to all programs

- When should we offer this scholarship
  - at A or S decision? Seems shinier at A decision. Some programs would want it as a recruitment tool
- Timing of allocations will differ due to program deadlines and processes. March 1 would work for some, but December 1 might work for others
- Will students miss out if the scholarship deadline is beyond the program's admission deadline
- How will this affect ABM students

6-year Rule: should we consider changing it?

- Discussion re one-year Master's v three-year Master's...fair for both to have six years?
- 6 for all? 7 for all? Or 6 for Master's and 7 for Doctorate
- Clinicals should be considered...there cannot be too much of a gap from clinical experience to graduation
- Most of the council members who received a PhD needed seven years to complete degree
- What if a WCU employee takes four years to complete courses and three to complete a thesis
- WCU SACS classification? Plan to apply for change in doctoral classification

The meeting was adjourned at 3:00 pm

Submitted by – Roxane Stiles

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