

**Graduate Council
Minutes
September 14, 2018**

The Graduate Council met on Friday, September 14, 2018 at 1:00 pm in the UC Dogwood Room.

Members present: N. Ball proxy A. Kerns, J. Crolley-Simic, B. Gehrig, M. Hollis, C. Huffman, J. Hyman, B. Kloeppe, B. Ogletree, T. Orr, A. Perry, S. Rader, S. Rajagopal, F. Razzaghi, T. Rogers, R. Scales, Y. Yan proxy P. Yanik and P. Yanik

Members absent: T. Ashcraft, D. Dorondo, L. Hammer, C. Parrish, and L. Unruh

Others present: S. Lewis-Wallace, J. Raynor, E. Frazier

Approval of the Minutes Motion and second to approve the minutes for the August 17, 2018 meeting. Motion passed.

Program Updates

Dean Kloeppe announced to the Graduate Council that Interim Provost Dr. Carol Burton will be recognized at the Graduate Research Symposium for her generous graduate student scholarship gift. Program Director meetings are scheduled throughout the fall term to discuss graduate assistantship allocations for the 2019-20 academic year. Deans will be notified on December 1 about the program allocations before the official program allocation notifications are sent. Graduate Program Directors who receive assistantships will be asked in November for their assistantship requests for the 2019-2020 academic year.

The Graduate Student Association (GSA) travel awards application for the 2018 fall awards is available on the GSA website. The fall application deadline is October 13, 2018. GSA has a total of \$17,000 to award in the fall and spring terms.

The Psychology program reported that the new Doctorate in Psychology (Psy.D.) program curriculum will be reviewed and voted on at the October Graduate Council meeting. School Psychology submitted their national accreditation report this week and will receive notice in February.

The College of Business reported that the Accountancy program will be bringing 5-9 hiring firms to campus. An announcement that the State Department regulations for visas recently changed to not allow deferrals if an application is missing information or has errors. The decision will be left to the presiding officer.

Standing Committee Reports

Academic Policy and Graduate Faculty Review

There were no graduate faculty nominations to review. A brief explanation was given about the Graduate Faculty status nomination process.

Proposed clarification of the "Change Term" Graduate School Admissions policy in the Graduate Catalog from "The Graduate School allows deferral, conditional on program approval, of an application/admission for up to one year past the original start term" to "The Graduate School allows deferral, conditional on program approval, of an application/admission **one time** up to one year past the original start term."

After discussion, it was decided that the Academic Policy and Graduate Faculty Review committee write proposed language for this change to be voted on by the Graduate Council at the October meeting.

Curriculum Review

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

Program Changes:

MFA Program

Update application procedures and program information, particularly graduate course titles.

Updated admission requirements:

- Minimum 3.0 GPA
- Students are expected to have the equivalent a minimum of 9 credit hours of undergraduate art history/philosophy of art and to have completed a minimum of 30 credit hours of undergraduate studio course work. Candidates must commit to fulltime study. Minimum 12 semester hours of credit may be granted for work previously completed at the master's level (transfer credit.)
- No GRE is required.
- A campus visit and interview with the M. F. A. Director is strongly recommended.

Updated application instructions – added clarity in a step-by-step process

Approved.

Master of Public Affairs Program

The MPA program would like to eliminate the GRE requirement for admission consideration.

Approved.

Financial Assistance

The Financial Assistance Committee met on September 11, 2018. The next meeting is scheduled for October 1.

The committee reviewed work from last year regarding the Graduate Tuition Scholarships awarded. No changes were made last year in the Graduate Assistant allocation process, and there was no review of GA job descriptions as had been done in the previous year.

The committee identified the following items for review and discussion during the 2018-19 academic year.

Graduate Assistantship Survey

- Completed end of last Spring semester with a good response rate.
- Desire to get a sense of the student's experiences.
- Previous surveys were reviewed but nothing ever done with the information provided and so stopped for a few years.
- Need to decide how to use this information and should the survey continue to be used; what should be shared with Program Directors.
- How is this connected to the GA Job Descriptions and work to improve those?

Electronic process for GA hiring

- Human Resources owns this process which currently mirrors the adjunct hiring process.
- IT looking at electronic hiring process university-wide.
- Elizabeth may look initially only at the rehire process for GAs and add in new hires later
- Trina: Financial aid purchased new product called Dynamic Forms but complicated to try to expand this product to other processes such as hiring due to Data Steward issues.

- This committee will stay up-to-date on this process in other departments but do not need any immediate action.

GA allocations

- Will any changes be made for the 2019-20 academic year?
- Will the committee be involved if there are proposed changes?

Review process for Tuition Scholarship Decisions

- How to measure impact and decide on future processes.
- Are there any one-time funds to allocate for the 2019-20 academic year?
- Discuss other sources of financial assistance that might be available through other avenues.

Agenda

Interim Associate Dean Report

The Three Minute Thesis (3MT) competition is scheduled for November 8. The 3MT application is available on the Graduate School website.

Graduate Education Week is scheduled for October 15-19 so please encourage undergraduates to attend the scheduled activities. The activity schedule is posted on the Graduate School website.

A thesis formatting workshop is scheduled for October 18th from 2:00-3:00 p.m. and an IRB workshop is scheduled for October 25th from 3:00-4:00 p.m.

Graduate School staff will be attending the Vanderbilt University Graduate Administrators Conference in Nashville, Tennessee on October 8, 2018. Program faculty are also invited to attend, Graduate School will pay the early bird registration fee which ends today. This conference is in lieu of the Graduate Education Summit.

Efforts are continuing in the Graduate School Office to update processes and develop on-line forms. Currently under review is a Graduate School process to report non-course requirement for graduation.

Graduate School Fall 2018 Census Enrollment Update

The 8/31/2018 point in time enrollment report for the 2018 fall term census was distributed.

- 1620 enrolled point in time
- 13144 SCH point in time

Hunter Scholar Award Committee Volunteers

Two volunteers were requested for the Hunter Scholar Award Committee. The Hunter Scholar Award is awarded in February to a faculty member whose research uses library services. Scott Rader and Bill Ogletree agreed to serve on the selection committee which is chaired by the Associate dean of the Library.

Graduate School Development and Advancement Update and Discussion

Jamie Raynor and Sara Lewis-Wallace from The Office of Development and Alumni Affairs showed a PowerPoint presentation to the Graduate Council.

Graduate School has been receiving great support from Sara Lewis-Wallace in the WCU Development Office. She has been assisting Dean Kloeppel with ongoing development efforts such as generating a Graduate School alumni list and supporting the Graduate School and Research newsletter effort. The next newsletter will be sent in October 2018.

A philanthropic sponsor is currently being sought to help support the Graduate Research Symposium.

6 vs. 7-year time limit for Graduate Course Work

Dean Kloeppe asked for feedback from the Graduate Council regarding the Graduate School six-year time limit policy. He asked the Graduate Council to consider if the time limit should be increased to seven years because of the increase in the number doctoral programs. No Graduate Council members offered feedback about changing the current policy.

Current Graduate Catalog policy states:

Master, Specialist, and Doctoral degrees. Work to be applied toward any master, specialist, or doctoral degree must be completed within six years immediately preceding the completion of requirements for the degree. Graduate credits to be accepted in transfer must have been earned within the six-year period.

Search timeline for the Permanent Associate Dean

The Graduate School Associate Dean national search will take place during the 2018 fall term with an employment start date of January 1, 2019. The search committee, chaired by Dr. Chip Ferguson, met on September 10, 2018. Application review will begin on September 19 to select applicants for an October site visit.

Graduate Council Agenda Topics

Please send Dean Kloeppe Graduate Council agenda topics for the 2018-19 academic year.

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.