

**Graduate Council
Minutes
October 19, 2018**

The Graduate Council met on Friday, October 19, 2018 at 1:00 pm in the UC Dogwood Room.

Members present: H. Mitchell, J. Crolley-Simic, B. Gehrig, M. Hollis, C. Huffman, J. Hyman, B. Kloeppe, B. Ogletree proxy C. Huffman, T. Orr, C. Parrish, A. Perry proxy Yancey Gulley, S. Rader, F. Razzaghi, T. Rogers, R. Scales, L. Unruh, Y. Yan proxy B. Gehrig, and P. Yanik proxy B. Gehrig

Members absent: T. Ashcraft, D. Dorondo, L. Hammer, H. Mitchell, and S. Rajagopal

Others present: E. Frazier

Approval of the Minutes Motion and second to approve the minutes for the September 14, 2018 meeting. Motion passed.

Program Updates

The Graduate Student Association (GSA) travel awards application deadline ended on October 13, 2018 for the 2018 fall awards. GSA has a total of \$17,000 to award in the fall and spring terms. GSA received over 40 applications and will meet on October 29, 2018 to make the fall term awards.

On October 24, 2018, Hunter Library will be hosting a Scholars Studio from 1:00-3:00 p.m. A new audio/video recording booth funded by two grants has been purchased for faculty and students to use.

The Psychology program reported new faculty are being hired.

English continues to work on the implementation of the new online graduate certificate in TESOL. English will be hosting the annual conference of the Philological Association of the Carolinas next February (<http://pacarolinas.org/>). English is focused on developing new ways to recruit, and some other developments remain in a very preliminary stage.

The Biology program is doing faculty searches.

Project Management hired a new faculty member for the 2019 fall term.

Health Sciences hired a new faculty member who graduated from the EMC undergraduate program.

Social Work hired a new faculty member. A doctorate of Social Work is being planned. A Social Work cohort at Biltmore Park is continuing to grow the Social Work program.

A decision will be made today on the Biltmore Park DPT cohort review request, and notification of the decision will be made within a month.

The College of Health Sciences Dean search is progressing.

The Higher Education Student Affairs program is reintroducing the undergraduate LEAD minor with a new website and updated curriculum.

Financial Aid announced that the 2019-20 Financial Aid application will load soon. Two staff positions are currently open. Financial Aid passed their state audit.

Undergraduate admissions application numbers are slightly behind from last year. The year and a half CRM implementation project is almost complete.

The College of Business has four dean candidates coming to campus next week. Business had 16 prospects at open house and many were nonbusiness majors. The new hybrid model has presented some challenges.

Construction Management is excited about the Graduate School on-line open house pilot project for distance programs on October 24th. Two more on-line open houses will be scheduled in November and February. The Construction Management program was ranked #1 in the country by Best College Reviews <https://www.bestcollegereviews.org/top/online-masters-construction-management-degree-programs/>.

The Chemistry program had an enrollment bump in the 2018 fall term. There are 6-7 undergraduate Chemistry ABM prospects.

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. Kimberly Gorman	Human Services	Affiliate
Dr. Dennis King	Human Services	Affiliate

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.”

The Academic Policy and Graduate Faculty Review committee met on October 1, 2018. After discussion, it was decided by the Academic Policy and Graduate Faculty Review committee not to make any changes to the “Change Term” policy. The policy will remain “up to one year” and not limiting the number of deferrals within that year. The committee also discussed change of term regarding students moving to early semesters, and proposed that the Graduate School work individually with those programs.

At the next committee meeting the terms for affiliate graduate faculty will be discussed.

Curriculum Review

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

Program Changes:

Innovation Leadership and Entrepreneurship (ILE)

Explanation: This is the first year of the program and the discipline realized that PMC 620 is more appropriate for the Intrapreneurship track than PMC 630. PMC 610 and 620 are sequenced together with PMC 610 being a pre-requisite for PMC 620. The content of PMC 620 is better aligned with an Intrapreneurship perspective than PMC 630. Realizing this fact, we have substituted PMC 620 for PMC 630 for students this fall semester.

Congruence: The PMC courses develop an intrapreneurship perspective, and the change from PMC 630 to 620 is a better fit for that goal.

Approved.

Social Work M.S.W.

Removing the GRE requirement.

This proposal is updating MSW admissions requirements to remove GRE requirement. Removal will increase the number of applicants to the program as a survey of BSW students identified the GRE as a barrier to applying to the MSW program at WCU. The Social Work accrediting body (CSWE) does not require the GRE for admissions and most UNC and regional MSW programs do not require the GRE for admission to the Masters program. Nationally, MSW programs are choosing to remove this requirement. GPA, academic recommendations and applicant responses to supplemental questions will be more than sufficient to assess academic potential.

Approved.

Psychology (M.A.)

- Updated Program Admission Requirements
- Updated Program Description
- Eliminated General Experimental Psychology Concentration and added School Psychology Concentration
- Course changes

Approved.

Psychology (S.S.P.)

- Update Program Description and Application Requirements
- Course changes

Approved.

New Program:

Doctor of Psychology (PsyD) in Health Service Psychology (Combined Clinical/School)

- With the creation of this doctoral program there will be three graduate programs in Psychology (*see catalog descriptions below*):
 - Masters in General Psychology (M.A.) with 2 concentrations (Clinical and School). The General Experimental concentration in the Psychology M.A. program is being deleted
 - Specialist in School Psychology (SSP)
 - PsyD in Health Service Psychology (Combined Clinical/School)
- The PsyD program will have two concentrations: Clinical Psychology and School Psychology
- Students completing the PsyD program and passing the Examination for Professional Practice in Psychology (EPPP) will be licensed eligible by Psychology Boards and students in the School Psychology Concentration who pass the Praxis exam will also be licensed eligible by state departments of instruction and eligible for National Certification as a School Psychologist (NCSP)
- Candidates for the PsyD program will have to have completed a Masters or Specialist degree in a related psychology area

- Students in the PsyD program will have a core set of courses as well as practicum and internship requirements specific to the concentrations in Clinical and School Psychology (see *Curriculum Schedule* below)
- Masters/Specialist prerequisites will be established based on the WCU Masters and Specialist programs and, if not met, additional courses may be required.
- A set of Program Student Learning Outcomes connected to course work and other assessments has been developed.

Approved.

Course Changes:

PSY 624: Advanced Developmental Psychology
 PSY 648: Human Neuropsychology – Child Focus
 PSY 662: Psychological Assessment II – Adult Focus
 PSY 664: Psychological Assessment II – Child Focus
 PSY 710: Advanced Social Psychology
 PSY 748: Human Neuropsychology – Adult Focus
 PSY 755: Advanced History and Systems of Psychology

Approved.

New Courses:

PSY 723: Professional Consultation in Health Service Psychology
 PSY 841: Integrative Health Psychology
 PSY 842: Multicultural Psychology
 PSY 851: Advanced Research Methods and Statistics III
 PSY 878: Child and Family Systems Intervention:
 PSY 883: Doctoral Internship
 PSY 886: Doctoral Practicum
 PSY 888: Professional Supervision
 PSY 899: Dissertation

Approved.

Financial Assistance

The Financial Assistance Committee met on October 1, 2018.

Review of 2017-2018 Graduate Assistantship Survey:

1. History:
 - a. Completed end of 2018 Spring semester with a good response rate.
 - b. Goal was to get a sense of the student’s experiences.
 - c. Similar surveys had been collected previous years but nothing ever done with the information provided and so stopped for a few years.
2. Current Task
 - a. Need to decide how to analyze and use this information.
 - b. What should be shared with Program Directors?
 - c. Is the information useful and should the surveys continue to be used?
 - d. How is this connected to the GA Job Descriptions and work to improve those?
3. Discussion
 - a. Distinction between Research, Teaching Assistant (not instructor of record) is not always clear.
 - b. Teaching Assistant given access to systems (e.g. Blackboard) when hired but Research GAs do not. System access is by request.
 - c. In some programs the students need to show on their vitas that they have had a Research GA to get into some graduate programs.
 - d. GA satisfaction appears to be linked to # of hours required of the student
 - e. Inequities of expectations for GA work within 10- 20 hour per week requirements.

- f. GAs working with their own faculty make it difficult for them to express concerns about the GA.
 - g. Additional problems occur when a GA is placed with 2 supervisors.
4. Questions the committee needs to consider:
 - a. What are we trying to achieve with this survey?
 - b. What should it be informing?
 - c. Can it tell us trend areas?
 - d. When should this be shared with programs and how should it be shared?
 - e. Should we also be surveying the faculty who supervise GAs?

Possible next steps proposed by the committee include:

Figure out a way to instruct program directors about the distinction between Research and Teaching Assistantships.

- Include more information in guidelines for developing contracts and job descriptions.
- Provide ideas for how to complete contracts when the program or department does not have a clear idea of which students will be assigned for what work activities.

Explore whether IT would approve all GAs being given a faculty email account for systems access.

Work with departments on how job descriptions provided for the GA contracts could better reflect what work the GAs are doing.

- Is a general description okay initially?
- Do departments and programs need to provide more details following the hiring of the GAs?

Identify what programs and departments need to provide better quality GA experiences.

- Do faculty who will be working with GAs need training? Is there too much variability across programs to be able to do this?
- Should we conduct surveys with faculty supervising Gas?
- Could Programs/Departments complete self-evaluations about GA experiences? These could be focused on best practices or overall goals and be used by the programs to identify areas they need to work on. Avoid making this an evaluation from the Graduate School.

The next meeting is scheduled for November 5th with the following agenda items:

1. GA allocations for 2019-2020:
 - a. Brian will be present to share with the committee the status.
 - b. Plans will be discussed based on this status.
2. Update from Brian on the Tuition Scholarship Awards
3. Follow-up to GA Survey Discussion to finalize next steps

Agenda

Interim Associate Dean Report

The Three Minute Thesis (3MT) competition is scheduled for November 8. The 3MT application deadline is October 19, 2018 and is available on the Graduate School website. A total of 13 students applied to participate.

A new Qualtrix form has been created to update noncourse requirements, make advisor changes and to change program concentrations. The form can be found on the Graduate School website under “Resources for Faculty and Staff” (<https://www.wcu.edu/apply/graduate-school/resources-faculty-staff/index.aspx>). There is a new section called “Forms” and within this section is a new form called – “[Request Student Record Changes.](#)”

Update on meeting with Human Resources on Wednesday, October 17 to discuss graduate assistant hiring using People Admin software. The GA hiring process would mirror the adjunct hiring process so GA contracts would still need to be completed and uploaded into People Admin. Three graduate programs (Higher Education Student Affairs, MFA and Chemistry) have agreed to pilot the GA hiring process in People Admin.

Dean Report

Graduate Education Week (October 15-19, 2018)

Rachel Walker, Director of Graduate Recruiting and Marketing, organized the weeklong events to raise awareness of graduate education at WCU.

The largest Biltmore Park open house was held on October 17, 2018. Seventy-five prospects registered and fifty-five attended.

On Friday, October 19 the graduate application fee will be waived for applicants that are attending WCU or who have attended WCU. Application fee will be reimbursed by the Marketing office.

Academic Year Registration

A follow up discussion of academic year registration was on the agenda for the Provost's Council on Wednesday, October 17, 2018.

Nine graduate programs were selected to pilot academic year registration for Fall 2018, Spring 2019 and Summer 2019 (Higher Education Student Affairs, Sport Management, Project Management, Innovation Leadership & Entrepreneurship, Engineering Technology, Special Education, Public Affairs and Physical Therapy). The MFA program initially agreed, but then declined to participate. To date, 245 students are enrolled for the 2019 spring term equating to 2400 SCHs.

Provost Council discussed whether to 1) include all graduate programs in academic year registration 2) add additional graduate programs or 3) terminate the pilot program. The consensus was that deans will discuss with their graduate programs adding ten additional graduate programs and certificates to the academic year registration pilot program.

Associate Dean Search

Seventy-three applications were received. At the recommendation of the search committee, two candidates have been invited to campus. Campus visits and interviews will conclude on Monday, October 22nd. Dean Kloepfel plans to make an offer by Thursday or Friday of next week.

Graduate Council Agenda Topics

Please send Dean Kloepfel Graduate Council agenda topics for the 2018-19 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.