

**Graduate Council
Minutes
March 8, 2019**

The Graduate Council met on Friday, March 8, 2019 at 1:00 pm in the UC Dogwood Room.

Members present: J. Crolley-Simic, C. Huffman, J. Hyman, M. Hollis, B. Kloeppe, H. Mitchell proxy A. Rutishauser, T. Orr, C. Parrish, A. Perry, T. Rogers, R. Scales, L. Unruh, Y. Yan and P. Yanik

Members absent: T. Ashcraft, D. Dorondo, B. Gehrig, L. Hammer, B. Ogletree, S. Rader, S. Rajagopal, and F. Razzaghi

Others present: E. Frazier

Approval of the Minutes Motion and second to approve the minutes for the February 1, 2019 meeting. Motion passed.

Program Updates

The following ten Graduate Council members whose service terms are ending were recognized and thanked by the Dean of the Graduate School: Tom Ashcraft, David Dorondo, Marianne Hollis, Carmen Huffman, Bill Ogletree, April Perry, Sanjay Rajagopal, Roya Scales, Lori Unruh and YanJun Yan.

The position of Director for the Office of Research posted on February 28, 2019.

The Financial Aid Office has starting awarding financial aid for the 2019-20 academic year. The Financial Aid Office currently has an open position for a financial aid counselor.

The Graduate Student Association announced all but three applicants for travel grants were funded. A total of \$12,500 in travel grants were awarded for the 2019 spring term. A request will be made to increase the amount of Graduate Student Association travel grant funds by \$5,000 for next year.

Social Work started the fall term admissions process. The Doctorate of Social Work will be submitted to the UNC Graduate Council for review and approval.

The Psy.D. program received SACS-COC approval. The MA in Clinical Psychology started the fall term admissions process and the Specialist in School Psychology is currently conducting admissions interviews.

Roya Scales announced her promotion to full professor.

The College of Health and Human Sciences is still conducting a Dean search. Candidates continue to visit campus. Dean Keskula will return to a faculty position in August.

Paul Yanik and Carmen Huffman attended a STEM career fair together. Technology reported Mdrakibhasan Khan, a Technology student graduating in May, has been accepted to a Ph.D. program. YanJun Yan announced her promotion to associate professor.

The Higher Education Student Affairs program is reviewing applications for the 2019 fall term. May graduates are receiving job offers and securing jobs. April Perry attended a conference using Graduate School funding to help recruit new students. She offered thanks to the Graduate School for the funding.

The Counseling programs have completed admissions interviews.

Frankie Bauer, an M.A. History graduate, has been accepted to a Ph.D. program at UNC Chapel Hill.

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 and were approved.

Dr. Scott Pearson Biology Affiliate

Approved.

Curriculum Review

Tom Rogers has agreed to be the Chair of the Curriculum Committee for the 2019-20 academic year.

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

Graduate Program Change Proposals

Accountancy (M.Acc.)

Brief Explanation of Proposed Change:

- The listing of acceptable Accelerated Bachelor's to Master's (ABM) courses needs to be altered to provide the opportunity to add courses, as approved by the program director.
- There is also a technical (typo) to be corrected in the catalog.
- The ABM track will be expanded to non-WCU students.

This option will enhance the program's ability to expand the ABM program.

Approved.

Counseling, Clinical Mental Health (M.S.) The Counseling program will now dismiss a student who receives two final course grades of C. This supersedes the Graduate School's policy to dismiss after receiving three final course grades of C.

This request is congruent in maintaining academic excellence and is similar to other WCU graduate programs (e.g., Project Management, Nursing, etc.).

Approved.

Counseling, School (M.A.Ed.) The Counseling program will now dismiss a student who receives two final course grades of C. This supersedes the Graduate School's policy to dismiss after receiving three final course grades of C.

This request is congruent in maintaining academic excellence and is similar to other WCU graduate programs (e.g., Project Management, Nursing, etc.).

Approved.

Higher Education Student Affairs (M.Ed)

Three courses are regularly offered for (and taken by) the HESA Students as electives: HESA 670, HESA 593; EDH E693

We need these three classes to be added to the "approved elective" list, so that when degree audits are conducted, these classes (among the others that already exist) show up as fulfilling the program's elective requirements.

Additionally, I have recently put in a "new course proposal" for HESA 680 (Independent Study), and we need that added to our list of electives as well.

Proposal Objective: Add four courses to our "approved electives" list: HESA 670, HESA 593; EDHE 693 (three already exist), HESA 680 (one new course - independent study shell)

Students in the HESA Program are required to take two electives (6 credit hours) throughout their course of study. By adding relevant courses to the approved elective list, we are expanding curricular choices and opportunities for the HESA Graduate Students.

Approved.

New Course Proposal

HESA 680: Independent Study in Higher Education Student Affairs

Currently, there is not a "shell" course for independent study in the HESA Graduate Program. We occasionally have students interested in a course like this, and thus it is essential to have a course for this.

Independent study allows the student an opportunity to explore a program related topic independent of the standard curriculum and expand their knowledge on a special topic. The topic and content must be mutually agreed upon by the course instructor and student.

Approved.

Communication Sciences and Disorders, M.S.

We have started using a centralized application process that needs to be reflected in the graduate catalog.

The change in the writing score from 3.0 to 3.5 is more reflective of the admission criteria we have for accepted students.

Approved.

Financial Assistance

The Financial Assistance Committee will meet on February 11, 2019 to complete business for the 2018-19 academic year, and to make recommendations regarding the Graduate Assistantship Survey.

GA allocations for 2019-2020

- Committee review history of allocations and work with Brian Kloepfel on determining how to approach allocation decisions for 2019-2020
- No additional funds were available for 2019-2020 so the process did not change from previous years.
- Graduate programs notified December 2018

Tuition Scholarship Awards

- Reviewed process for allocation of 3-year awards last year and progress being made by programs receiving these allocations
- Length for these awards were awarded based on program requirements (1 to 3 years)
- Initial data indicates that most goals are being met by these programs
- Reviewed the process last year of awarding one-time \$1,000 scholarships to 10 programs
- Discussed and took to the Graduate Council recommendations for how to distribute the \$10,000 available for 2019-2020 for one-time scholarships.
- Decided to make available to 10 programs a \$1,000 one-time scholarship for the 2019-2020.
- Requests for these scholarships have been send to Brian Kloepfel and he will make the decision.

Status of GA Surveys

- Reviewed history of the GA Surveys collected by the graduate school and the results from the last 3 surveys completed
 - Information was obtained in 3 different areas
 - Experiences with the hiring process
 - Job responsibilities and duties
 - Professional development opportunities
- Have not figured out how to use Survey information effectively
 - Results are too cumbersome to disaggregate by program
 - No easy way to disseminate information
 - Not sure if information would be useful to anyone
 - Not sure if programs are already gathering this information in other ways.
- Asked for input from program directors who have GAs

The results of the past 3 surveys were sent out to program directors for review. Asked these directors to provide feedback regarding usefulness of the information and other actions they take to get feedback from GAs

1. Feedback could be provided in email to Elizabeth Frazier or in a quick discussion at the January Program Directors Workshop
2. This feedback indicated the following:
 - a. Program Directors are concerned with survey overload on students
 - b. Program Directors feel that their students have no concern in sharing with them their perceptions of their GA work
 - c. Some programs are doing student surveys or exit interviews regarding overall graduate school experience but not necessarily not GA work specifically
 - d. The Graduate School also conducts an exit survey of graduate students which also does not ask specifically about GA work

Presented this information to the Graduate Council during the February meeting and it was agreed that the surveys can be stopped but that other methods of providing student support be explored There still needs to be a process that allows GAs to safely share concerns about their GA work. Who can they go to?

The graduate school will develop a process for sending out emails to students who have received a GA to let them know who to contact if they run into any problems with the GA.

At the end of the Fall (and maybe Spring) Program Directors meeting offer a break out session for just Program Directors who have GAs (and maybe another one for those who have Distance programs). The sessions on GAs could include the following:

3. Developing strong Job Descriptions
4. Connecting professional development to GA work
5. Evaluating GAs
6. Student evaluations of their GA work
7. Etc.

➤ **Summer Research Assistantships**

- These assistantships were discussed briefly at the February Graduate Council
 - Committee was asked via email to provide feedback regarding the application process
 - Committee discussed and made updates to the application and the rubric
- A graduate Council member asked if Summer Assistantship reviewer results could be sent to applicants.

Planning for Committee work for 2019-2020

I. GA Allocations for 2020-2021

- a. Committee requirements will be dependent on available money
- b. Will continue to work with Dean Kloeppe.

II. Student Scholarship Awards

- a. Committee will continue to review data on 3-year scholarship awards
- b. Review process for awarding 10 one-time \$1,000 tuition award for 2019-2020.
- c. If additional scholarship money is available again, advice will be given to Brian K. regarding allocation of these funds
- d. Continue to advocate for graduate level scholarships

III. Support to GAs & Program Directors who have GAs

- a. Consider setting up the Associate Dean of the Graduate School as an Ombudsman who is available to provide support to GAs
- b. Identify a process of notifying and keeping GAs aware of the process for addressing concerns.
- c. Develop a special session at the end of the Program Directors workshop for programs that have GAs. The items to consider are provided in the notes above.

IV. Summer Research Assistantships

- a. Review application & rubric for any additional improvements prior to making available

V. Online Graduate Assistantship Hiring Process

- a. Probably no action needed but should check on

Dean Report

Associate Dean Search Update

Dr. Joy Bowers Campbell accepted the Graduate School Associate Dean position. Her start date is June 10, 2019. A thank you was extended to all of the search committee members.

Enrollment Update

The enrollment goal for the 2019 fall term is 1637 which is twenty-five more students than the 2018 fall term enrollment of 1612.

Enrollment for the 2019 fall term is down 127 students point in time from last year and SCHs are down 830 point in time from last year. The first 2019 fall term enrollment report will be sent after spring break. The report was revised by Johnny Lail in OIPE and now includes a second tab that will show registered students new and continuing and unregistered students new and continuing.

Sixteen to seventeen graduate programs are participating in multi-term registration.

University Budget Request Update

The number one budget request from Graduate School and the College of Education is assistantship funding for the Psy.D. program. The number one budget request from the Office of Research is funding for the Info Ed system to replace Ramses.

Agenda

Electronic Hiring in People Admin Update

With the help of Alicia Estes in Human Resources three pilot programs will be testing the People Admin hiring process for graduate assistants. Program directors who hire graduate assistants will be trained in the new graduate assistant hiring process for the 2020-21 academic year.

GA Contract Deadline Discussion

Graduate Council discussed the graduate assistant hiring deadline of May 1. Some program are requesting a later deadline. Dean Kloeppel shared information from other universities regarding graduate assistant hiring deadlines. The hiring deadline will be discussed in conjunction with the implementation of the new hiring process.

To avoid confusion at such a late date, the hiring deadline for the 2019-20 academic year graduate assistant contracts will remain May 1, 2019.

Graduate Council Agenda Topics

Please send Dean Kloeppel Graduate Council agenda topics for the 2019-20 academic year.

The meeting was adjourned at 2:20 pm.

Submitted by – Elizabeth Frazier

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