

**Graduate Council
Minutes
February 2, 2018**

The Graduate Council met Friday, February 2, 2018 at 1:00 pm in the UC Dogwood Room.

Members present: J. Gerlach, M. Hollis, J. Hyman, C. Huffman, J. Lakatos (T. Rogers proxy), J. Livingstone, S. McGee, B. Ogletree, T. Orr, C. Parrish, T. Pearson, A. Perry, F. Razzaghi, R. Scales, M. Taylor (F. Razzaghi proxy), M. Tanaka (Y. Yan proxy), K. Trudell, Y. Yan and P. Yanik

Members absent: T. Ashcraft, B. Kloeppel, L. Unruh

Others present: E. Frazier

Approval of the Minutes Motion and second to approve the minutes for the January 12, 2018 meeting. Motion passed.

Program Updates

Graduate School announced the Graduate Research Symposium submission deadline is February 7th. Please encourage participation and plan to attend. Dr. David Shapiro from the Communication Sciences and Disorders program will be the keynote speaker. The March 2nd Graduate Council meeting is scheduled from 1:00-2:00 so Graduate Council members can attend the groundbreaking ceremony for the new science building.

Financial Aid reported business as usual. The 2018-19 academic year awards will be available by the end of the month. The scholarship application deadline has been extended to February 6th. To date, 142 graduate students have applied for scholarships.

Undergraduate Admissions reported that the 2018 fall term application deadline was February 1st.

Graduate Student Association (GSA) reported that the GSA Travel Grant application is available on the website. The deadline to submit an application is February 15th. Please attend the forums and complete the survey for the Chancellor's search. The input will be used by the Chancellor's search committee to develop the job description.

The College of Health and Human Sciences is conducting a search for an Associate Dean.

The DPT program and the Social Work program are conducting searches for several faculty members.

The Health Sciences program will also begin conducting faculty searches due to upcoming faculty retirements. The Health Occupations Student Association contacted the Health Sciences program about participating in their programming. Health Sciences reported 51 prospect contacts for last year compared to 30 prospect contacts for the month of January this year.

The Communication Sciences and Disorders program deadline is February 15th. Nursing reported that a search is ongoing to replace the Director of Student Services.

The Nurse Anesthesia DNP program will begin their first class in the 2018 summer term. The Family Nurse Practitioner program deadline is February 15th. The Family Nurse Practitioner program is also conducting faculty searches.

The Technology program reported that they are recruiting for the 2018-19 academic year. Only two assistantships are remaining to award. Technology students will be participating as judges at the regional science fair. The Technology program is administering student and faculty evaluation surveys.

The Accountancy program reported that their "Meet the Firms" career fair will be held at Biltmore Park on February 20th at 6:00 p.m.

The College of Education reported that Russ Curtis, faculty in Counseling, was the keynote speaker at the North Carolina Counseling Association annual conference in Durham. He was selected for this honor because of his work in integrated care, which is bringing mental health professionals into primary care medical offices.

Graduate students in the online Master of Science in Human Resource Management (MSHR) program have provided nearly 5,000 hours of free online consulting services since the Initiative's launch in 2011. The Initiative, which engages MSHR students in service-learning, serves nonprofit organizations, small businesses, and government agencies across the country entirely remotely. Since 2011, nearly 600 MSHR students and alumni have completed 180 HR projects for 112 organizations in 15 states. Last fall, MSHR student-consultants and alumni joined together to complete 18 projects for 14 client organizations located in NC, OR, PA, KS, MD, and in Sierra Leone, Africa.

MPA program Ashlynn Landreth, WCU MPA student, was awarded the Jake Wicker Scholarship by the North Carolina City and County Managers Association in Winston-Salem. Twelve MPA students attended the City and County Managers Association. The students were fully funded by MPA alumni. WCU MPA alumni have formed an Alumni Catamount group. This alumni group attended the association meeting. MPA program directors from across the state of North Carolina met at the association event to discuss their programs. It was reported that WCU's MPA program was only one of two MPA programs in the state that did not see a decline in enrollment this academic year.

The Chemistry program has been surveying applicants to determine why they did not attend WCU. The most common reason was not enough financial assistance. Also reported was that the History program is investigating an accelerated bachelor's to master's (ABM) degree program modeled on the ABM Chemistry program.

The Biology program is recruiting for the 2018-19 academic year. M.J. Michaels, a Biology graduate student, won second place in the Three Minute Thesis competition. She will competing in the 3MT regional competition at the Southern Conference of Graduate Schools next month in Fayetteville, Arkansas.

Standing Committee Reports

Academic Policy and Graduate Faculty Review

No graduate faculty nominations were received for review.

Associate Dean McGee, Chair of the Academic Policy and Graduate Faculty Review Committee, presented two policies reviewed by the Academic Policy and Graduate Faculty Review Committee. These two policies came as a seconded motion for approval.

- Intensive English Program (IEP) conditional admission for graduate students
Some programs may grant international students conditional admission pending successful completion of WCU's Intensive English Program. In order to be considered for conditional admission, the applicant must provide the foreign transcript evaluation along with all required admission materials for the specified program.

Not approved.

- TOEFL policy exception
The applicant is part of an official partnership cohort between WCU and a foreign university. In these cases, certain other test scores may be accepted per partnership agreements.

Approved.

Curriculum Review

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

Program Changes/Creation:

Nursing M.S. – Nurse Anesthesia Concentration (Program Change Proposal)

Proposed Change

The nurse anesthesia program is moving to the DNP degree from the MS. The last cohort for the nurse anesthesia MS track is being admitted in January 2018, with a graduation date of May 2020.

It is mandated by the accrediting body that all nurse anesthesia programs transition to the doctoral level. The post-BSN DNP for nurse anesthesia has been approved at all levels of the WCU curriculum process, and accredited by the Council on Accreditation of Nurse Anesthesia Programs.

Approved.

Public School Leadership – Post Master’s Certificate (Program Change Proposal)

Proposed Change

Add a current resume and leadership goal statement to admission requirements. Change Program Description to reflect the new program design that was implemented Fall 2016.

Changes are congruent with department, college and university. Language in Curriculog needs to be updated to reflect the program redesign from Fall 2016.

Approved.

School Administration – MSA (Program Change Proposal)

Proposed Change

Curriculog needs to be updated to reflect MSA Program Changes with the redesign implemented Fall 2016.

Change requests are congruent with current department, college, and university goals. MSA Program redesign was implemented Fall 2016. Curriculog needs to be updated to reflect the changes already approved by the department, college, and university.

Approved.

Social Work – M.S.W. (Program Change Proposal)

Proposed Change

One approved elective course has been added to comply with HRSA grant requirements and course sequencing has been reordered to reflect and respond to assessment feedback from students and community partners.

This request is congruent with the goals of the department, college and university and represents a simple reordering of currently approved courses in response to students and community partner feedback.

Approved.

Financial Assistance

The Financial Assistance committee met on January 29th to discuss tuition scholarship awards.

The Executive Council approved \$100,000 for graduate tuition scholarships beginning in the 2018-19 academic year. The funding will be recurring.

The Financial Assistance committee considered the following questions and issues:

- Should the additional \$100,000 be combined with the tuition award budget of \$91,000?
- How will the scholarship fund be administered?
- How will graduate student dynamics (i.e. cohort programs, stop out) affect scholarship distribution and awards?
- How will scholarship funds be allocated?
- Who will decide which graduate students receive the allocated scholarships?
- Will there be specified criteria established for scholarship awards like there is for tuition awards?

The Financial Assistance committee recommended not combining the tuition award funds with the scholarship funds.

Associate Dean McGee speaking on behalf of Dean Kloeppe provided the following proposed plan for distribution of the tuition scholarship funds.

- Dean Kloeppe would combine \$60,000 of tuition award funds with the \$100,000 of scholarship funds.
- The \$160,000 scholarship fund would be allocated to award \$5000 residential scholarships and \$2500 distance scholarships.
- Graduate students awarded scholarships would receive scholarship funding for the length of their program.
- Dean Kloeppe will identify eight graduate programs (four residential programs and four distance programs) to allocate the scholarship funds to for the 2018-19 academic year.
- Six out of the eight programs (three residential programs and three distance programs) selected to offer tuition scholarships will be targeted to grow program enrollment. Two graduate programs (one

residential programs and one distance programs) allocated scholarship funding must demonstrate growth through quality, merit, need and/or diversity.

- Dean Kloeppe will send an announcement to graduate program directors in mid-February asking them if their program would like to be considered for the scholarship funding.
- Dean Kloeppe will report after the fall 2018 census day on the success metrics of the tuition scholarship program. These metrics will include the following:
 - Percent of scholarship funding to improve recruitment
 - Percent of scholarship funding to increase in enrollment
 - Percent of scholarship funding to improve quality, merit, need and/or diversity plus additional measures of student success.
- Dean Kloeppe will allocate the remaining \$31,000 of tuition award funds to graduate programs by request. The tuition awards will be \$2500.

Graduate Council members asked if the tuition awards could be split in half, and if there were graduate programs that would be excluded from requesting tuition awards. Associate Dean McGee will follow up with Dean Kloeppe regarding these questions.

Agenda

Graduate Enrollment Report

The 1/30/2018 point in time enrollment report for the 2018 spring term was distributed.

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.