

**Graduate Council  
Minutes  
August 14, 2020**

The Graduate Council met on Friday, August 14, 2020 at 1:00 pm via ZOOM.

Members present: J. Bowers-Campbell, J. Campbell, Drew Carnes, J. Carzoli, M. Claxton, B. Gehrig, Y. Hillon, D. Hudson proxy J. Carzoli, J. Crolley-Simic, B. Kloeppe, E. McCoy, T. Orr, A. Perry, S. Rader, F. Razzaghi, H. Rimes, M. Snyder, A. Storm, A. Stuckey, Y. Yan and P. Yanik

Members absent: L. Hammer, R. Laboray, and C. Parrish

Others present: E. Frazier

**Approval of the Minutes** Motion and second to approve the minutes for the February 28, 2020 meeting. Motion passed.

### **Introduction of Graduate Council Members**

#### **Program Updates**

Provost Starnes approved the Graduate School and Administration Office reopening plan beginning August 17, 2020. Graduate student orientation sessions were held on July 28, 29 and 30<sup>th</sup>. The sessions are recorded and available to view on the Graduate School website.

Hunter Library is only accessible using a Cat Card, and will be open from 7:30 a.m. to 9:30 p.m. Masks are required.

The Financial Aid Office is open, and masks are required. A Zoom room is available to speak with staff. A virtual option is available this weekend. Emergency funds are available from Student Affairs, and need based funding is also available.

The Technology program reported that 2020 fall term applications and enrollment are up for the Biltmore Park cohort.

The School of Teaching and Learning is concerned about student teaching field work in the 2020 fall term.

The number of participants increased this year for the MBA and MACC Zoom orientations.

Health and Human Sciences clinical sites are a “no go” for the 2020 fall term.

The MPA program is undergoing reaccreditation this year. We are currently submitting our self-study report, and our reaccreditation site visit will be this coming spring. We also recently established an educational affiliation agreement with Vaya Health in Asheville to serve as a long-term sponsor site for MPA program internships.

#### **Standing Committee Formation**

Updates will be made to the committee membership lists, and the updated committee document will be distributed to Graduate Council members by e-mail

#### **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. Christopher English Human Services Affiliate

Approved.

Joy Bowers-Campbell is the Chair of the Academic Policy and Graduate Faculty Review Committee for the 2020-21 academic year.

Topics for review and discussion include:

- Transfer Credit Policy
- Graduate Assistantship Enrollment Policy-  
There was discussion by the Graduate Council about the policy of graduate assistants having to be enrolled in 9 graduate credit hours in a term. Do the 9 graduate hours need to be WCU graduate credit hours or can a graduate assistant be enrolled in 9 graduate credits total including non-WCU graduate credit hours?

### **Curriculum Review**

Paul Yanik is the Chair of the Curriculum Committee for the 2020-21 academic year.

No new curriculum to review for this meeting.

### **Financial Assistance**

Yue Hillon is the Chair of the Financial Assistance Committee for the 2020-21 academic year.

The scholarship graduate programs will be reviewed.

### **Dean Report**

#### **Enrollment Update**

The point in time Enrollment Report was distributed and the data were explained and reviewed.

Point in time for the 2020 fall term, 1767 registered graduate students up 49 students point in time from last year and 14,894 total SCHs up 775 point in time from last year. The enrollment goal for the 2020 fall term is 1723 which is twenty-five more students than the 2019 fall term enrollment of 1698. The student credit hour goal for fall 2020 is 14,103.

New programs for the 2020 fall term are Experiential Outdoor Education and Athletic Training.

#### **COVID-19 reporting HIPAA and FERPA concerns by graduate students (Brian and GSA President Elijah McCoy)**

Last week our Graduate Student Association President, Elijah McCoy, shared with the Chancellor's Leadership Council that he had received messages from several fellow graduate students, who are also employed as graduate assistants, and were concerned about their anonymity and HIPAA compliance if they were to test positive for COVID-19.

Graduate assistants from a variety of programs had work modality questions and expressed concerns if they test positive. Graduate assistants asked what happens and will their information be kept confidential. What are work expectations if a graduate assistant tests positive?

Dean Kloeppel followed up with Cory Causby and Nancy Ford in HR, Shea Browning in WCU Legal, and Provost Starnes. Graduate students who are also graduate assistants and test positive for COVID-19 would be handled similarly to other employees here at WCU per the published guidance and protocols. Cory Causby distributed this same guidance to WCU employees and supervisors.

In all cases, it is important to maintain the anonymity of the graduate assistant and to maintain HIPAA compliance while supporting the graduate student. We fully realize that a change in teaching assignment will be needed and an alternative work assignment will be made for the graduate assistant if they were teaching in a face-to-face setting.

An e-mail was sent on August 13, 2020 by Dean Kloeppel to Fall 2020 graduate assistants, the Provost Council, Department Heads, Graduate Program Directors, and Key Staff explaining these protocols.

## **Associate Dean Report**

The fall program director's and key staff workshops are scheduled via ZOOM on September 1, 2 and 3. There are five workshops scheduled, but program directors and key staff only need to sign up for one workshop date and time.

Please encourage graduate students to submit video submissions for the 3 Minute Thesis (3MT) competition by the November 4, 2020 deadline. All enrolled graduate students will be notified when the 3MT application becomes available on the Graduate School website.

The Graduate Council was asked to participate in a Graduate School transcript policy discussion. The ideas offered by the Graduate Council will be drafted and reviewed by the Graduate Council Policy Committee.

## **Agenda**

### **Academic Integrity of Accelerated Bachelor's to Masters (ABM) students**

- Can/should we place a condition for ABM admits that enables a Program Director or the Graduate School to retract an offer of admission to the Master's program in the event of an academic integrity infraction at the undergraduate level?
- If yes, does the Program Director review and decide on this or does the Associate Dean of the Graduate School review and decide on this? The Associate Dean of the Graduate School currently reviews issues of academic integrity when a regular (not ABM) applicant applies to the Graduate School if the academic integrity infraction resulted in academic probation or suspension at the undergraduate level.

After discussion by the Graduate Council, the topic was referred to the Graduate Council Policy Committee for review and further discussion.

### **Foreign Transcript Evaluations**

For international applicants and US citizens who are required to provide a foreign credential evaluation, should Graduate School review and consider how we are providing flexibility, but a thorough review of foreign credentials especially in light of COVID-19 impacts?

Foreign credential evaluations are expensive, and a challenge for late applicants to provide in a timely manner.

After discussion by the Graduate Council, the Graduate School foreign transcript evaluation admissions policy was referred to the Graduate Council Policy Committee for review and further discussion.

### **Graduate Council Agenda Topics**

Please send Dean Kloeppel Graduate Council agenda topics for the 2020-21 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.