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Graduate Council
Minutes
January 14, 2022

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The Graduate Council met on Friday, January 14, 2022 at 1:00 pm via Zoom.

Members present: J. Bowers-Campbell, J. Campbell, D. Carnes, J. Carzoli, M. Claxton, H. Grappendorf, N. Granda-Marulanda, L. Hammer, Y. Hillon, D. Hudson (M. Snyder proxy), B. Kloeppel, R. Laboray, T. Orr, C. Parrish, H. Rimes, D. Solomon, A. Storm, C. Thomas, and P. Yanik

Members absent: M. Snyder, D. Spencer, A. Stuckey, and Y. Yan

Others present: E. Frazier, S. Kapel, L. Anderson, M. Murphy, and T. Miller

Approval of the Minutes Motion and second to approve the minutes for the November 12, 2021 meeting.

Program Updates

> The Ed Leadership program is planning the inaugural "Equity in Education" Summit on March 25 at the Crest Center in Asheville. Bettina Love (Abolitionist Teaching Network) is confirmed Keynote; Brandi Hinnant Crawford, Darrius Stanley, and Kofi Lomotey are also speaking. The planning committee is recruiting attendees from school and school district administration, practicing teachers, pre-service teachers, service providers such as School Psychology and Speech/Language Pathologists, and higher education faculty. CEAP Dean & Associate Dean are partnering with support and attendance.

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 <u>seconded motion</u> for approval and were approved.

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> | Dr. Eliza Dean | Human Services | Affiliate |
> | Dr. Andrew Koch | Human Services | Affiliate |
> | Dr. Thomas Joiner | Psychology | Affiliate |

Curriculum Review

> The following Curriculum items were approved by the Graduate Council Curriculum Committee as members of the graduate faculty and came as a <u>seconded motion</u> for approval and all items were **approved**.

> **Biology (M.S.)**

> **Graduate New/Significant Change Program Proposal**

> 1) In the wake of the pandemic, we are removing the GRE from the application to align our application with that of other like programs.

> 2) We are dropping BIOL 698 (Comprehensive Examination) and adding BIOL 697 (Introduction to Graduate Studies) to the list of required courses. The drop is to provide more flexibility in the curriculum for individual students, while the addition is to provide all students with a basic introduction to the program.

> 3) We are correcting 2 catalog items: a) adding courses where no courses existed; and b) changing the number of required thesis hours from (3-6) to 6.

> These changes are congruent with the Biology department, college, and university goal to provide a 2-year, thesis-based Master's degree in Biology that will attract students and prepare them for further professional study or the workplace.

MATH - 520 - Partial Differential Equations

Graduate New/Significant Change Course Proposal

This course is an introduction to the study of Partial Differential Equations and Boundary Value Problems. Separation of variables methods for 2nd-order linear PDEs will be discussed, along with derivation of equations and analysis of solutions. Fourier series, Fourier transforms, Laplace Transforms, Bessel functions, and Sturm-Liouville Theory will be discussed in the context of these solution techniques. Other topics may include Green's Functions, numerical methods, 1st-oder PDEs and the method of characteristics, or additional modeling and analysis.

PDEs and BVPs appear frequently throughout the sciences, providing a mathematical foundation for many processes in engineering, physics, biology, and chemistry. This course has been taught twice in recent years as a special topic. Each offering had 14 students enrolled, attracting students both in the math department and many from other departments. Of these 28, 8 were solely applied math students, 7 were solely engineering majors, 4 were chemistry majors, and 9 were double majors working on a combination of these degrees (or math with computer science). In addition to student interest, this course is also common among our official list of 18 non-UNC system peer institutions. 66.7% of these institutions offer this material to undergraduates, while 72.2% offer it in some capacity if graduate students are included. Breaking it down by institution, 10/18 currently offer this course to undergraduates, an additional 2/18 incorporate some of this material into their Differential Equations course(s), and 1/18 offer it solely to graduate students. As for WCU's official list of 6 UNC-system peer institutions, 66.7% of the institutions offer this material to undergraduates, either as a PDE course or as a portion of another differential equation course.

Engineering Technology (M.S.)

Graduate New/Significant Change Program Proposal

1) A typographical error in the program schema states that six hours of research are taken by thesis-option students. The schema should specify that nine hours are taken by thesis-option students including ET690-Thesis Development, plus six hours of research as ET699-Thesis.

2) A typographical error in the program schema states that zero hours are taken to complete a directed project plus comprehensive exam. This should state that three hours are taken as ET688-Directed Project, plus the zero-hour comprehensive exam.

This proposal includes the following program changes:

1) The program name was changed in June, 2021 to Engineering Technology (M.S.) with an accompanying change of CIP code to 15.0000 (Engineering Technology, General). The CIP code change allows a broader range of courses to be included in the program curriculum. Thus, the following courses, which had been previously offered as Special Topics, are added to the curriculum with distinct course names and numbers: ET516 - Microcontroller Programming, ET670 – Robotics, and ET672 - Machine Learning Techniques.

2) A typographical error in the program schema states that six hours are taken by thesis-option students. This is changed to specify that nine hours are taken including ET690-Thesis Development, plus six hours of ET699-Thesis.

3) A typographical error in the program schema states that zero hours are taken to complete a directed project plus comprehensive exam. This should state that three hours are taken as ET688-Directed Project, plus the zero-hour comprehensive exam.

ET - 516 - Microcontroller Programming

Graduate New Course Proposal

This course will provide an in-depth examination of the various commercially available microcontrollers, their architectures, and applications. Use of microcontrollers to monitor and control physical systems will be explored.

This course has previously been offered as a special topics course: "ET593-Tps:Microcontroller Programming." Due to the importance of the topic and its relevance to students in the program, this proposal is put forward to give it a unique course number and title.

ET - 670 - Robotics

Graduate New Course Proposal

Study of robotic systems including history, modeling and control of manipulator kinematics, dynamics, motion planning, operator interfaces, and future directions.

Robotics is a subject of current importance, with significant research and implementation problems of interest to engineers and technologists. Preparation of MST graduates for the modern engineering and manufacturing workplace demands exposure to the present theory and open research questions of the field.

ET - 672 - Machine Learning Techniques

Graduate New Course Proposal

Study of machine learning techniques. Topics include pattern recognition, supervised and unsupervised learning, neural networks, search algorithms, and reinforcement learning.

Machine Learning is a topic of increasing importance in the implementation of automated and adaptive systems, and data analysis. Preparation of MSET graduates for the modern engineering and manufacturing workplace demands exposure to the concepts, approaches, and applications of the field.

PA - 641 - Election Administration

Graduate New/Significant Change Course Proposal

Election administration is a burgeoning field within public affairs administration, and its importance was emphasized by the intensity with which elections were scrutinized in 2020. It also provides a practical arena for understanding broader issues in public affairs administration such as bureaucratic discretion, balancing efficiency and effectiveness, performance measurement, the importance of public sector values, and data-informed decision-making. One of our goals as a program is to provide our students with up to date elective options that will help them to be competetive on the job market in the areas of local government and nonprofit managment. Additionally, our accrediting body has recognized the importance of election adminsitration in the field and encourages MPA programs to offer course options in this area. We offered this course is Spring 2021 as a special topics course. It was well-received by the students and we would like to add it to our permanent rotation of elective options.

PA - 657 - Diversity, Equity, and Inclusion in the Public Sector

Graduate New/Significant Change Course Proposal

The aim of this course is to provide an understanding of systemic and structural racism in the U.S. and analyze current policies and implementation systems to identify implications for diversity, equity, and inclusion.

Although we recognize the importance of embedding diversity, equity, and inclusion (DEI) topics throughout MPA coursework, we also believe that our students will benefit from a more in-depth, DEI-focused, topics course. Emphasizing their roles as future leaders in the public and nonprofit sectors, this course will provide students with a tool kit for interacting prodcutively and in culturally responsive ways with a diverse and changing public sector workforce and society at large. It will also offer the opportunity to analyze policies and implementation systems on the basis of their implications for diversity, equity, and inclusion. Adding this course as a permanent elective is part of the MPA program's strategic DEI plan which we submit to our accrediting body annually. We have offered the course twice (in Fall 2020 and Spring 2022) as a special topics course, and plan to add it to our regular rotation of Spring elective courses to be offered every other year, meaning that every student in the program will have at least one opportunity to take it during their time in the program.

PA - 671 - Public Budgeting and Financial Management

Graduate Course Change Proposal - Fast Track

We are updating the name of the course so that it better reflects course content.

Budgetary practices and processes at the federal, state, and local levels; roles of professionals and elected officials; budgetary problems, planning, and reform.

PA - 685 - Internship in Public Affairs

Graduate Course Change Proposal - Fast Track

PA 685 will now be listed as a required course rather than an elective course. Therefore, it will no longer be repeatable. Students who wish to complete a second internship will take the new PA 686 Internship 2 as an elective.

This three-credit internship course provides students with an opportunity to apply their classroom learning to a practical environment. By interning with a public or nonprofit organization, the MPA student will receive firsthand experience of the field with the support of an internship supervisor.

PA - 686 - Internship II in Public Affairs

Graduate New/Significant Change Course Proposal

This three-credit internship course provides students with an opportunity to apply their classroom learning to a practical environment. By interning with a public or nonprofit organization, the MPA student will receive firsthand experience of the field with the support of an internship supervisor.

Currently, MPA students are allowed to take the internship course, PA 685 up to two times for credit. However, PA 685 will no longer be listed as an elective, but will now be listed as a required course for the program. In order for students to maintain the option to complete a second internship for credit, we are adding PA 686 which will be an elective that students may opt to take once they have taken the required PA 685.

PA - 699 - Public Affairs Capstone Experience

Graduate Course Change Proposal - Fast Track

We currently expect students to complete all of their core MPA courses either prior to or concurrently with the Capstone course, but we do not have catalog language that requires this. We are updating the catalog to be consistent with these expectations.

Students will work on a capstone research project that will address a real problem in local government or nonprofit administration in the region.

Financial Assistance
No update from the Financial Assistance Committee.

Dean Report

Enrollment Update

Point in time enrollment report for the 2022 Spring term is 1701 registered graduate students and 14,422 total SCHs. Forty-five graduate students were dismissed at the end of the 2021 Fall term and fifty-nine graduate students are listed on the "Drop for Non-Payment" report.

Graduate Student 2021 Fall Term Dismissal Trend Discussion

Discussion with the Graduate Council regarding interventions for graduate students in danger of failing such as offering withdrawal and incomplete grade options. Do graduate programs have any safety nets or activities to identify and help students who are having academic issues?

The College of Business e-mails graduate faculty to reach out to program directors and students regarding academic issues. A reminder e-mail is sent after fifth week grades are reported.

The Physical Therapy program faculty work collectively to focus on student success. Faculty meet every other week to discuss student academic issues. Students may be required to meet during required office hours to discuss issues. Outreach to students is important because the students internal drive to seek help has declined.

Associate Dean Report

Graduate Research Symposium and Faculty 3MT

The Graduate Research Symposium is scheduled for March 23 and 24, 2022. The delivery mode will be hybrid and the event will be in coordination with the Undergraduate Research Symposium.

Dr. Brian Byrd will deliver the keynote presentation on March 23rd and the topic will be "Mentoring."

On March 24th, the Graduate Research Symposium will be held in a face-to-face format with sessions scheduled in the University Center. The first Faculty Three Minute Thesis (3MT) competition will take place at the awards ceremony scheduled after the sessions are over. The 3MT will be a live event with a $1000 prize. The 3MT registration deadline is February 14, 2022.

The awards ceremony will also include the student poster awards, the student session awards, faculty awards and the Curtis Wood award.

Proquest Thesis/Disquisition/Dissertation Library Approval Form

The Proquest approval form was distributed to the Graduate Council for information, review and discussion. The Proquest waiver language was updated and the new form will be available in Proquest.

Agenda

School of Nursing Preliminary Authorization Request for MSN: Master's of Science in Nursing

Dr. Lori Anderson, Dean of Health and Human Sciences, and Dr. Marguerite Murphy from the School of Nursing presented a proposal for the "School of Nursing Preliminary Authorization Request for MSN: Master's of Science in Nursing."

The residential program is a Generalist Master's degree offered in Cullowhee and Biltmore Park and will be for students who do not have a bachelor's degree in Nursing. The program has a rural health focus and will be the first degree offering of its kind in the state of North Carolina. There is a high demand for nurses in the region and across the country. The program is fast track ad intensive and is still in the development phase.

The Graduate Council voted unanimously to support the proposal.

Graduate Maximum Course Limit and MSW Overloads Discussion

The Graduate "Maximum Course Limit" policy was discussed. Larry Hammer, Registrar, explained how the policy works in Banner (SFAMHRS). The fifteen-credit hour limit for GR level students cannot be adjusted by program because Banner will always apply the most restrictive rule which is fifteen credit hours.

Thesis Committee Membership Discussion

A graduate program asked if a thesis committee can have two members instead of three or more members. Currently there is no policy establishing the minimum number of thesis committee members. After listening to the Graduate Council discussion, Dean Kloeppel stated he will continue the discussion with Associate Dean Joy Bowers-Campbell.

Graduate Enrollment Task Team

Dean Kloeppel announced a change to the Enrollment Planning Committee (EPC). The changes were made to improve functionality and to increase the role and input of faculty.

The EPC will have new subcommittees. The Graduate Enrollment Task Team subcommittee membership will include the following stakeholders:

Graduate Council
Dean, College of Business: AJ Grube
Dean, College of Health and Human Sciences: Lori Anderson
Director of WCU Asheville Programs: Kevan Frazier
Educational Outreach Representative: Tony Miller
International Programs and Services Representative: Wes Milner

Graduate Grade Replacement Survey results from UNC System Graduate Schools

Graduate Council discussed the Graduate Grade Replacement Survey results from UNC System Graduate Schools. The pros and cons of grade replacement at the graduate level were discussed After listening to the Graduate Council discussion, Dean Kloeppel stated he will continue the discussion with Associate Dean Joy Bowers-Campbell.

Future Agenda Topics

Discussion regarding enrollment in a graduate degree program and a graduate certificate program at the same time.

Number of total credits an undergraduate student is allowed to take and apply to an Accelerated Bachelor's to Master's program (ABM).

Allowing transfer credit from a previously earned graduate degree.

Discuss total transfer credit policy limits.

Discuss allowing "C" grade courses for transfer credit.

Graduate Council Agenda Topics

Please send Dean Kloeppel Graduate Council agenda topics for the 2021-22 academic year.

The meeting was adjourned at 3:00 pm.
Submitted by – Elizabeth Frazier
Please note: All attachments are on file in the Graduate School with the Graduate Council meeting minutes.