**Graduate Council**

**Minutes**

**October 7, 2011**

The Graduate Council met Friday, October 7, 2011 at 1:00 pm in the Cardinal Room of the University Center.

**Members present**: R. Adams, R. Carton, K. Cooper-Duffy, L. DeWald, G. Graham, K. Greysen, S. Higgins, A. Malesky, P. Robertson , S. Swanger, K. Topolka-Jorissen and L. Wright

**Members absent**: J. Byrd, L. Comer, S. Ha, B. Kloeppel, Karen Lunnen , D. Sally and J. Shirley

**Others present:** E. Frazier, Lydia Elliot (proxy for Linda Comer)

**Announcements** The announcements were distributed as an electronic handout for the meeting. Scott announced that Sara Burkhardt is the president of the Graduate Student Association (GSA) for this year. Some financial support for students to present their research is available from GSA. The Graduate Student Research Travel Award form can be found on the Graduate School website at <http://www.wcu.edu/25879.asp>.

 The Graduate Research Symposium is scheduled for March 22, 2012.

**Approval of the Minutes** Motion and second to approve the minutes of the September 16, 2011 meeting. Motion passed.

**Standing Committee Reports**

 **Graduate Faculty Review**

 The following persons were approved by the Graduate Faculty Review Committee as members of the graduate faculty and came as aseconded motion for approval.

 Charles Dingle Health Sciences Full

 Eleanor Petrone English Full

 Charles Rader Sales and Marketing Full

 Jamie Davis Communication Sciences and Disorders Associate

 **Curriculum Review**

The following curriculum items were reviewed by the Curriculum Committee and came as aseconded motion.

 **AA-6:**

 **Master of Physical Therapy**- Inactivate the degree program.

**Master of Psychology**- Inactivate the general-experimental concentration.

**Master of Business Administration**- Addition of rare, occasional GMAT or standardized test waiver.

**Master of Business Administration**- Minimum average GPA requirement of 3.0 must be met in all courses used to satisfy degree requirements for graduation.

**Master of Entrepreneurship**- Minimum average GPA requirement of 3.0 must be met in all courses used to satisfy degree requirements for graduation.

**Master of Project Management**- Minimum average GPA requirement of 3.0 must be met in all courses used to satisfy degree requirements for graduation.

 Motion passed.

Gael Graham, a Curriculum Committee member, presented to the Graduate Council proposed revisions to the AA-4, AA-5 and AA-6 curriculum forms in order to improve the Graduate Council curriculum review and approval process. There was some discussion regarding how the syllabus information should be provided. Scott made a motion to vote on the proposed changes and if approved to have him present the proposed revisions to the Provost.

Motion passed.

 **Academic Program & Policy Review**

The following policy items were reviewed by the Academic Program & Policy Review Committee and came as aseconded motion.

**In Progress Grade Policy-** Kate explained that the Registrar’s Office had brought this policy forward to resolve IP grade issues related to non-completion of thesis courses, dissertation courses and similar types of courses.

Scott shared that a graduate council member who could not attend the meeting had e-mailed him with comments and questions about the use of the IP grade rather than an incomplete grade for clinical education courses that extend beyond the end of the academic semester.  Scott explained that the policy change is to resolve IP grade issues related to non-completion of thesis courses, dissertation courses and similar types of courses so the use of the IP grade for clinical education courses would not be affected by this policy change.

**Approved by APPRC for Graduate and Undergraduate catalogs:**

An IP (In-Progress) is assigned only for thesis research or similar courses to indicate that a grade is pending until the sequence of courses is completed. A grade of IP is appropriate as long as work remains in-progress. Once work is complete the IP grade will be replaced with an evaluative grade appropriate for the course. If a student changes programs or changes options within a program such that credit is no longer needed to complete program requirements; or if work is not completed within a year, an evaluative grade will not be issued and the IP grade will be administratively replaced with NG (No-Grade) to indicate that work is no longer in-progress.

**Current Policy:**

**Grade Pending (CURRENT) Graduate Catalog**

An IP is assigned only for thesis research or similar courses to indicate that a grade is pending until the sequence of courses is completed. A grade of A, B, C, F, S, or U is then assigned to each course by the instructor.

**In-Progress (CURRENT) Undergraduate Catalog**

In-Progress grades are assigned only in selected courses which have been approved for IP grading and are pending until the work is complete.

Motion passed.

**Time Limitation Policy-** Kate said the proposed policy on “time to degree” needed to go back to the Graduate Council APPRC for more review after receiving feedback from the Graduate School. After discussion by the Council, it was decided that the EdD Handbook statement on the Time Limitation Policy needed to be reviewed by the EdD Steering Committee with a recommendation provided to the Graduate Council APPRC prior to the next meeting scheduled for November 2nd.  The APPRC will present the policy to the Graduate Council at the November 18th meeting of the Graduate Council.

A question was asked whether there had been any discussion about extending the time limit for some programs where the primary population were part-time students. There has not been any discussion since the time limit of six years has not been an issue for most graduate students. The option for a program director to request an extension of “time to degree” from the Dean of the Graduate School is available on a case by case basis.. The Dean cautioned the Council members to have students who “stop out” (leave the program temporarily) to make sure the Graduate School is notified in a timely manner.

**Approved by APPRC: Time Limitation Policy**

All academic credit applied to meet degree requirements, including credits earned at Western Carolina University and graduate credit transferred from an accredited college/university, must be earned within six years after the *initial* date of admission into the degree program.

For Ed.D. program students, all academic credit applied to meet degree requirements, including credits earned at Western Carolina University and doctoral credit transferred from an accredited college/university, must be earned within seven years after the *initial* date of admission into the Ed.D. degree program.

**Current Policy:**

**Master or Specialist degree.** Work to be applied toward any master or specialist degree must be completed within six years immediately preceding the completion of requirements for the degree. Graduate credits to be accepted in transfer must have been earned within the six-year period.

**Doctoral degree.** Students in the Ed.D. program must complete all degree requirements within seven years of admission to the program. Extension of time limits will only be granted based upon compelling reasons or circumstances. Extensions must have the approval of the student’s advisor, the head of the department of the student’s program, and the Dean of Graduate School and Research. Requests must be submitted in writing detailing the reasons for and circumstances surrounding the request. The request must also detail any remaining degree requirements and a timeline for completion. The Dean of Graduate School may establish conditions for any approved extension.

**Doctoral Program Requirements**

Candidates must complete the doctoral program within seven years from the date of admission. Students must be continually registered in the program during the regular academic year. Students may take research, continuing registration, and/or topics courses after they have attained the 60-semester hour requirement.

**EDD HANDBOOK:**

Time Limitations as stipulated on page 4 of the attached EdD Handbook revised December 2010:

All 60 semester hours of academic credits beyond the master’s degree (including dissertation credits and transfer graduate credit earned at an accredited college/university) must be earned within seven years from the date of admission.

An extension to the seven year requirement may be granted with the recommendation of the EdD Program Director and the ELF Department Head, and the approval of the Dean of the Graduate School. A student who wishes to request an extension to the seven-year time limitation needs to contact the EdD program administrative assistant (828-227-2196) to request a timeline extension form.  The student submits the completed form to his or her advisor for signature before the EdD program faculty review the request.  The student and the advisor are expected to discuss a reasonable timeline for completion of remaining milestones before the form is submitted.  The student will be notified in writing of the request’s approval, approval with modifications or denial.

 **Student Financial Aid**

 No report

**Agenda Items**

Scott discussed with the Registrar the question of undergraduate students registering for graduate level courses. The Registrar listed the following issues related to the question:

* + - * Problems with undergraduate on-line self registration because they would have to be manually registered for a graduate course.
			* Tuition and fee charges would be an issue.
			* “C” grades in graduate courses taken as undergraduates would apply to the student record if the student becomes a graduate student.
			* The option would have to be available for all graduate courses
			* Problems with how the graduate courses would or would not count in an undergraduate degree audit would mean degree audits would have to be individualized manually for these students.
			* There are SACS issues.
			* The Registrar does not have the staff to implement.

Based on this discussion with the Registrar’s Office and the consensus of the Graduate Council, this matter was tabled indefinitely.

Further discussion of undergraduate students registering for graduate level courses led to a discussion regarding the cross listing of courses (400/500 levels). Scott expressed that he is opposed to course cross listing because the experience for the graduate student in a cross listed course suffers. Another Graduate Council member mentioned that accreditation agencies also do not like to see cross listed courses in a program.

A Graduate Council member asked Scott if new elective course were being approved if submitted. Scott answered that the Chancellor has indicated that new electives should be reviewed carefully unless they are needed for accreditation or are needed for a core curriculum area. New elective courses can create faculty resource issues so if new elective courses are submitted they will be thoroughly reviewed.

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.