**Graduate Council Minutes**

**April 15, 2011**

The Graduate Council met on Friday, April 15, 2011 at 1:00 pm in the Cardinal Room of the University Center.

**Members present**: R. Adams, K. Brennan, F. Buskey, J. Byrd, R. Carton, C. Coburn, T. Domagalski, L. DeWald, S. Higgins, B. Kloeppel, K. Lunnen, J. Neubrander, and J. Shirley

**Members absent**: K. Cooper-Duffy, G. Graham, R. Jaskot, A. Malesky, P. Robertson, D. Sally, and S. Swanger

**Others present:** E. Frazier

**Announcements** The announcements were distributed as an electronic handout for the meeting.

**Approval of the Minutes** Motion and second to approve the minutes of the March 18, 2011 meeting. Motion passed.

**Standing Committee Reports**

 **Graduate Faculty Review**

 No Graduate Faculty nominations were submitted for review and approval.

 A question was asked about the new Graduate Faculty Status Appointment document. Are new hires with a graduate faculty recommendation on the AA-21 approved and hired as graduate faculty based on the AA-21 recommendation or is there a separate graduate faculty credential review? Dean Higgins responded that a procedure for new hire graduate faculty appointment was being worked out with the Provost’s Office. New hires must meet SACS accreditation standards and Graduate Council recommendations.

 **Curriculum Review**

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

**MAT Biology program-** The proposed program revisions will enable WCU to continue to offer an MAT degree in Biology resulting in both the NC teaching license at the advanced level (M) and an earned master’s degree. Although program changes were implemented last academic year, those changes focused on initial licensure and did not account for changes needed for the M license. As has been the case since WCU first offered the MAT in Biology, graduates will meet the requirements for the initial license and the advanced license upon graduation. The following changes are proposed: 1) students will have to submit evidence of individual research upon application to the program and 2) 3 hours of additional electives in biology will be added to the degree.

**Master of Entrepreneurship (ME) program**- Change in the admissions requirements.

**Master of Accountancy program**- Clarification of admissions requirements, aligning language with other programs in the College of Business, and formalizing recent practice of allowing program director to waive GMAT requirement if applicant has passed the Uniform CPA exam.

**New Courses:**

PA 793 Advanced Topics in Public Affairs (3, R9)

EDL 701 Ethical School Leadership(3)

EDL 702 Leading School Culture (3)

EDL 703 Leadership for Student Learning (3)

 EDL 704 Leadership for Continuous School Improvement (3)

 Motion passed.

New courses EDL 701, 702, 703 and 704 were approved with submitted with revisions to the course objectives. The revised AA-5s were discussed by the Curriculum Committee with the Graduate Council. Questions were raised about whether revised curriculum needs to go through the approval process again, and how the revised AA-5s replace the AA-5s currently in the Curriculum folder. The Provost’s Office will be consulted regarding these questions and the procedure.

The AA-5 for the new course ART 698 Thesis Exhibition for Art Education (3) was not approved. The AA-5 will be returned with a request for a clearer statement and explanation of the course objectives.

The Curriculum Committee updated the Graduate Council on the suggested improvements to the curriculum approval process. The Curriculum Committee is compiling a list of persistent concerns and themes. The Curriculum Committee will meet and discuss the list during the summer, consult with the Provost’s Office and then propose changes to the review process and the curriculum forms. The Curriculum Committee will report back to the Graduate Council at the first Graduate Council meeting in the 2011 fall term.

 **Academic Policy & Review**

International Transcript Evaluation Process: Kathleen Brennan discussed the catalog policy changes submitted to the Graduate Council for review and approval to facilitate the admission process for international students who have earned degrees from foreign programs and institutions identified as meeting U.S. accreditation standards.

The reasons a policy is under consideration include: 1) Foreign credential evaluations can be expensive; 2) Some program directors want to recruit international students but find the credential evaluation to be a barrier; 3) International applicants choose to attend an institution where the credential evaluation is not required or is completed in-house by the institution.

The Graduate Council discussed the proposed changes. A question was asked regarding the availability of qualified consultants who do credential evaluation. Kathleen responded that a few qualified consultants are available. A question was asked regarding the policies of sister institutions in the UNC system. Kathleen responded that most require a third party evaluation if an in-house credential evaluator is not available. A motion was made to approve the catalog policy changes as submitted.

 Motion passed.

 **University Fellowship, Scholarship & Student Affairs**

The Chancellor’s Fellowship and Study Grant application deadline is April 20, 2011.

 New Graduate Student Incentive Grant The application deadline is April 15, 2011.

 After the April 20th deadline, the University Fellowship, Scholarship & Student Affairs Committee will meet to discuss selection criteria before reviewing the submitted applications.

**Agenda Items**

Scott presented the impact of 5% first tier, 5% second tier and 5-7% third tier budget cuts are having on the Graduate School. The total amount of Graduate School funding cuts equals $215, 923. Out of the total Graduate School funds cut, $163, 376 were assistantship funds. The Graduate School assistantship allocations sent February 1st are still funded. However, Scott stated that the cuts to the assistantship funds will require the Colleges to fund assistantships and/or top off assistantships if additional assistantships are needed or stipend increases are requested.

Scott reported that the Faculty Senate Leadership team in a meeting with the new Chancellor expressed their support for graduate education and their concern over the decline of graduate incentives as the need for graduate incentives increases. Scott also reported that although he has requested stipend and in-state remission increases for the past three years as a budget request, no additional funds have been allocated to fund graduate financial aid increases.

Judy Neubrander suggested the Graduate Council present a resolution to Faculty Senate that supports funding for graduate education and supports additional financial assistance for graduate education at Western Carolina University. Judy agreed to draft a resolution to circulate to the Graduate Council for review and suggestions. Scott will contact Laura Wright to find out how to get the resolution on the next Faculty Senate meeting agenda

Bob Carton asked if graduate enrollment growth is funded by the State of North Carolina and the UNC system. Scott responded that graduate enrollment is going to be funded in 2011 but not 2012.

Graduate Council members were asked for agenda topics they would like to have addressed by the Graduate Council

 next year. Suggestions for agenda topics can also be e-mailed to Scott. Topics suggested include:

* Address the student credit hour issue and faculty load issue within each College.
* Discuss the hiring of professionally qualified graduate faculty who do not have terminal degrees by balancing SACS requirements with departmental requirements and needs.
* Discuss teaching assistantships and the possibility of increasing the number of teaching assistantships across graduate disciplines.

The following Graduate Council future agenda items were e-mailed from Sue Swanger:

* + - * Explore the feasibility of faculty load differential for attaining and maintaining graduate faculty status
			* Graduate faculty status for AACSB “professionally qualified” faculty without terminal degrees in their field
			* Allowing superior undergraduate students to take one or more graduate classes (for undergraduate credit) during their last semester

The following Graduate Council future agenda items was e-mailed from Phyllis Robertson:

* Look at how programs calculate FTE

Scott thanked the Graduate Council members rotating off Graduate Council, Chris Coburn, Terry Domagalski,

Frederick Buskey and Alvin Malesky who took over for Meagan Karvonen in January 2011.

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.