

Graduate Council Committee Meeting Minutes

January 9, 2012

Mendenhall 221

3:00 PM – 5:00 P.M

Present: Allen, Rose; Atkinson, Terry; Bickley-Green, Cynthia; Cox, Kathleen; Decker, Jim; Eble, Michelle; Franklin, Rich; Gallagher, Margie; Gares, Paul; Gemperline, Paul; Griffin, Linner; Harer, John; Kasperek, George; Lamson, Angela; McFadden, Cheryl; Pokorny, Marie; Pressler, Jana; Rachlin, Sid; Ries, Heather; Russoniello, Carmen; Scavo, Carmine; Schwager, Paul; Sprague, Mark; Thompson, Bob; Vogelsong, Hans; Walker, Mariana, and Terry West

Guests: Armstrong, Robin; McConnell, Tom; and Belinda Patterson

- I. Call meeting to order
 - 3:06 PM
 - Dr. Terry West (Chair) requested council members read through background agenda materials before meetings to save time
- II. Approval of the December 12, 2011 Graduate Council Minutes
Approved
- III. Approval of the December 7, 2011 Graduate Curriculum Committee Minutes
Dec. 7 GCC Agenda and supporting documents

Action Items

- Proposal of New Course: REHB 6340
 - Revision of existing course: REHB 6300
 - Revision of existing degrees: MS in Rehabilitation Counseling, MS in Substance Abuse and Clinical Counseling
 - Proposal of New Courses: PADM 6101, 6165; SEC 6199, 6999
 - Revision of existing course: PADM 6161
 - Renumbering and Revision of Existing Course: PADM 6230 (to 6102)
Prerequisite revision of existing course: PADM 6900
 - Editorial revision of existing course: PADM 6901
 - Revision of existing degree: MPA
 - Approved
- IV. Requests for Approval
 - a. Student appeal for term extension
 - The Graduate Council Executive Committee recommended a student be granted a time-extension beyond 10 years due to mitigating conditions beyond the student's control. The recommendation included a time-line with deliverables such that all thesis work is to be completed, defended and submitted by mid-July, 2012.

- Significant discussion ensued. Concern was expressed by some members of the Graduate Council that by approving this extension a precedent will be set
 - Dr. Gemperline explained this particular situation is a very rare occurrence
 - Approved
- b. Probation policy changes
- Recommended Policy language changed to 9 hours “completed” from 9 hours “attempted”
 - Dr. Gemperline suggested the drop date be moved to earlier in the year if language is not changed from “attempted” to “completed”
 - Language previously changed as a consequence of the late drop date and to accurately reflect credit hours reported to GA
 - Concerns regarding use of Census Day (not on academic calendar or widely publicized). Suggestion to use credit hours showing in the system at the end of the open drop/add period, i.e. end of first week of classes
 - When on probation, students will need to take courses other than thesis courses to raise GPA. Although grades of S and U are earned, quality points are not assigned to these two grade designations; thus they are not included in the calculation of GPA.
 - Suggestions from Graduate Council:
 - Grant student’s a certain number of drops
 - Publicize a day that coordinates with census day, or use last day to add classes
 - Approve the first paragraph and keep original language in the second paragraph (once a student is on probation it will be 9 hours “attempted”)
 - Concern it’s not feasible for Graduate Program Directors to track this information
 - Motion approved to forward probation policy back to Robin Armstrong for further consideration and revisions
- c. 5000 level courses:
- Best practices (from document):
 - Appropriate in certain circumstances with advanced undergraduates and graduate students
 - Differentiate learning outcomes for undergraduate and graduate students
 - Used as electives for advanced undergraduates (cannot be used as a required course)
 - In courses where the enrollment is predominately undergraduates, the unit offering the course is advised/required to consider splitting it into a 4000/6000 pairing that could be offered simultaneously
 - After approval by the Graduate Council the policy will be reviewed for approval by the Academic Council
 - Policy will serve to guide the GCC in conduct of its business

- If course enrollment is of primarily undergraduate students the GCC can require the course be split into a 4000/6000 level pairing
- If the 5000 level course is required for undergraduates, must change requirement or create a 4000 level required course
- Concern policy may not be enforceable because there is not mechanism in place for the GCC to know enrollment data of a course
 - Dr. Gemperline stated the Graduate School can provide enrollment data of 5000 level courses over a 3 year period to the GCC and Graduate Program Coordinators
- Suggested language revision of (4) by Dr. Terry West
- Tabled for next meeting

d. Procedures for changing from thesis to non-thesis option – proposal of new form

- In the past if a student switched thesis tracks they were assigned a grade of Q to any previous thesis courses
- Standard operating procedure is to retroactively drop thesis courses because students cannot graduate with an incomplete(s)
- New procedure would accurately reflect student courses
- When students switch thesis options the grades of S or U are assigned (instead of Q) and a standing comment will be placed on student's transcripts detailing thesis track switch and date made effective.
- If there are any leftover grades of Q the instructor of record will need to submit grade change forms (to replace grade with S or W) so the student is eligible to graduate
- Approved

V. Appendix F

- Correct typo "associated"
- Appendix F approved as edited
- Approved document will be send to the graduate faculty for review
 - Track revisions made to document

VI. Announcements:

- a. Volunteer judges are needed for the Graduate School's second annual Thesis and Dissertation awards, to be announced during Research and Creative Activity Week March 26-30 2012
- Judging will take place during the month of February
 - Expecting 15-20 submissions
 - Plan to have a first round of elimination, with each judge reading a certain number, with overlap of judging
 - Once initial list of submissions is narrowed down, submissions will be viewed more closely
 - Currently just two volunteers, in addition to Dr. McConnell: one from Arts and Sciences and one from College of Technology and Computer Science
 - A representative from each college is needed

- College of Allied Health Sciences: Dr. Kathleen Cox
 - College of Human Ecology: Dr. Margie Gallagher will recruit a representative or serve herself
 - College of Nursing: Dr. Jana Pressler and Dr. Marie Pokorny
 - SOAD/CFAC: Dr. Cynthia Bickley-Green will recruit a representative
 - BSOM: Dr. George Kasperek will recruit a representative
- b. Volunteers needed to serve on an ad-hoc working group needed to revise the format and content of the annual graduate student orientation
- The Graduate School would like to begin developing a variety of online training modules for orientation
 - Training modules will be pertinent to student's discipline
 - The Graduate School will continue to host an on-campus orientation but would like to broaden the orientation session for students unable to attend or for those that are distance education students
 - Volunteers to serve on ad-hoc working group:
 - Dr. Margie Gallagher, Dr. Rose Allen, Dr. John Harer, and Dr. Heather Ries
- c. Action Plan for increasing graduate enrollment was distributed to ECU Board of Trustees.
- Volunteers needed to serve on an ad-hoc implementation workgroup for increasing graduate enrollment
 - Volunteers:
 - Brody School of Medicine: Dr. George Kasperek
 - College of Arts and Sciences: Dr. Bob Thompson
 - College of Arts and Sciences: Dr. Michelle Eble
 - College of Business: Courtney Altizer
 - College of Education: Dr. Terry Atkinson
 - College of Education: Dr. Cheryl McFadden

Adjourned:

4:59 PM

Next meeting:

February 20, 2012

Respectfully submitted,

Amy E. Tripp