

**Graduate Council Committee Meeting Minutes**  
**Greenville Centre 1200**  
**January 27, 2014**

Voting Members Present: Atkinson, Terry; Bickley-Green, Cynthia; Cox, Kathy; Croskery, Tom; Donica, Denise; Eble, Michelle; Keiper, Brett; McFadden, Cheryl; Monroe, Richard; Mott, Vivian; Pokorny, Marie; Preston, Ron; Reisch, John; Ries, Heather; Schwager, Paul; Skalko, Tom; Thompson, Bob; Vogelsong, Hans; and Terry West

Voting Members Absent: Benfield, Rebecca; Coddington, Charles; Franklin, Richard; Gares, Paul; Harer, John; Lamson, Angela; Ratcliff, Gail; Russoniello, Carmen; and Michael Wheeler

Ex-officio Members Present: Greer, Annette; Morehead, Andrew; Reaves, Rita; and Mark Sprague

Ex-officio Members Absent: Jim Decker

Guest: Ashley, Robin; Kearney, Gregory, Mwachofi, Ari; McConnell, Tom; Novick, Lloyd; Patterson, Belinda; Ringler, Marjorie, and Steve Serck

1. Meeting called to order  
2:06 pm
2. Approval of the 12/09/2013 GC minutes  
**Approved**
3. Approval of the GCC minutes
  - a. Review of December 4, 2013 minutes  
**Approved**
  - b. Review of January 15, 2014 minutes, all items excluding Item VI, Request for Authorization to Plan a New Degree Program, Doctor of Public Health, to be considered separately  
**Approved**
  - c. Review of Item VI, January 15, 2014 GCC Minutes: Request for Authorization to Plan a New Degree Program: Doctor of Public Health  
**Approved**

Dr. Novick and faculty members, Drs. Mwachofi and Kearney, introduced the proposal and responded to questions from GC members

Dr. Novick and faculty members made a brief presentation covering the following points:

- 2 in-state programs (UNC-CH, UNC-Greensboro)
- Environmental occupational health focus would be unique to NC and surrounding states

- 75 hour degree – 32 students enrolled; 16 in each concentration
- Letters of support from UNC-CH
- Funding is coming from CAHS and additional funding for graduate assistantships will be requested
- \$240,000 a year over a period of 5 years
- By 2020-2021 will be at a full level of support
- MPH does not allow students to gain specialized skills
- DPH is the terminal professional degree with a more narrow focus
- Assistantships will be offered only to full-time students and grant support will be provided
- DPH program will allow flexibility for work schedule and for dissertation

In the ensuing discussion the following issues were raised and discussed:

- It was noted that faculty salary buyout money from extramural grants will be made available to provide support for graduate assistantships, tuition remissions and health insurance.
- It was recommended that program planners clarify the distinction between the MPH and DrPH degrees in the proposal.
- It was recommended that program planners provide more detailed and specific information on employment opportunities for graduates of the DrPH program in the proposal.
- It was recommended that program planners improve evidence for employer demand in the proposal.

4. GC went into closed session at 2:56 for purpose of maintaining confidentiality of student records

- Approval of the 12/09/2013 GC closed session minutes as amended
- Consideration of Request for Time Extension

GC came out of closed session

5. Planning for assistantship budget allocation project, FY 2013/15 & FY 2015/16

- The second round of the 2 year reallocation project will be initiated this spring
- Input will be sought from 4 stakeholder groups: deans, graduate program directors, the Graduate Council, and the Academic Council
- This spring the Graduate School will distribute last year's form and processes to all stakeholders for review and feedback– finish revising form by late spring
- The Graduate School will collect performance data this summer, populate forms, and distribute them in early fall 2014
- Proposals from colleges due by October 18
- Initial budget recommendation will go to Academic Council and then to the deans for 2016.
- No discussions at this time of cuts to the assistantship budget

## 6. Reports

- a. Faculty mentor awards
  - Email sent out on Announce today
  - Dr. Marjorie Ringler will chair committee along with Thomas Croskery , GPSS President, and last year winners
  - 2 more students will be needed for committee
  - Nominations submitted through Qualtrics
  - Selection made by Research and Creative Achievement Week
- b. Continuity of operations in the graduate school admissions office
  - Robin Ashley resigning and will be employed at Pitt Community College
  - Graduate Council members invited to Winslow's after the Graduate Council meeting for farewell
  - Position description is under review; search committee being formed with Dr. McConnell serving as chair
  - In the interim, the Director's duties have been distributed among Colleen Roland, Theresa Cartwright, Sarah Batchelor, Derrick Isler, Belinda Patterson, and Tom McConnell
  - A Resolution of Commendation to Robin Ashley, Director of Graduate Admissions , for service to the Graduate School and East Carolina University was proposed by Chair Bob Thompson and approved by the Graduate Council

### **Resolution of Commendation**

**Robin Ashley,  
Director of Graduate Admissions  
for  
service to the Graduate School and East Carolina University**

Whereas Robin Ashley has capably led the Graduate Admission Office of East Carolina University for four years as its Director,

Whereas, Robin Ashley has made significant improvements to East Carolina University's graduate admission operations and processes during the time she has served as Director;

Whereas through Robin Ashley's leadership, the accuracy and efficiency of Graduate Admissions operations has increased;

Whereas through Robin Ashley's leadership, customer service provided to prospective students and faculty program directors has been a high priority;

Whereas with Robin Ashley's departure from East Carolina University she leaves behind a well-organized and high-functioning Graduate Admissions Office;

Therefore, be it now resolved, that the Graduate Council of East Carolina University hereby recognizes and commends Robin Ashley for her dedication and service to the Graduate School, and the students, faculty and staff of East Carolina University.

Approved by the members of the Graduate Council, January 27, 2014

Robert J. Thompson  
Chair

- c. Charge to thesis/dissertation oversight committee
  - Committee has not yet met
  - Charge by Graduate Council to define and clarify roles and responsibilities of various individuals involved in the oversight of theses and dissertations
  - Review existing definitions published current department handbooks and elsewhere and propose a set of best practices
  - Will develop recommendations for review the Graduate Council
  - The Qualtrics survey tool will be used to gather input from graduate faculty
- d. Federal gainful employment reporting requirements & graduate certificates eligible for federal aid
  - Program directors received relevant questions in the handout distributed by email for this meeting. These questions should be considered and may be necessary for future reports to the Dept of Education.
  - ECU will be required to report on student job placement for all title IV eligible certificate programs next year
  - If graduate program directors suspect a student is abusing the system, contact financial aid
- e. UNC-GA GTA training standard and reporting requirements
  - Must report on GTAs listed as instructor of record without a faculty member identified as primary instructor : each program being asked to provide a short narrative regarding how these students are trained/overall, honors, communications, oversight, and a summary of how operations are conducted in program
  - Associate deans will work with graduate program directors on report
  - Report to GA limited to 5 pages

- f. Program directors meeting – Dr. Tom McConnell
  - Calling for topics of interest for agenda of upcoming meetings
  
- g. Planning for workshops at ECU – student authored NSF Graduate Research Proposals and NSF Doctoral Dissertation Research and Improvement Grants-
  - presentation by Ernie Marshburn and Dean Gemperline Wednesday, February 10, MSC 244
  - The NSF GRFP program provides up to \$33,000 for 5 years for proposals for a senior going into a graduate program or a 1<sup>st</sup> year graduate student in any area to which NSF provides funding to graduate students
  - Success rate for students writing proposals last year was 17%
  - NSF also considers equitable distribution geographically and by discipline
  - Program directors are asked to identify talented students and help them through a series of workshops
  -
  
- 7. Old Business
  
- 8. Announcements
  - Research Week abstracts due by Feb 3
  - Thesis dissertation award nominations due by Feb 5
  - Waiting for approval by the Academic Council of the Graduate Council's December 9, 2013 curriculum and policy action items
  - It has been learned that the financial aid two-time repeat rule only applies to undergraduate courses

Meeting adjourned,  
3:46 pm EST

Respectfully submitted,  
Amy Tripp