

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
 - Because of disagreement among two members of thesis committee student became frustrated and left University without finishing thesis coursework and graduating
 - Department attempt resolve conflict among thesis members was unsuccessful

- Student feels improperly advised and would like to be granted an extension to complete thesis work
- One of the committee members is no longer with the University; the other committee member still works at the University and has agreed to serve on student's committee if granted an extension to complete thesis
- Committee member evaluated data for relevancy and currency and believes there is enough data to suffice for a master's thesis
- The Graduate Council Executive Committee recommends the student be granted an extension to defend thesis and complete/submit all thesis work by mid-July
- Student will be required to write a current literature review (course relevancy)
- Department must develop a specific plan with timelines for completion and with milestones to monitor the student progress
- Concern 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 Census Day (not on academic calendar or widely publicized), and suggestion to use same drop date (for purposes of defining "attempted") as used for undergraduate students, i.e. end of first week of classes
- Students will have to take courses other than thesis courses to raise GPA when on probation
 - Grades for thesis courses will be counted while enrolled under probation therefore restricting the length of time student's can stay in a program to complete thesis work
- 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. For Discussion: Procedures for changing from thesis to non-thesis option
 - 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

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, 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