



Graduate Council Meeting
April 7, 2008
R. J. Reynolds, Room 136
2:00 – 4:00 p.m.

Minutes

Members Present: Dr. Jinsuk Baek, Dr. Cynthia Bell, Dr.Carolynn Berry, *ex officio*, Dr. Robert Cowie, Chair, Dr. Darina Dicheva, Dr. Yolanda Edwards, Dr. Indranil Ghosh, Dr. Madu Ireh, Co-Chair, Dr. Doina Kovalik, Dr. Pedro Martinez, Provost, *ex officio*, Dr. Kal Namit, Dr. Subash Shah, Dr. Dennis Sherrod, and Dr. Sharon D. White

Non-Members Present: Dr. Jessica Bailey, SBE, Dr. Teresa Conner-Kerr, Dr. Cassandra El-Amin, Dr. Suresh Gopalan, SBE, Dr. Cynthia Jackson-Hammond, SEHP, Dr. Gohar Karami, Dr. Linda Nixon Hudson for SGSR, and Dr. Peggy Valentine, SOHS

Members Absent: Dr. Azeez Aileru, Dr. Dorothy Bethea, Dr. Adnee Bradford, Dr. Creston Dalmadge, Dr. Darlene Perez-Brown, Dr. Charles Ford, Dr. Elva Jones, Dr. Hamdy Radwan, Dr. Dionne Roberts, Dr. Sharon Sabik, Dr. Greg Taylor, Dr. Manuel Vargas for SEHP, and Dr. Edward Zajicek

Call-To-Order: 2:06 PM Graduate Council was called to order by Dr. Robert Cowie, Chair

Approval of Minutes: A motion was made and seconded (Ireh/Dicheva) to accept the minutes of the March 3, 2008 meeting. The motion to accept the minutes as published from the last meeting was passed unanimously.

Brief Reports from Graduate Program Representatives:

Dr. Carolynn Berry introduced the new Executive Assistant for the SGSR, Ms. TaShaun Long. She also announced that the 22 faculty applications received for the Research Initiative Program (RIP) Award are under review. Dr. Berry stated that the announcement will be made at the upcoming Faculty luncheon. At this time, applications for the Graduate Student of the Year award are still being accepted; further information can be found on the SGSR website.

Dr. Linda Nixon Hudson, SGSR, announced that a Recent WSSU Computer Science graduate student has attained an 'entry-level' salary over \$100,000. Dr. Hudson also mentioned that the deadline for graduate student of the year portfolios has extended to April 15, 2008. The Graduate Council will be responsible for reviewing those portfolios and determining the winner. The suggestion was made to arrange a review committee.

Dr. Shah, Faculty Senate, inquired about the status of the search for a new Graduate Dean and Dr. Valentine responded by stating that there were well over 35 applicants. The search committee will review and narrow the list down to the top candidates. Following telephone interviews, it is expected that three candidates will be interviewed on campus. The goal is to have this process completed by June.

Dr. Cynthia Bell, MSOT, announced that the Occupational Therapy Department was in the process of wrapping up the admissions for next year. Since the recruiting program has resulted in more qualified applicants than the usual ~20 seats, up to 30 spots have been extended. This will require additional faculty positions to be filled.

Dr. Sherrod, MSN, announced that the Nursing Division has 50 applicants for admission into the program. Currently the department is in the process of conducting interviews on those applicants. The department will interview for new faculty positions. At this time two faculty positions need to be filled.

Dr. Connor-Kerr, MPT, announced that 2 students have been offered early acceptance into next the cohort for 2009. The department is currently considering the adoption of a centralized national

application process to receive students. Dr. Hudson added that the Legal system has to approve such a change.

Old Business:

Implementation of Graduate Faculty Status (GFS) Applications: Procedures for GFS Application Review Committee

Dr. Cowie stated that he received six GFS applications with curriculum vitas from members of the Schools of Business and Economics. However, a procedural problem was found, the Dean did not sign the applications. There was a misunderstanding because some thought that the Dean of Graduate Studies was supposed to sign the application. Therefore, the suggestion was made for the signature line on the Application for Appointment/Renewal for Graduate Faculty Status should be changed to read "Dean of Academic School/College." A motion was made to revise the document to reflect the new signature line (Dr. Ghosh/Dr. Sherrod). The motion was carried unanimously.

Dr. Cowie also stated that if the departmental graduate faculty, program chair, or Dean of an Academic School or College does not sign off on an application, a brief explanation as to the reason for disapproval must be submitted (as stated in "Process for Approval of Graduate Faculty Status" on SGSR website). Whether approved or not, the application packet should come to the Graduate Council. During the last meeting a committee was set up to review the applications but as of now there are none completed. A number of applications should be ready by next month.

Draft Proposal for Policy on Faculty Workload: Discussion of Proposal and Changes Suggested by Grad Faculty

Dr. Ireh opened the floor for comments on the workload policy. The clean draft came from the University Faculty Senate and input from a variety of faculty members as well as from several on the Graduate Council. After a lengthy discussion, the major concern was that the maximum workload was too demanding and did not leave enough time to perform adequate research and other scholarly activities. Dr. Jackson-Hammond added that faculty members are compensated for overload in the following semester, but that overloads do not allow for the required expansion of non-teaching scholarship. Dr. Valentine suggested that a minimum course be added so as to avoid the possibility of fully "buying-out" the entire teaching load. The utility of the fourth paragraph in the draft was questioned several times and recommended to be removed to an accompanying explanatory document. The Draft document was revised as suggested and a new column to reflect the suggested minimum and maximum teaching workloads were specifically added.

Dr. Berry suggested that because we are Masters I university with expectations for expanded scholarly activity in addition to teaching, the following workloads should be listed:

WSSU Teaching Faculty	Courses Fall / Spring	Instead of
Teach only undergraduate (UG) courses	4/3	4/4
Teach only graduate (G) courses	3/2	3/3
Teach both UG and G courses	3/3	4/3

Dr. Shah added that once the revised version is sent to the Graduate Council members for review and comments, it can be read and approved within 24 hours. Dr. Cowie added that the document can be modified as also be distributed to Faculty for feedback. A motion was made for the Workload Policy to be revised as discussed (Sherrod/Bell) and the new draft circulated before it is sent to the Workload Committee of the Faculty Senate. The council approved this motion unanimously.

Policy Review of Graduate Student Grievance: Suggestions for new policy/procedures

Dr. Bell announced that the Graduate Council Appeals Committee met during March and took action on a previous appeal that was in the hearing process.

The language in the Appeal Procedure (currently in the 2007-2009 Graduate Catalog) states that the student's final recourse for appeal 'of a change in graduate status' is to submit a written petition to the

Appeals Committee of the Graduate Council through the Dean of Graduate Studies and Research. Dr. Bell also found a statement in the catalog which does not give students recourse to appeals for grade-related issues. Grades should be reviewed by the course instructor, program chair and finally, by the Academic Dean. Additionally, there was no written procedure for the GC Appeals committee to review all relevant documents in addition to the student petition, nor was there a set of times under which the appeals hearing and student notification should be completed. Suggestions were made by council on several of these issues.

The document was revised to reflect new language. A motion was entered (Kovalik/Edwards) to accept the revised changes to the GC Appeals Policy statement. The motion was approved unanimously by the Council. The appeal form will be brought to the next meeting.

New Business: Curriculum/Course Changes

Masters in Healthcare Administration (MHA)

Dr. Gopalan presented a set of Course Change Forms from the faculty in MHA that would (a) re-write the syllabi for certain courses and (b) create new courses. An MHA faculty curriculum committee was created to be distinct from the Masters in Business Administration. This committee works with the advice of Consultants in planning the new list of courses and course titles. In addition, the committee has talked to a sister school, UNC-Charlotte, in regards to courses and course descriptions.

Dr. Gopalan addressed two courses for revisions. The first course, originally titled “Business Mathematics and Statistics,” is requested to change to “Decision Analysis and Healthcare (MHA-5301).” Since the audience is Healthcare, changing the title would be more appropriate. The second course previously titled “Health Economics and Policy,” will now be offered as a graduate course called “Health Policy (MHA-6333).” To avoid confusion, the request is that the prefix for the Graduate course be changed to “MHA.” There was a motion offered to approve the course title and change in prefix (Ghosh/Dicheva). The motion carried unanimously by council.

As a second part of the proposal, Dr. Gopalan requested GC approval of a series of new courses for the MHA degree. Those courses are: Managerial Epidemiology (MHA-63XX), Healthcare Marketing (MHA-63XX), Medical Informatics (MHA-63XX), Integrative Study in Healthcare (MHA-63XX), Health Law/Biomedical Ethics (MHA-63XX), Healthcare Management Operations and Quality Outcomes (MHA-63XX), and Strategic Planning, Policy Formulation and Implementation (MHA-63XX). The teaching of some of these courses will be covered by the Faculty from the School of Health Sciences as well.

It was clarified that all the courses are required because the program consists of 45 hours and there are no electives. A motion was offered (Bell/White) to accept the MHA course change proposal as presented with that any changes in detail in the Medical Informatics course be based upon a meeting between Dr. Gopalan (MHA) and Dr. Sherrod (SOHS) to avoid duplications. The motion carried unanimously by council. The approval of the course change forms are to be signed by Dr. Cowie, GC Chair, and submitted to Dr. Hudson, SGSR, who will pass the series to the Registrar for course inclusion in the Graduate Catalog.

Masters of Arts in Teaching (MAT)

Dr. Jackson-Hammond presented a proposal to modify the MAT course offerings. The MAT program offers specializations in Middle Grade and Special Education. This proposal would realign the curriculum to meet the requirements of the state and 6 new courses were proposed. Those courses are: Intro to e-Portfolio (SPE-51XX), Special Education Portfolio (SPE-62XX), Masters of Art in Teaching Project I (EDU-63XX), and Masters of Arts in Teaching-Project II (EDU-62XX), Effective Teaching Skills and Classroom Management (EDU-54XX), and Teachers as Leaders (EDU-63XX). These courses address the competencies as required by the Department of Public Instruction.

Dr. Cowie asked for a council vote to accept the motion of approval of the proposed 6 MAT courses (Dicheva/Edwards). The council approved this motion unanimously. The approval of the course change

forms are to be signed by Dr. Cowie, GC Chair, and submitted to Dr. Hudson, SGSR, who will pass the series to the Registrar for course inclusion in the Graduate Catalog.

Masters of Nursing (MSN)

Dr. Sherrod presented a proposal to council to complete the previously approved transition to the new MSN curriculum. He requested the deletion of 9 courses from the curriculum which include: NUR 6319 APRN Seminar, NUR 6316 Primary Care of Families I, NUR 6321 Primary Care of Families II, NUR 6617 Minority Health Problems: Children, NUR 6622 Minority Health Problems: Adults & Elderly, NUR 6618 Psychiatric-Mental Health Problems in Children and Women, NUR 6623 Psychiatric Mental Health Problems in Adults and the Elderly, NUR 6234 Psychoneuropharmacology, and NUR 6944 Residency Practicum. Dr. Sherrod will resubmit this request on the correct forms. A motion was offered (Ghosh/Ireh) to have this series of courses removed as proposed. The council approved the motion unanimously. The approval of the course change forms are to be signed by Dr. Cowie, GC Chair, and submitted to Dr. Hudson, SGSR, who will pass the series to the Registrar for course inclusion in the Graduate Catalog.

Review of Change in Graduate Program Grading

It was stated that the Agenda should have read Resolution on Discontinuing the Submission of Mid-term Grades. Dr. Karami proposed that mid-term grades not be required to be submitted by faculty for graduate courses. Dr. Sherrod commented that student progress is provided at all times for Blackboard courses and for on online courses. It was resolved (Sherrod/White) that the Graduate Program Mid-term Grade/Progress Report should be exempted from being submitted for all graduate courses to the registrar, effective immediately. The resolution was carried unanimously.

Proposed Policy on Senior Citizen Admissions: Discussion of Proposal on Senior Citizen Admissions

Dr. Hudson presented a proposal to allow senior citizens to enroll in graduate courses, tuition-free, as Non-Degree Seeking students. A draft proposal was presented. Dr. Hudson announced that after conducting a survey, ECU, UNC-G, and UNC-W, do not have a limit as to how many courses a Senior citizen over 65 can take. However, discussions lead to a suggestion in keeping with current non-degree seeking student policies: to limit seniors to enrolling in **only** two courses as non-degree seeking students. A motion to accept these procedures as proposed and modified was advanced (Kovalik/Edwards). The motion carried unanimously. This information will be added to the on-line graduate catalogue.

Adjournment:

With nothing additional claiming the attention of the Council, it was moved and properly seconded (Kovalik/Edwards) to adjourn the council meeting at **4:25 pm.**

Respectfully submitted,
T. S. Long/RJC
Official Recorder