

Graduate Council
November 14, 2013
3:00 p.m.
Welty Board Room

Graduate Council Members Present: Dr. Shelia Adams, Dr. Mark Bean, Dr. Marty Brock, Dr. Lorraine Gaddis, Dr. Martin Hatton, Dr. Dan Heimmermann, Dr. Dee Larson, Dr. Irene Pintado, Tammy Prather, Dr. Bridget Pieschel for Dr. Thomas Richardson, Dr. Monica Riley, Dr. Johnnie Sue Wijewardane

Members Absent: Peppy Bidy, Dr. Sue Jolly-Smith, Dr. Scott Tollison, Joy Townsend

Dr. Hatton welcomed everyone to the meeting.

- Approval of minutes from September 12, 2013. Dr. Wijewardane noted that the name of one of new faculty for Nursing, approved in September, should be Kristi, not Katie. Dr. Larson made a motion to approve the minutes with this change. Dr. Wijewardane seconded the motion. Motion carried.
- Changes to DNP Curriculum – Dr. Johnnie Sue Wijewardane – Handouts on file
 - Dr. Wijewardane presented proposed changes to DNP curriculum. The courses presented were:
 - NU700, NU701, NU704, NU708, NU712, NU713, NU714, NU721, NU750, NU770, NU799, NU800
 - Dr. Brock made a motion to approve all proposed changes to the DNP curriculum. Dr. Riley seconded. The motion carried.
- MA in Women's Leadership
 - Dr. Hatton apologized for the council members for not having received this for review ten days in advance per policy and requested an exception. Dr. Heimmermann began the presentation of the proposed program, and Dr. Bridget Pieschel also shared information. Some items were:
 - No special administrative requirements
 - No accreditation
 - No additional faculty required
 - Library resources adequate
 - Recruitment of women into leadership
 - Proposed start date of August 2014
 - It was noted that although this is not a new program; notification only should be necessary to send to SACSCOC.
 - Dr. Riley asked if there had been conversations with other departments about specific courses listed for the new program. Dr. Pieschel said there had been individual conversations, but not with departments. Dr. Brock and Dr. Larson also had questions regarding conflicts with courses listed

in the MA in Women's Leadership and course rotations for College of Business, of one in particular is Principles of Management.

- After discussing these and other concerns, Dr. Hatton suggested that this be presented for an electronic vote. A copy of the proposal for MA in Women's Leadership Document is to be sent to all Graduate Council members. Recommendations/changes should be to be sent to Dr. Pieschel, with Karen Partain copied for records. This should be done by Noon, Thursday, November 21st. Dr. Pieschel will make changes, and Karen will distribute prior to the vote. An electronic vote will be administered the same day.
- New Graduate Studies Faculty in Education – Dr. Monica Riley
 - Those presented for approval were:
 - Crystal Hodges – Reading Literacy
 - Angela Farmer – EDL
 - Dr. Adams made a motion to approve. Dr. Brock seconded. The motion carried.
- Graduate Faculty Status and Teaching Load – Dr. Dan Heimmermann
 - Currently, there are variations across campus on how this is administered. If nothing else, this could be an equity issue. This may be something to review for a future meeting. Dr. Hatton asked for volunteers from the council to contact other peer schools to see how this might be administered. Dr. Heimmermann, Dr. Larson, and Dr. Jolly-Smith are to make these contacts.
- Graduate Enrollment Planning – Dr. Marty Hatton
 - Noel Levitz has provided suggestions to Admissions. Admissions has developed a detailed enrollment plan. This also needs to be developed for both International and Graduate Studies. A proposal will be built to present to Graduate Council. At this stage, the communication plan mirrors that of the one for undergraduate Admissions.
 - As for the status of the online application process for Graduate Studies, it is still not available. Per Rich Sobolewski, Webmaster, he is does not program into Banner and building an electronic application is proving difficult.
 - A recommendation from the recent campus visit with Ellucian is forthcoming and may provide a solution.
 - EMAS and other processing tools are already being utilized by Admissions and may provide a solution.
 - Scholarship Information – this amount does not change much, if at all, from year to year (traditionally has been approx. \$175,000; this year approx. \$185,000). Available dollars should be used to help grow

Graduate Studies, and as noted, in September's meeting, be used for recruitment of students, not awards for those already enrolled. Dr. Hatton proposed a smaller percentage (maybe 20-30%) could be used to divide among all graduate programs evenly, and the remainder should be used strategically to grow graduate programs, to help with overall graduate goals (to be developed later this year).

- More information should be available after the next Noel Levitz meeting, which is scheduled for Monday, November 18th, and Tuesday, November 19th.
- There needs to be a marketing budget for Graduate Studies to be used for recruitment. Depending on the program, approx. one new student in graduate studies equates to four new students in undergrad.
- Build a support plan for the Graduate program which can tie back to the Graduate Studies office.
- Transfer Substitution Form – Tammy Prather
 - Tammy had a copy of a transfer substitution form to be used for Graduate Studies. Several changes were recommended. These included:
 - Dr. Riley – add Dept. Chair to signatures & remove Registrar as approved signature; possibly have an “office use only” box
 - Dr. Wijewardane – allow space to list up to two courses
 - Electronic version of form
 - Tammy will make recommended changes to the form
 - Since there are other forms which have the capability to be used electronically, Dr. Hatton proposed buying Adobe Suite for Deans and Admins in Graduate Studies Programs from the Graduate Application fund. There was a consensus that this would be beneficial to have. Dr. Hatton made this in the form of a motion, and Dr. Riley seconded. The motion carried.

The meeting was adjourned.

- NOTE 1: MA in Women's Leadership – approved via electronic vote
- NOTE 2: Proposed changes to PMHNP – approved via electronic vote