

Graduate Council
October 12, 2017
Minutes

Members Present

Irene Pintado	Joy Townsend
Brian Anderson	Marty Brock
Kendall Dunkelberg	Scott Tollison
Mark Bean	Amanda Clay Powers
Teresa Hamill	Bridget Pieschel
Carey McCarter	Peppy Bidy
Marty Hatton	Lynn Dobbs

Guests: Jennifer Moore and Andrew Garner

The Graduate Council met on October 12, 2017, in the Welty Boardroom.

Integrity of Graduate Record Processes / Record Retention Policy / Scanning Records

Jennifer Moore and Andrew Garner attended the meeting to talk about what their office needs from the graduate programs in order to accurately report information to IHL. We've been cleaning up student records in Graduate Studies office, inputting GRE/GMAT test scores and prior college work and have recently completed 2016-2017. In order for them to know if a test score is missing, they will need to know which programs require them for admissions and which do not and develop a standard code for those that do not.

We will be using the same record retention policy that was established in the Registrar's Office as recommended from the AACRO review. All records of those who graduated are maintained permanently in Graduate Studies. After a student is admitted and doesn't attend for a year or more, those records may be purged. All students are required to complete the degree within six years.

The minutes of the September meeting were approved unanimously by the committee. The recommendations to the VPAA and the President were approved with one exception. The proposed MBA fee structure will require further discussion.

Faculty Credentials

The credentials for the following proposed graduate faculty members were reviewed

- Women's Leadership: Kristi DiClemente

Kristi and Chanley Rainey (recommended by Graduate Council in the September meeting) do not have terminal degrees in Women's Leadership. Justification letters indicating how their credentials are appropriate to teach particular graduate courses from the Department Chair to the Dean and then to the Provost will need to be provided. Peppy Bidy made the motion to approve Kristi DiClemente's credentials pending justification. Kendall Dunkelberg seconded and the Committee unanimously approved.

MFA Theatre:

- Giangiaco Coli
- Dory Sibley
- Taylor Hohman
- Fabio Mangolini
- Ginevra Scaglia
- Giorgio Rossi
- Sara Venuti
- Saso Vollmaier
- Andre Casaca

Graduate faculty memos from the Department Chair to the Dean and then to the Provost also will be needed for this group of proposed graduate faculty, in like fashion as is required for the two recommendations for graduate faculty in Women's Leadership. Mark Bean made the motion to approve the above listed MFA Theatre faculty members with the exception of Andre Casaca which was tabled until his CV can be translated from Italian. Joy Townsend seconded and the Committee unanimously approved.

This year we will begin the process of having graduate faculty credentials requested via memo—typically, we need those memos of support to come to Graduate Council

(similarly as support for curriculum comes through UCC). Since we've two new faculty approved in September and October for Women's Leadership and the first group of

MFA-PT this month, please send those memos directly to the Academic Affairs Office. Trish will include those memos in the faculty members' files.

The first memo is from Chair to Dean, and the Dean's memo of support should have the Chair's memo attached.

Further, any new graduate faculty member that will not be teaching in the discipline in which they are terminally degreed, or are not terminally degreed, will need justification letters from the department chair to the Dean. If approved, the Dean will write a similar memo to the Provost attaching all relevant documentation.

In the future, each year in early August, we will schedule a meeting specifically to review graduate faculty credentials for summer hires. Bringing the justification letters with the CV for recommendation will make the process smoother.

Old Business

- Fire Engine Red Training – Irene Pintado offered to do a manual for use in training and daily use in the application process. Some areas are still having issues in navigating the process and further training may be a solution.

New Business

- Program Specific Definitions of Research

The following has been submitted by the programs in response to the review of the research document submitted by Institutional Research and Advancement:

Graduate Studies: Program-Specific Definitions of Research – DRAFT

Submitted for graduate education programs:

Action Research is a disciplined process of inquiry conducted by the MEd candidates in which they select a topic/focus, identify specific perimeters, implement the research-based intervention, analyze and report results, then take further action based on their position as a reflective decision maker.

Submitted for the MPH program:

Public health problems result from complex social, economic, political, biological, genetic and environmental causes. Public health research refers to the systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge to address public health problems.

Submitted for Women's Leadership:

In the first phase (WS 500 & 501), the WS MA researchers will comprehend, analyze, and evaluate women's leadership historically and empirically through a review of literature about and by women leaders. In the second phase (WS 502 and interdisciplinary coursework) written work, oral presentations and collaborative research will exhibit a sophisticated grasp of women studies as an interdisciplinary field. In the third and final phase, WS MA thesis candidates will complete a research project which combines a sophisticated understanding of current trends and theories in women's leadership, while proposing an original practicum, learning, or training module designed to develop or enhance women's leadership skills.

Submitted for graduate nursing, both the MSN and DNP:

The Graduate Nursing Department defines research as systematic inquiry utilizing disciplined methods in order to promote quality health outcomes for either individuals, families, communities, or healthcare systems.

Submitted for graduate SLP:

The Speech-Language Pathology Graduate Program defines research as the investigation and study of scientific works which determines part of the evidence base on which clinical practice is based.

Submitted for Creative Writing:

Research in the field of Creative Writing explores literary scholarship, creative writing pedagogy, or essays and interviews on the craft of writing.

Submitted for Physical Theatre:

The MFA in Physical Theatre includes intense training in performance techniques and studies in the historical context of performance. Students conduct research to explore and to understand the influences both historical and contemporary on developing their own aesthetic which culminates in performances and a written thesis.

Submitted for the MBA:

Mark Bean made the motion to move the definitions forward along with the graduate assessment results submitted by Institutional Research & Assessment without recommendations to PIE Council for review. Kendell Dunkelberg seconded and the Committee unanimously approved.

- Graduate Tests for Admissions Purposes

The following programs do not use entrance tests for admissions purposes:

MFA Physical Theatre
MFA Creative Writing
Master of Women's Leadership
Master of Public Health
Master of Education

Master of Business Administration uses the GMAT. But if the student has not had the GMAT, they can be admitted conditionally take 9 hours of 3.0 or better and will not be required to take it.

Nursing and Speech Pathology require the GRE. Students must have a 3.5 on the analytical writing portion and the interview score must be 55 or above to be considered.

- Program Deadlines

Please send in your program's deadlines to Lisa for planning purposes.

- Program Visit Form

This form has been removed from the website. Students should have prior approval or an appointment with their particular program director before arriving on campus. However, should that occur without prior knowledge, we will try to accommodate them as best we can and Amanda Powers has graciously offered the Library as a great place to start. Programs should send Lisa cell phone numbers for this occasion and for phone calls by students seeking more information.

Our next meeting will be November 9, 2017, at 3:30 p.m. Proposals and agenda items will be due by noon November 1, 2017.