

GRADUATE COUNCIL MINUTES

October 24, 2013

The Graduate Council met at 1:30pm in 129 Himes with the following members present: Byerly (ex officio), Culross, Dow, Chance, Eades, Kelso, Lemieux, McKillop, Meng, Reeve (ex officio), Rose, and Spivey. Absent members were Day, Euba, Matthews, and Nardo.

Minutes of September 30, 2013

Minutes were approved for the September 30, 2013 meeting. Dow moved for approval, Chance seconded, and the motion was carried.

Dean's Report

Graduate Council Minutes

Graduate Council minutes are now public on the Graduate School website. If Council members notice the minutes are incorrect, please make the Graduate School aware.

Change in Scheduling Priority

The change in scheduling priority has graduate students registering as third and fourth priority. Several departments have courses that students compete to enroll in. Departments should be aware this could potentially be a problem. Many graduate students tend to wait to register, while others register quickly for the required 4000 level courses that undergraduate seniors also enroll in. Departments may decide to have internal policies to help graduate students register in these courses. Departments can manually add graduate students if enrollment numbers for the course are changed.

Reeve indicated the decision to spread out students was to not have as many students enrolling at the same time. Previously, graduating seniors, honors college students, athletes, disabled students, and graduate students were enrolling at the same time. The new policy may change if several departments see issues with graduate students enrolling during a later priority. Please contact Reeve if this becomes an overwhelming problem.

Kelso noted that first and second semester graduate students need to take 4000 level courses prior to beginning research.

3-Minute Thesis

The 3-Minute Thesis is through the SECU functional academic group which consists of deans, chancellors, and provosts of SEC universities. The competition will consist of fourteen universities. Students will give a three minute pitch on their research with power point slides. All will be invited to attend and the judges will be other graduate students. The first competition will be this spring. There will be an internal competition for different divisions (i.e. STEM, humanities, etc.). The winners will go to the SECU annual meeting for a day long competition.

Graduate Credit vs Undergraduate Credit

A large number of graduate students register for 0-30% of graduate coursework. Graduate students are required to enroll in 50% of graduate coursework. This regulation is important for students with

financial aid, federal loans, assistantships, and fellowships. Graduate students enrolling in graduate coursework is important for fourteenth class day reporting. Funding is based on the number of enrolled graduate students.

Online Degree Programs

Online degree programs have modules that do not match with semester dates; therefore, the enrollment numbers do not match the fourteenth class day reports. Online and campus graduate students are not calculated separately. The issue is that two modules together equal one semester for an online graduate student. The federal financial aid schedule differs.

Reeve noted online students are considered part-time if enrolled in 3 hours and fulltime in 6 hours. Most online students take one course per module; therefore, two modules would indicate the student was fulltime. Financial aid begins on July 1st meaning that the second summer module and first fall module would start the academic year. The second spring and first summer modules would end the academic year.

Online programs are growing. It will take about a year to get 1,000 enrolled students. The processes provided by Financial Aid and the Graduate School are manually intensive. Mainframe cannot process reports necessary for these offices. The rules and regulations for online students have not been changed.

The issue with engineering online students is that the students without an engineering background have to take prerequisites which are undergraduate courses. Construction Management may want to consider having a post baccalaureate certificate program for these students. Certificate programs are eligible for financial aid.

Administrative Approval Credentials

Faculty had to produce transcripts for degrees earned for the upcoming accreditation. Faculty and instructors of record are appointed in the HRS database which requires on file a set of degrees and transcripts. When a department submits an administrative approval request for a committee, who is not a member of the graduate faculty nor being paid by the university, the credentials are not checked by HRM. An up to date CV is required for administrative approvals.

Reeve mentioned the levels of credentials are reviewed to see what level the instructor of record is allowed to teach. The doctoral degree earned is the area in which the instructor of record may teach. Research must be kept current and reviewed during the annual report. Each course is assigned a code for each discipline. The codes must match between the course and degree earned. If it is not a match, a justification is required; an eighteen hours of graduate level coursework in that field is required to teach an undergraduate level course; or certification, expertise, publications, or research would qualify the instructor of record. An evolution of documents is required (i.e. letter from graduate school dean, copy of diploma, transcript, etc.).

Administrative approvals do not require transcripts for now, but is possible for the future.

Academic Affairs Report

The SACS accreditation report has been submitted to the review committee. Sometimes towards the end of November the university will received a report outlining some standards requiring the university

to address to be in compliance. The university will have until the beginning of January to develop new policies if necessary. Examples of how the university is doing certain policies, how to develop new processes and to provide documentation will be required.

Chairs Report

Finding dean's representatives has been an issue to find faculty willing to serve. Program Officers are meeting with department chairs and graduate advisors and discussing a report of each individual department's faculty and the times served. Department heads are now involved and can assist. Kelso mentioned serving as a dean's representative should be in the performance evaluation. The question should ask how many times were you asked to serve, how often did you serve, and how often did you say no. If every graduate faculty member served as a dean's representative, then each faculty would serve only once every two years. Over half of the graduate faculty never serves as the dean's representative.

Reeve discussed that the role of the dean's representative is to evaluate the exam is a fair process. The dean's representative does not need to be an expert in the area of research. Kelso noted that the dean's representative verifies that the student fairly earned the degree, was a fair process to both the student and committee. Byerly mentioned that the university encourages graduate faculty to experience other departments on campus by serving. Kelso indicated that a better explanation as the reasons to serve and that the times served is being tracked by the Graduate School should be given to the graduate faculty members. The Graduate School is happy to have the committee recommend faculty members to serve as the dean's representative. After contacting several faculty members, the department is contacted for recommendations.

New Business

Counselor Education Program Modifications

Due to licensure and accreditation recommendations, the department is requesting the following required changes to be approved:

- Move the current M.A. in Education (specialization in Community Counseling) to the M.Ed. in Guidance
- Change the degree name for the M.Ed. in Guidance to the M.Ed. in Counseling
- Change the number of required hours from 48 to 60 hours
- Change the two program specialization names to School Counseling and Clinical Mental Health Counseling

Culross motioned to approve, Lemieux seconded, and changes were approved.

Executive Session

Standing Committee Reports

Promotion and Tenure Committee: Nominations should be sent to the committee soon. The nominations go to OAA after committee submits recommendations through the Graduate School Dean.

Graduate Faculty: No report.

Awards Committee: No report.

The meeting adjourned.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:



Gary Byerly, Dean Graduate School