



Graduate Council

Minutes —Thursday, August 16, 2018, 3:00 p.m.
Academic Affairs Conference Room WAB 227

Members Present: Nancy Hulan (for Martha Day), Carl Dick, Alex Lebedinsky, Richard Dressler, Evie Main (for Laurie Branstetter), Carl Myers (for Sarah Ochs), Dominic Lanphier, Kristin Wilson, Diane Lickenbrock, Lance Hahn, Wes Berry, Kristie Guffey, Cheryl Davis

Members Absent: Leyla Zhuhadar, Evelyn Thrasher, Marko Dumancic, Evie Oregon

Guests: Colette Chelf, Scott Gordon, Laura Burchfield, Merrall Price, Michelle Trawick, Cate Webb, Drew McMichael, Danita Kelley

1. Call to Order ***Carl Dick**
2. Consideration of May 10, 2018 minutes (Appendix A) ***Wilson/Guffey; approved**
3. Opening remarks, review of Graduate Council bylaws and responsibilities, committee responsibilities and membership
***Carl Dick thanks everyone for being proactive in shared governance. The Graduate Council is down three voting members due to the elimination of University College. Kristin Wilson via the Policy Committee and Kirk Atkinson as the Senate Chair will be revisiting the Senate Charter/Council Bylaws. The Graduate Council Bylaws are posted online. Jessica Steenbergen populated the Graduate Council website with agendas, minutes, schedules, and deadlines for research grants. We need updated membership lists and committee's membership lists. The Graduate Council guidelines are there and are essentially an expansion of what is in the Senate Charter. It outlines our scope and charge. It also describes the Graduate Council committees. Executive Committee includes Carl Dick, Ann Ferrell as Vice Chair, Dominic Lanphier and Wes Berry as co-chairs of the Research Committee, Kristie is the chair of the Curriculum Committee, and Kristin Wilson is chair of the Policy Committee. Carl stated they would officially be elected as chairs at the end of the meeting.**
***Kristie Guffey said the Curriculum Committee reviews any graduate program or curriculum proposals. They are charged with asking questions, making modifications, and moving them forward to Senate.**
***Wes Berry explains the Research Committee reviews research grant proposals. Last year they reviewed 46 or 47, interviewed the students, and awarded just shy of \$100,000. Carl announces that Wes compiled all the grants from last academic year. They are now posted on the Graduate School website.**
***Kristin Wilson explains the Policy Committee looks at policy changes. They suggest changes to bylaws, senate charter policies, and other things. This year they will focus on trying to update the senate charter regarding the colleges and committee memberships**

*Carl Dick asked the body to vote by acclimation regarding the membership of those committees.

Curriculum: Kristie, Richard, Ann, and Martha

Research: Wes, Dominic, Diane, and Sarah

Policy: Kristin, Carl, and Laurie

The committee members are approved by the Graduate Council.

4. Graduate Enrollment Report (Appendix B)

*Dr. Gordon explains this is a report based on institutional research data that we extract out. We compare ourselves at a similar point from last year. We also look at the data over the past five years. We are up 89 students when compared to the same time last year. We do see on the horizon a potential drop in international students. There was significant drop (96 students out of 300) in international students from Fall 2016 – Fall 2017. We are already seeing a deficit this year of international students compared to where we were last year. International student enrollment primarily happens the week before class starts, the first week of class, and the week after that. We are already heading into that critical period with a deficit. It stands to reason that we will see a drop again. These numbers includes all full time and part time students. We are up in full time students by a slight amount. *Price asked why some students are still showing under University College. *Gordon explains that that is how institutional research had them in the system. IT must move each program from University College. Additionally, the enrollment data will go under a new program name after a name change.

5. Report from Graduate Council Executive Committee

a. Graduate Council Membership (Appendix C)

*Carl notes that there are some vacancies in the Graduate Council. He mentions that there are usually graduate students from each college represented. There is some interest; however, the students have not been identified yet. Dennis George appointed Evie Oregon for CHHS. SGA is in the process of selecting a representative. Dr. Corinne Murphy is standing in for the College of Education.

*There are still a lot of question regarding the RAMP model. Dean Davis explains that Graduate School funding will be based on headcount. *Webb asked if is taking full time or part time students into account. *Trawick said she believes it is fulltime equivalent. *Colette explains that 9-15 hours is a full time graduate student. The specific number of hours the model will use to calculate enrollment is yet to be determined.

*Carl Dick discussed the upcoming internal program review. The criteria are still being determined by the Provost. The program evaluation is for internal purposes only. * Price stated all programs must be evaluated by January 15, 2019. There will be a moratorium in place during the evaluation with exceptions for critical updates. People will be discouraged from making significant changes until we receive the results of the evaluations. There will not be new programs unless there is a critical need. *Wilson inquired about who would make the final call. *Price said it would be good if changes

were stopped at the departmental level. *Webb thinks changes already submitted should be processed. *Carl Dick believes it would be useful to have policy in writing.

6. Report from Dean of the Graduate School

*Dean Davis expressed her appreciation of the Graduate School Staff's support during her transition to Interim Dean. Davis describes how she also appreciates the faculty who step up and serve on committees like The Graduate Council

*Gordon informed the council that The Graduate School has purchased a new product called Slate. It will eventually replace our admission application. The advantage is the new application can be customized. Documents will be able to be submitted to this system. It should make the application process easier for applicants and application reviewers. The CRM (Customer Relationship Management) element that allows it to be a recruitment piece as well. There is a 12-18 month implementation period. We hope it to have positive effect on admissions and enrollment.

*Dressler, Hahn, Dick, and Chelf discussed the program of study. The electronic program of study is off the table due to the IT cuts earlier this year.

*Davis reviews where Graduate Programs are mentioned in the strategic plan. There is a lot of languages about students without differentiating between undergraduate and graduate. The diversity goal specifically mentions the graduate students. The base line value is 11.5% and 10 year goal of 13.7% of increasing fall graduate enrollment of underrepresented minority students. Also, another goal is to increase the number of degrees awarded that require a thesis. *Davis expresses her hope that everyone on the council will be a vocal advocate for how these goals are supported by the new budget model. Davis stated the plan was on the board of regents agenda. There was discussion on the drafts vs final version of the plan.

*The future of The Graduate School Dean position is yet to be determined.

*Davis has an office in the Graduate School and in Research.

*Davis reminded everyone of the Graduate School Orientation on August 22nd. *Dressler asked if the Orientation would be recorded. *Davis agreed it would be beneficial to have it recorded. *Everyone was invited to attend the Graduate Reception on August 23rd.

*Dr. Davis assured everyone that the Office of Research and Creativity can supplement the research budget again this year. They will be able to give a good number of research awards again this year.

7. Public Comments

*Danita Kelley asked how student representatives are determined. *Carl said he would follow up with the College Deans.

*Berry said the fall and spring grant deadlines have moved back three weeks. *Carl Dick said there will be a statement that states the college or department might require you to submit it earlier than the deadline.

*Davis mentioned she can also fund the Q-TAG (Quick Turn-around Grants). They do not know if FUSE will be funded. She explained it will depend on how the Office of Research is funded. It is a strategic decision as to whether the Office of Research will continue to receive the funds that would be necessary to provide the internal grant program. The Office of Research and Creativity will not be receiving any of the F&A from Grants. It will go 100% to the colleges. Currently the Office of Research and Creative Activity receives F&A dollars to provide for personnel and programs to re-invest into research. The new budget model is listed as a support services unit like the Graduate School. It is to be determined if the current money being expended will be budgeted to the Office of Research.

*The budget for the Graduate School is based on the Graduate School FY17 and FY18 actual expenditures. Huron said the allocated funds for Graduate Assistantships will already be dispersed to the colleges. The allocations will be based on what Graduate Assistantships are currently funding. *Wilson mentioned seeing these plans in writing would be helpful in order to give/receive faculty input. There was group discussion on how it would be best to give input on the developing budget model. *Carl Dick and Dean Davis suggested giving recommendations to your representatives on the committee. *Trawick shared that WKU has a few unique aspects that Huron has to work through.

8. Break into Committee Meetings – Election of Committee Chairs

9. Announcements & Adjourn

*Hahn/Guffey; adjourned