



Graduate Council

Minutes - Thursday, September 13, 2018, 3:00 p.m.
Academic Affairs Conference Room WAB 227

Members Present: Lance Hahn, Leyla Zhuhadar, Alex Lebedinsky, Jacob Applin, Kristin Wilson, Martha Day, Sarah E. Ochs, Skyler Green, Carl Dick, Dominic Lanphier, Diane Marie Lickenbrock, Nicholas Wheeler, Wes Berry, Ann Ferrell, Marko Dumancic, Eleanor Miller, Maire Blankenship (for Laurie Branstetter), Richard Dressler, Evie Oregon, Lauren Stevens, Kristie Guffey, Cheryl Davis, Emily Anne Pride

Members Absent: Evelyn Thrasher

Guests: Merrill Price, Cathleen Webb, Alison Langdon, Colette Chelf, Rheanna Plemons, Laura Burchfield, Danita Kelley

1. Call to Order ***Carl Dick**
2. Introduction and remarks by Dr. Terry Ballman, WKU Provost
 - *Ballman began by saying she is thrilled to be here at Western. She announced an RFP has been sent for the new Graduate School Dean. They hope a job description will be launched by October.**
 - *Metrics for the Graduate programs have not been set. Ballman thinks this body would be helpful in doing that. *Carl Dick mentioned the executive committee discussed metrics including the number of students per program, number of thesis, and other metrics that are not easily captured.**
 - *Discussion ensued regarding how metrics could be reported going forward.**
 - *Ferrell asked Ballman what the procedure should be for offering suggestions. Ballman said there is no procedure yet. *Wilson asked if this is regarding the program evaluations and/or the Strategic Plan. Ballman said the program evaluations are done in the departments. Thus, your input would be in whatever roll you play in the department.**
 - *Carl Dick asked if there was a specific funding model to support graduate student research.**
 - *Ballman does not have a specific model selected. *Price mentioned it is not clear how research will be reflected in the new model. *Discussion ensued regarding Graduate Assistantship funding and differences between programs/universities.**
 - *Carl Dick asked if the evaluation is going to result in a reduction to programs/courses/faculty lines.**
 - *Ballman said it is an initiative we are mandated to do. She hopes the departments will look at their critical numbers and make realistic recommendations. There is no number that has been assigned. There could even be new programs that are identified that should be developed. The departments will be given the data they need regarding productivity. It will then go to the college and onto a committee (to be determined). The committee will have faculty representation. January 15 is the deadline for department recommendations, February 15 deadline for the college**

recommendations, and then go to the committee by April 1. Her hope is that many of the people teaching in non-sustainable programs will be able to teach other things. *Price added that just because a program is not sustainable does not mean the discipline isn't.

*There was discussion on the moratorium during the evaluation and the wave of changes that could come in April/May for program changes. *Chelf asked if proposed program suspensions will go through faculty governance or be decided in the Provost Office. *Ballman said that her office has the authority to make those decisions.

*Carl Dick asked when the search committee would be formed for the Graduate Dean search. *Ballman said the search will be through a search firm to help enhance the pool of candidates. The search firm has not yet been identified. *Carl Dick thanked Dr. Ballman before she departed.

*Carl Dick said the executive committee will discuss the process of making recommendations to Dr. Ballman.

3. Consideration of May 10, 2018 minutes (Appendix A)

*Kristen/Guffey; approved

4. Graduate Enrollment Report (Appendix B)

*Davis said the drop is predominantly international students. She said this drop is being seen everywhere. *Webb said that the report does put together full-time and part-time students. She said the departments should look at both the full-time and part-time separately. *Chelf said jump students are not reflected in this report. There is no continuous enrollment policy so the report only reflects currently enrolled students. It is unduplicated numbers between masters and certificates.

5. Committee Reports

a. Policy Committee: No report

*Wilson said the Senate might update the charter themselves to reflect the new graduate council numbers.

b. Research Committee: No report

*Berry said the first deadline is September 21, 2018.

c. Curriculum Committee: Kristie Guffey (Appendix C)

*Guffey announced that there are three course changes. The courses are going from a 400 level G classification to a 500 level classification. They had a friendly recommendation and they were approved by the committee. The 112 counselor education is a suspension of a program. The last is a program amendment for a Rank 1 for those who already have their masters. It says there will be concentration but none are listed. *Wilson/Hahn makes a motion to pull that off the consent agenda; approved. *Guffey makes a motion to approve the curriculum report as amended.

*There was discussion regarding the elimination of G courses. *Kelley mentioned that G courses have always been Graduate courses. *Carl Dick makes a motion to approve the three bundled courses and program suspension; approved. *Wilson makes a motion to send the Rank One back to Curriculum; approved.

6. Updated Graduate Council Membership List (Appendix D)

*Carl Dick announced the Graduate Council is at full representation. He introduced the student representatives, SGA representative, and a new appointee. He requested they consider serving on one of the three committees.

7. Report from Dean of the Graduate School: Cheryl Davis

*Davis welcomed the student representatives and new appointees.

*The Graduate School Information Session for program coordinators/advisors is coming up. It will be at DSU 2081 on October 16th 2:30-4:30.

*The first round of travel applications have been processed. We will be funding twelve this first round. There are four rounds in total. The budget is $\$15,300/4 = 3,950$ per round. We hope to find additional resources. The first round we awarded was \$3,750. The travel for the purpose of presenting your scholarly work is the travel grant process. The student must be presenting. They do request a match from the dean or departmental office.

*Davis announced the research grant budget is at least \$60,000. *Wilson said students can go on the graduate school webpage for the specific requirements. *Wes said the maximum is \$3,000.

*Davis met with Robin Taylor and Stacy Biggs to discuss marketing/branding. They are going to help the Graduate School to promote graduate programs in social media. Davis requested the departments include us in any student success announcements. Please send all information you want to include us in the graduate.school@wku.edu.

*Chelf announced that catalog will be published by first thing in the morning.

*Zuhadar suggested sending student packages out like other universities.

*Webb announced the Academy of Sciences would be a great opportunity for recruitment on November 2-3.

*Hahn asked if Davis knows anything else about the hiring process for the new Graduate Dean.

*Davis said there will be a search firm for the dean search. *Carl Dick suggested that people who have an understanding of the Dean's position speak to the Provost. He also suggested someone from the Graduate School office be included on the search committee. *Wilson recommend someone from Graduate Council being on the committee as well. *Chelf said that people who have served in the roll would provide a wealth of information.

8. Public Comments

*Carl Dick announced Merrill Price has been the point person on the evaluation process. *Price said she is the point of contact regarding the curriculum freeze part of the evaluation. There are four

general exception to the freeze. The exceptions are pressing/immediate opportunity, need for student accommodation, external mandates, or changes due to internal changes (re-organization). If you have an item that has already made it to college curriculum – it is fine. She will talk things through with people who have a program that does not obviously fall under one of those exceptions. Ultimately, the graduate curriculum committee and this body will have final say. They don't want people to be making a ton of changes during the evaluation. *Carl Dick asked who was responsible for ceasing development. *Price suggests people at the department level contact her. The Provost would prefer it stop at the departmental level. *Webb noted that Ogden made the decision to let it sit at the college curriculum level.

9. Announcements & Adjourn

*Hahn/Wilson; adjourn