



Graduate Council  
MINUTES—August 25, 2016  
Academic Affairs Conference WAB 239

Members Present: Ron Mitchell, Kristin Wilson, Marge Maxwell, Andrew Rosa, Leyla Zhuhadar, Kirk Atkinson, Eric Reed, Shannon Vaughan, Amy Cappiccie, Wes Berry, Chris Groves, Lance Hahn, Eve Main, Carl Dick, Carla Beu.

Members Absent: Brittany McNear, Pamela Jones, Steve Wells, Carl Myers, Laurie Branstetter.

Guests: Kate Webb, Danita Kelley, Sylvia Gaiko, Colette Chelf, Laura Upchurch, John Baker, Kurt Neelly, Janet Applin.

1. Call to Order
2. Consideration of May 12, 2015 minutes  
Maxwell/Main, motion to approve; passed
3. New Business
  - a. Committee Membership, Election of Chairs, and meeting schedules  
Vaughan call for volunteers for committee membership.
    - i. Program and Curriculum -- Kirk Atkinson, Marge Maxwell, Amy Cappiccie, Chris Groves, & Andrew Rosa volunteered; Dorteia Browder (absent, proxy for Reed) nominated by Reed. Wilson/Dick, motion to approve all; passed.
    - ii. Policy -- Kristin Wilson, Carl Dick, & Ron Mitchell volunteered; Leyla Zhuhadar nominated Steve Wells (absent). Atkinson/Cappiccie, motion to approve all; passed.
    - iii. Research -- Lance Hahn, Wes Berry, Eve Main, & Leyla Zhuhadar volunteered. Dick/Wilson, motion to approve all; passed.
  - b. Student Representatives, Senate Representative, Alternates, Proxies
4. Report from Dean of the Graduate School (distributed & attached)
  - a. Enrollment
  - b. Search for New Dean
  - c. Graduate Faculty Report (distributed & attached)  
Hahn/Cappiccie motion to approve; passed.
5. Announcements & Adjourn  
Wilson/Cappiccie, motion to adjourn.

**1. Graduate School Budget:** In the FY 17-18 budget, the Graduate School will need to absorb a cut of approximately \$50K. This cut will not be implemented until next year's budget. It is likely that this cut will be funded from money in the Graduate School's operating budget and will not impact graduate assistantship allocations to colleges in FY 17-18.

**2. Graduate School Dean Search:** The Provost has indicated that the search for a permanent Dean of the Graduate School will get underway shortly, and will be an internal search. The Provost's Office is working on a draft position description and putting together a search committee. Optimists say that the search will be concluded by October or November, and the new Dean will be appointed to start in January 2017.

**3. Graduate School Staff Update:** The following staffing changes have occurred or will occur shortly at the Graduate School.

- Manager, Graduate Enrollment and Retention: **Scott Gordon** has been appointed to this position as a permanent staff member
- Office Associate: Our new Office Associate is **Laura Burchfield**. Annette Stratton has taken a job with the Chancellor of the Glasgow Campus, Sally Ray.
- International Transcript Evaluator/Recruiter: This position will be hired in the coming weeks.

**4. Enrollment Update:** Enrollments for the fall semester are steady, compared to this time last year. As of August 22, the graduate enrollment totaled 2,253 students, down 2 students from this time last year.

**5. India Pilot Project Stats:** As of August 24, 14 students from the IPP have registered for classes in the fall 2106 semester. A total of 23 IPP students are eligible to register for courses and may do so in the coming days. The Graduate School will present a report on the IPP to the Graduate Council in September.

**6. International Students: Conditional Admission and "Pathways" Programs:** The structured conditional admission arrangements for international students that the Graduate School had begun developing last year are now null and void. In mid-July, the Federal government changed the student visa rules in ways that make it impossible for WKU to issue Form I-20 (permission to a foreign student to apply for a student visa) to international students who are admitted to the university via the conditional admission process. The Graduate School informed program directors and department heads that conditional admission of international students to graduate programs will be halted, since those students cannot apply for student visas. In the wake of these developments, two related issues are likely to appear the Graduate Council's agenda this year:

- "Pathways" Pre-Master's Programs. It is possible to admit students directly and unconditionally to a pre-master's program, with the expectation that upon successful completion of such a non-degree program, the student will be admitted directly and unconditionally into a degree-granting master's program. Generally, pre-master's programs have different – less stringent – admission standards and are designed to prepare underprepared graduate students to enter into a master's program. Several programs have expressed interest in developing pre-master's programs. The Provost and I agree that proposals for such programs should be reviewed via the graduate curriculum process. The Provost has asked me to put together a committee of faculty to act as an oversight and liaison body for any "Pathways" programs that are established.
- Conditional Admission for Non-Resident International Graduate Students: Admitting international students to a degree program is an academic decision-making process that is distinct from the process of applying for a student visa. In theory, international students could be conditionally admitted to programs and engage in coursework remotely, in their home countries, without ever applying for a visa.

Some reflection and guidance about how best (if at all) to move forward with conditional admission of international graduate students is needed.

**7. Policy Review Items.** These are some policies I'd like to see the Graduate Council review.

- "In Progress" (IP) Grade Policy: The Graduate School and several faculty members have requested that the Graduate Council revisit the policy on IP Grades. The current policy states that IP grades that are more than one year old will automatically "roll over" to F. This timeline may be too short. Kelly Madole (PSYS) as drafted a proposed policy and submitted it to the Chair of the Graduate Council for consideration.
- Graduate Faculty Status: The revised policy on graduate faculty status has not yet received final approval. It is a good step forward but leaves a couple question unanswered:
  1. *How exactly might graduate faculty status be taken away from a faculty member?* The policy implies that the same chain-of-command approval process followed to confer graduate faculty status will be followed to revoke a graduate faculty member's status. This should be added to the Faculty Handbook.
  2. *Administering the Policy:* The Graduate School is responsible for administering the new policy, once it is approved. We have developed a simplified appointment process. The process makes tenure-eligible appointments permanent (per annual evaluation) and places an "expiration of appointment" date (a maximum of three years) on other graduate faculty appointments.
- Conditional Admission: Currently, there are no explicit guidelines or rules governing conditional admission of graduate students. The Graduate School will propose some guidelines for the Graduate Council's consideration.
- Maintain Matriculation: The Graduate School requires that students be enrolled in the university ("maintain matriculation") in order to be conferred a degree. This rule is widely ignored by students and faculty advisors, and is not enforced by the university, except in certain circumstances, such as when a student holds a graduate assistantship in the summer. The Graduate School will propose a new policy for your consideration.

**8. Curriculum Workflow Update:** In order to allow time to work through possible glitches, the introduction of the new electronic curriculum workflow will take place in December, instead of August. After the fall 2016 semester, all course proposal forms will be processed using the new "curriculum workflow" software. The implementation of the new workflow will result in a curriculum proposal process that is electronic, entirely online, and integrated into our BANNER system. Colette Chelf has spearheaded this laudable initiative and can answer questions that you may have.

**9. Catalog Update:** The 2016-17 Graduate Catalog publication has been delayed due to last-minute changes in Judicial Affairs. The Catalog will be published next week.

**10. Distinguished Minority Fellows Program:** The Graduate School has appointed Dr. Gregory Ellis-Griffith in the Public Health Department to serve as the Coordinator for the Distinguished Minority Fellows Program (DMF), formerly known as the Minority Assistantship Program. Dr. Ellis-Griffith will provide leadership for the DMF, develop a mission statement and strategic plan, and offer mentorship and guidance to DMF award recipients.

**11. Other Information Items:**

- Orientation and Opening Reception a Success: Approximately 125 students participated in the Graduate School Orientation, and approximately 250 faculty, staff, and students attended the GS Reception.
- Graduate School Tailgating: GS will host a tailgating tent with food and drink before the first home football game on Thursday, Sept. 1, 4:30-6:30, in the Schneider Hall Lawn off Avenue of Champions.

## GRADUATE FACULTY REPORT – August 2016

### Regular

<u>Name</u>	<u>Department</u>
Clark, Daniel	Mathematics
Dedas, Michael	Art
Ding, Xiuhua	Public Health
Gani, M. Royhan	Geography & Geology
Groce, Stephen	Sociology
Hunt-Shepherd, Jan	Public Health
Johnson, Jarrett	Biology
Kanan, James	Sociology
Lovell, Donielle	Sociology
McElroy, Douglas	Biology
Onyekwuluje, Anne	Sociology
Srivastava, Ajay	Biology
Trojan, Carrie	Sociology

### Associate

<u>Name</u>	<u>Department</u>
Hill, Lawrence	Chemistry
Hopson, Cheryl	Diversity and Community Studies
Margarella, Erin	School of Teacher Education
Orooji, Fatemeh	Architectural & Manufacturing Sciences
Weiler, Brian	Communication Sciences and Disorders

### Temporary

<u>Name</u>	<u>Department</u>
Bundy, Myra	Psychology
Christ, Alice	Art
Fulton, Christopher	Art
Herman, Matthew	Music
Hey, Donna	Kinesiology, Recreation & Sport
Lawani, Uyi	Management
Maloney, Doreen	Art
Monroe, Jerry	Biology
Super, Daniel	School of Teacher Education
Zimmerman, Jeffrey	Organizational Leadership

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**Adjunct**

<u>Name</u>	<u>Department</u>
Bruce, LeAnn	Social Work
Dunkelberger, Jodie	Nursing
Eaves, Mindy	Social Work
Ekhtator, Keith	Social Work
Escobar-Ratliff, Laura	Social Work
Garmon, Ricky	Social Work
Haggard, Kevin	Social Work
Kazeem, Aramide	Sociology
Lile, Benny	Education, Administration, Leadership & Research
Loughrin, John	Chemistry
McClellan, Vivian	Nursing
Roeder, Misty	Social Work
Seelig, Dayna	Public Health
Shelton, Gwendolyn	Social Work
Shutt, Amy	Education, Administration, Leadership & Research
Silva, Philip	Chemistry
Thomas, Autumn	Social Work
Wall, Jamie	Social Work