



Minutes—February 11<sup>th</sup>, 2016  
Meeting Time-3:00 pm  
Academic Affairs Conference RM 239

**Members Present:** Marge Maxwell, Kristin Wilson, Amy Cappiccie, Eve Main, Kirk Atkinson, Carl Dick, Lance Hahn, Beth Plummer, Angie Jerome, Shannon Vaughan, Richard Dressler, Eric Reed, Laura Brigman, John Hay

**Members Absent:** Carl Myers, Steve Wells, Chris Groves, Molly Kerby, Ron Mitchell, Andrew Rosa

**Guests Present:** Colette Chelf, Laura Upchurch, Scott Gordon, Danita Kelley, Merrall Price, Tiffany Robinson, Melissa Davis, Sylvia Gaiko, Andrew McMichael, Bob Hatfield

Meeting presided by Chair Kurt Neelly.

- I. Call to Order, 3:00.
- II. Consideration of January 21st, 2016 minutes: \*Hahn requested an amendment be made to the January 2016 minutes that will state the straw poll was not unanimous concerning the Graduate Dean search being a swift search. \*January minutes approved.
- III. Committee Reports
  - a. Curriculum Committee; Report Included, Discussion  
\*Maxwell stated that the curriculum committee met on February 2<sup>nd</sup>, 2016, all items were passed, a course being deleted and several course revisions, 2 new courses and 1 new certificate program. Maxwell asked if the council was in favor or if items needed to be pulled to for discussion; no discussion; \*Hahn made motion to approve curriculum committee report; passed.
  - b. Student Research Grants Committee: No report included, Discussion  
\*Neelly stated that he emailed the Student Research Grants committee report to the council members; \*Hahn stated that there were 7 applicants, one applicant was not able to attend due to being out of the country, that student is listed as To Be Determined on the report; due to limited funds, only 2 people received 100% funding; committee awarded approximately \$7000 with the exception of the To Be Determined student; funds remaining to be awarded at the April meeting will be approximately \$7000; committee will give Dr. Hahn questions for student that is TBD and he will make a suggestion on funding; no questions or comments; \*Atkinson/Maxwell motion to approve report; passed.  
\*Hahn stated that during the last meeting the grants committee changed their protocol and the applicants for April will use the new application style; the changes have not been made to the website but work is being done to make the changes soon; requested that students applying for research grants contact him if they have questions or need

assistance; Chelf questioned if Shonda Hopper had been contacted to update the form on the Graduate School website; Hahn replied that he had sent two emails to graduate student research grants email informing them of the change.

c. Policy Committee: Report included, Discussion

\*Wilson stated the policy committee had one item for discussion, a revision to the transfer credit policy; proposed change should be taken back to college and programs and reviewed; will vote on the changes next month; Brigman questioned if time limit for degree completion has been omitted entirely; Jerome stated the time limitation was eliminated because this is a policy elsewhere; Vaughan concerned that multiple certificates would be awarded without having significantly different course changes; Wilson stated that certificates have workplace and industry value and makes students more competitive;

\*Wilson also stated that an Academic Affairs policy describes Graduate Faculty Status, "...as recommended by the Graduate Council." Graduate Council has purview over the faculty handbook, but not the Provost policy, so the policy committee has suggested an amendment for the Academic Affairs policy to agree with the proposal sent to the Faculty Handbook committee of Senate; the Provost can choose to change the Academic Affairs policy to match the Faculty Handbook or not.

IV. Report from Chair Kurt Neelly:

\*Neelly requested motion to approve Graduate Faculty Report with corrected date; Jerome/Main motion to approve; passed.

\*Executive Committee of the council along with two at-large members and Dr. Reed met and discussed the Graduate School Dean position; committee questioned whether the Dean position should be merged with Vice President of Academic Research and Creative Activities; no one from the committee supported merging the two positions; no reports from the Provost or any information that combining the two positions are supported; Executive Committee will request that the two positions remain separate; committee will meet again in two weeks; a previous job description for the Graduate School Dean was reviewed at the meeting and recommendations were made to the Provost to edit some of the wording of the Graduate School Dean qualifications; agreed that Graduate School Dean needs to increase the profile and awareness of what the Graduate School does on campus; committee would like to have input when various topics across campus impact the Graduate Faculty and Graduate Students; Reed agrees that raising the profile of graduate affairs on campus is very important and the new Graduate School Dean needs to have some leadership in that; Neelly stated that he and Dr. Reed will be meeting with Provost Lee to voice the council's concerns and perspectives in regards to hiring a Graduate School Dean and the possibility of postponing the search; Chelf commented that even the possibility of delaying the Dean search is a reflection of the low status of graduate education and the Graduate School on campus; postponing the search implies low importance level or lack of needed leadership; postponing any other Dean search position for over a year would not be an option; \*Neelly stated that the committee also discussed utilizing resources on campus to consolidate services in the Graduate School; he reviewed the qualifications for the Graduate School Dean with the council and a copy of the job description will be emailed to the council members.

V. Report from Dean

\*Reed informed council that he would welcome discussion with any candidates who are interested in the Graduate School Dean position; announcement made about the Graduate Program Coordinators event on February 24<sup>th</sup>, 2016; results of the straw poll regarding the Dean search were relayed to Provost Lee; Colette Chelf, Scott Gordon and Dr. Reed have been

meeting with various programs to discuss replacing Navitas pathways program with a model to conditionally admit students to a particular program; different from Navitas as students will be admitted to WKU directly; Dr. Reed and Scott Gordon have been working a recruiting strategy which has been circulated to the college deans; the budget next fiscal year for recruitment and retention is around \$60,000; budget for recruitment this year is the carry forward and leftover operating budget which is over \$10,000 which can be used from now until June 30<sup>th</sup>, 2016;

- \*Wilson questioned if a Director of Pathways was hired and what is their responsibility going forward; Reed clarified this position is in IEM and will be undergraduate pathways similar to Navitas; no pathways program will exist at the graduate level, however, the agreements with the programs may be called something similar to pathways so it is easier for the international students understand; the program agreements will include a standardized first semester curriculum based on conditional admission;
- \*Reed would like the council to consider eliminating the college reader approval for thesis publication; consider future submitted thesis may need editing and Graduate School will send directly back to student and committee; Carl Dick indicated that Ogden College has not had a college reader for several terms and has not had any problems; the student and advisor/or committee member has the responsibility of reviewing and editing a thesis;
- \*Hahn questioned if Saudi government has changed policy regarding students attending college in United States; if so, what impact will this have on WKU and what is the Saudi enrollment at WKU; Reed indicated he didn't know the number of the graduate Saudi students but he too read a report of the top 100 universities and top 100 programs in America that Saudi students must attend to be funded; Scott Gordon reported Saudi enrollment for graduate students is 15;
- \*Reed indicated overall enrollment in the Graduate School is up 160 students;
- \*Neelly asked for the final numbers for India Pilot Project; Reed reported 48 in Computer Science, 8 in Engineering Technology Management, and 1 in Geology;

VI. Public Comments-No comments.

\*Hay indicated SGA committee will meet in the next few weeks to discuss state budget cuts.

VII. Announcements & Adjourn

\*Neelly indicated that the March Graduate Council meeting is scheduled during Spring Break, so meeting will be moved to March 17<sup>th</sup> at 2:00 p.m.

\*Motion to adjourn, Jerome/Main.