



Minutes—August 20, 2015  
3:00 pm - Academic Affairs Conference RM 239

**Members Present:** Marge Maxwell, Carl Myers, Kristin Wilson, Laura Bland (for Amy Cappiccie), Eve Main, Kurt Neely, Kirk Atkinson, Leyla Zhuhadar, Steve Wells, Cheryl Davis, Chris Groves, Steve O’Conner (for Lance Hahn), Eric Reed, Angie Jerome, Shannon Vaughan, Andrew Rosa, Carl Fox

**Members Absent:** Amy Cappiccie, Lance Hahn, Molly Kirby, Ron Mitchell

**Guests Present:** Colette Chelf, Julie Harris, Laura Upchurch, Scott Gordon, Danita Kelley, Janet Applin, Cathleen Webb, Bob Hatfield, Tiffany Robinson, Melissa Davis, Andrea Paganelli, Sylvia Gaiko

Meeting presided by Chair Kurt Neelly.

I. Call to Order

\*Neelly requested introductions of members and guests; Neelly reviewed Graduate Council Guidelines approved at May 2015 meeting and reiterated that Graduate Council is now a standing committee of the Senate. Fox clarified that Graduate Council does not report to the Graduate School but rather to the University Senate. Chelf clarified that alternates have not been elected, but rather Graduate Council Guidelines state that if Graduate Council members are unable to attend they may select an alternate graduate faculty member from their college or graduate student respectively, to attend and proxy their vote.

II. Consideration of May 14, 2015 minutes \*Reed/Jerome motion approve; passed

III. New Business

a. Committee Membership, Election of Chairs, and meeting schedules

i. Program and Curriculum

\*Neelly stated Curriculum committee will review graduate program and curriculum proposals and make recommendations; committee will need to define deadlines for colleges; committees will submit reports to the Graduate Council for consideration; reports should be sent to the chair, Kurt Neelly at [graduate.council@wku.edu](mailto:graduate.council@wku.edu); committee chairs will be elected at each committees’ first meeting.

Marge Maxwell (CEBS), Amy Cappiccie (CHHS), Kirk Atkinson (GFCB), Eric Reed (PCAL), and Andrew Rosa (UC) volunteered to serve. Marge Maxwell is teaching at Harlaxton for the fall 2015 term and will be represented at both the Council meetings and on this committee by Andrea Paganelli until the spring term.

ii. Policy

\*Neelly stated Policy Committee shall review policy and make recommendations to the full council; this will include revisiting the Graduate Faculty policy. Meetings will need to be posted.

Kristin Wilson (CEBS), Steve Wells (GFCB), Cheryl Davis (OCSE) and Angie Jerome (PCAL) volunteered to serve.

iii. Research

\*Eve Main (CHHS), Lance Hahn (OCSE), Shannon Vaughan (PCAL) and Leyla Zhuhadar (GFCB) volunteered to serve.

b. Student Election Procedures

\*Neelly will contact the college deans to request student members.

IV. Report from Dean of the Graduate School

Graduate Faculty Report \*Reed/Davis motion to approve, passed; Neelly stated the Graduate Faculty status requirements and process will be revisited.

a. Enrollment

\*Dr. Fox relayed concerns about graduate student enrollment; each colleges' enrollment numbers and specific programs with significant increase or decrease were discussed; enrollment report will be sent to each departments; Graduate School has created a quick admit process and if programs are interested in participating they can contact the graduate admission staff; GS has taken on responsibility of reviewing international transcripts for admission and eventually will only review international transcripts for students that a program has approved for admission; GS is partnering with adult learning/Brad Kissell to identify adult learner populations of potential students such as Nursing's new program with Norton Healthcare; Fox discussing interest to increase JUMP programs with departments; working with University College to create Master of Interdisciplinary Studies for Honors College students; requesting each graduate degree program to define capacity for recruiting purposes; need to offer students applying to programs at capacity an alternative program; working with Corie Martin in PR to redesign graduate recruiting materials & undergraduate recruiting to promote JUMP programs; ISO recruiting in India in September and requesting preliminary meetings with programs who regularly recruit international students; encouraged faculty to offer programs online and suggested working with DELO; reiterated that while enrollment is down, revenue was as important; decline is in Masters' degree enrollment is primarily part-time students.

b. Catalog Presentation

\*Chelf presented the newly published online 2015-2016 Graduate Catalog.

V. Announcements & Adjourn \*Vaughan/Jerome motion to adjourn.