

## **Graduate Studies Council Meeting Minutes**

### **Wednesday, March 13, 2019 at 12:00 p.m.**

In attendance: Drs. Mickey Blackwell, Robin Broughton, LeighAnn Davidson, Katherine Harper, Richard Hiles, Richard Ford, Michael Pennington, Aaron Settle, Emily Waugh, and Tosin Akinsipe and new GSA President (Graduate Student Association)

- Minutes for meeting of February 19, 2019 – Moved to approve by Emily Waugh, seconded by LeighAnn Davidson
- Agenda for meeting of March 13, 2019 – Moved to approve by Robin Broughton, seconded by Emily Waugh

#### **Old Business:**

- Website Updates – Discussion of role of Learning House in processing online applications
- Updates on Graduation Procedures/Diplomas – Deadline to apply for May graduation was February 8, 2019. Need to double-check December graduates to make sure all diplomas were received. (UPDATE: Student had not received hers because of a Cashier Hold.)
- Meeting date and time for April – Confirmed for April 16, 2019 at 12:30 pm
- No Computer Science updates (not present)
- Annual Plan – should be called Annual Report. This is for HEPC. Due date is the end of May.

#### **New Business:**

- Assessment Update – Dr. Settle reported on new procedures for tracking and documenting assessment. Four overall assessment outcomes, determined by HLC, are measured in all academic programs. All programs must submit an Assessment Plan and Assessment Report each year. General Education in the Core classes also has assessments. Proposal was made for Graduate Programs to address three of the four assessment outcomes. **Motion by Dr. Settle – Remove the Essential Graduating Competency Outcome component from the Graduate Reports. Seconded by Dr. Harper. Motion carried.** Reports are due by November 2019.
- Assessment will be left as a continuous agenda item under Old Business.
- Banner report was run on all currently enrolled graduate students for Spring 2019. Excel spreadsheet of report is available.
- GSC at the Undergraduate Research Day at the Capitol on February 26, 2019. Dr. Blackwell attended and spoke. Marshall, WVU or WVSU rotate hosting the Research Day every year. Dr. Fultz coordinated this year's Research Day. Discussion of need for Graduate Programs Handbook for recruiting at events.
- Graduate Student Association Leadership Day Update – Successful event. Tosin Akinsipe thanked the GSC and also introduced the new GSA president.
- Changes in Communication Program – Dr. Broughton reported on the plan to explore a new Medical Communications program. More information on courses will be presented at the April GSC Meeting.

Adjournment at 1:00 pm

**Next Meeting: Tuesday, April 16, 2019 at 12:30 pm in Wallace 622**