**Graduate Studies Council Meeting Minutes
Tuesday, April 24, 2018 at 12:30 p.m.**

In attendance: Drs. Mickey Blackwell, Paige Carney, Robert Wallace, Richard Ford, Michael Pennington, Frank Vaughan, Robin Broughton, Naveed Zaman, Katherine Harper, Gerald Hankins

* Agenda for meeting of April 24, 2018 – Moved to approve by Dr. Harper, seconded by Dr. Vaughan
* Minutes for meeting of March 27, 2018 – Moved to approve by Dr. Harper, seconded by Dr. Broughton

**Old Business:**

* The Sports Studies program has been approved; still needs Financial Aid approval through Joann Ross; set to begin in August 2018 – 20 interested candidates
* Computer Science program needs HLC approval (April 26); update status in a couple months; set to begin Fall 2019
* Two new courses approved for MPA program; one taught in Spring 2018 semester, one taught in Summer 2018 semester. These electives will be offered every two years. The GSC discussed expanding elective offerings in all graduate programs.
* Discussion of the standard for teaching load/release time/compensation for (1) Graduate Program Coordinators (2) Online Program Coordinators (3) Assessment Coordinators. Needs to be clearly defined on GSC membership list (include in Graduate Handbook)
* Form for adding graduate courses to Banner is adapted from an EPC form (include form and procedure in Graduate Handbook). GSC serves as EPC regarding approval of graduate courses.

**New Business:**

* Discussion of Graduate Studies Handbook – separate from Faculty Handbook. Recommendation made to make a proposal to the Provost to pay individuals to develop Graduate Studies Handbook. **Motion: The GSC moves to request approval from the Provost to assign and compensate a small committee to compose a Graduate Handbook clearly defining the mission, vision, policies, procedures, objectives, rules, constitution and structure of Graduate Studies.**
	+ Moved to approve by Dr. Harper, seconded by Dr. Broughton
* GSC Constitution (see minutes) has been approved and is ready to include in Graduate Handbook.
* **Motion: The GSC moves to request approval from the Provost to assign and compensate a small committee to upgrade the West Virginia State University website, including a separate Graduate website, and to make changes as necessary.**
	+ Moved to approve by Dr. Broughton, seconded by Dr. Pennington
* **Goals for 2018-2019**:
	+ Compose Graduate Handbook
	+ Create and maintain/update Graduate website (include GSC minutes)
	+ Define leadership roles within graduate studies (compensation, release time, etc.)
	+ Create Graduate Office (handle all graduate admissions, etc.)
	+ Differentiate between Graduate Office and International Studies Office
	+ Develop innovative strategies for each graduate program

Meeting Adjourned at 1:40 pm

**Next Meeting: Opening Week of Fall 2018 semester – Wednesday, August 8 at 2:00 (622 Wallace Hall)**