**Graduate Studies Council Meeting on August 30, 2016 at 12:00 p.m. in Hamblin Hall 005**

**draft minutes, revised 9/27/16**

**Attending**: Dr. Mickey Blackwell, Dr. Paige Carney, Dr. Richard Ford, Mr. Steve Gilliland, Dr. Kumara Jayasuriya, Dr. Barbara Ladner, Dr. Michael Pennington, Dr. Sherri Shafer (representing Ms. Kimberly Cobb), Dr. Kerry Steel, Dr. Robert Wallace, Dr. Brenda Wamsley, Dr. Scott Woodard, and Dr. Naveed Zaman

Dr. Ford called the meeting to order at 12:00 p.m.

**GSC Membership Changes:** Dr. Ford requested updates and corrections to the August 17, 2016 list of Graduate Studies Council and Graduate Faculty Members AY 2016-2017.

**Minutes of the February 18, 2015 Meeting** were approved.

**Schedule of Meetings:** GSC members should reserve the **fourth Tuesday of the month** for meetings. Our next GSC meeting will be **Tuesday at 12:30 p.m.** on **September 27th**.

**Graduate Program Application Deadlines:** After discussion, the suggested deadlines were set approximately one month before the term: **July 15** (for **Fall** semester), **December 15** (**Spring**), and **April 15** (**Summer**). Including “…for full consideration…” in the admissions guidelines would allow program coordinators flexibility for late applications.

Dr. Woodard said that he would share an acknowledgement page that is displayed to individuals upon submitting applications online. Mr. Tom Bennett is updating the page. Perhaps acknowledgement pages could be revised to better suit the different graduate programs.

**Higher Pay for Adjunct Faculty Teaching Graduate-Level Courses** Dr. Woodard informed the council that a formula similar to the one used to determine faculty summer pay rates had been approved. The higher pay rate for adjunct faculty teaching graduate-level courses should be in place by the Spring 2017 semester. For a three-credit-hour, graduate-level course, adjunct faculty members holding a terminal degree will earn $2500. Adjunct faculty members without a terminal degree will earn $2100 for a three-credit-hour, graduate-level course.

**Policies and Procedures for Kramer and Other Scholarships for Graduate Students:** Dr. Ford said that getting information about Kramer and other scholarships was a “sore spot.” He also noted that it was difficult for students to find information about scholarships on the WVSU website. Provost Jayasuriya said that he could ask. Dr. Jayasuriya noted that under the previous administration scholarships were placed under the control of Enrollment Management.

**WVSU Fee Waivers for Graduate Students:** GSC members expressed concern that some fees currently charged may not be appropriate for graduate students. Since so many graduate students are commuting for evening courses and/or enrolled in online courses, the meal fee seemed an unwarranted expense. Dr. Blackwell proposed that the GSC appeal to the Board of Governors to consider waiving the meal fee for graduate students**.** Dr. Steele seconded. The motion passed.

Dr. Blackwell said he would look into other fees for the GSC to discuss during our next meeting.

**Red Space Parking for Graduate Student Employees:** Dr. Ford told of a Biotechnology graduate student lab worker who did not feel safe when she had to walk from Hamblin Hall to a Fleming Hall parking lot at

3 a.m. Dr. Pennington moved that graduate student employees be allowed the opportunity to purchase faculty/staff parking passes. Dr. Steele seconded. The motion passed. It was suggested that program coordinators could write a letter justifying a faculty/staff parking pass for a graduate student employee on a case-by-case basis. Dr. Ford thought the faculty/staff passes would be needed for only about four student employees.

**Health Insurance for Graduate Students and Graduate Assistants:** Provost Jayasuriya said that all international students were currently covered. Dr. Jayasuriya would need to check, but it might be feasible to extend coverage for all graduate students.

**Ombudsman for Graduate Studies:** Dr. Ladner shared how an ombudsman was established for Rice University's Honors Program. After discussion, it was decided that an ombudsman was not a priority for the GSC at this time.

**Web Page for WVSU’s Graduate Programs:** While there were questions about who would design and administer the web site, there was agreement that a page with a list and links to graduate programs could be a start. Provost Jayasuriya said that a web page would be a step in the right direction for improving our infrastructure for graduate studies. Dr. Carney volunteered to look into the matter.

**Graduate Course Approval Process:** Dr. Pennington offered to share a form that he had adapted as a simplified version of the Educational Policies Committee form. Currently new graduate courses may be submitted to the GSC. Provost Jayasuriya noted that eventually we might need to form a subcommittee similar to the EPC.

**Maximum Number of Courses for Graduate Students with Tuition Coverage:** Nine credit hours per semester is standard, but students may take twelve hours. For graduate students wishing to take more than twelve hours per semester, the dean’s permission would be required.

Meeting was adjourned at 1:02 p.m.

Respectfully submitted,

Steve Gilliland