**Graduate Studies Council**

**Meeting of February 18, 2016 at 12:30 p.m. in Hamblin Hall 005 draft minutes**

Attending: Dr. David Bejou, Dr. Mickey Blackwell, Dr. Paige Carney, Dr. Richard Ford, Mr. Steve Gilliland,

Dr. Barbara Ladner, Dr. Michael Pennington, Dr. Frank Vaughan, and Dr. Naveed Zaman

Dr. Ford called the meeting to order at 12:36 p.m.

**Schedule of Meetings:** Dr. Ford informed council members that he had consulted with Provost Jayasuriya regarding the plan to have at least one regular meeting per semester and conduct as much of our GSC business as practicable via email. Dr. Ford requested that GSC members reserve time on their schedules for **Tuesday at 12:30 p.m.** on **March 15th** and **April 19th** should we need to schedule regular meetings later this semester, however.

**GSC Membership Changes:** An updated list should include **Dr. Brenda Wamsley**, WVSU Coordinator of the Collaborative Master of Social Work Program between WVU and WVSU, and **Dr. Mickey Blackwell**, Coordinator of the Master of Education in Instructional Leadership (MEIL) program.

**Approval of Minutes of October 20, 2015 Meeting:** Via November 12, 2015 email to the GSC membership, Dr. Barbara Ladner had moved to accept the draft of minutes for the October 20, 2015 that were submitted by Dr. Ford. Steve Gilliland seconded the motion via email. Members present at the February 18, 2016 meeting voted to approve the minutes.

**Spring 2016 Semester Student Rosters:** Dr. Ford requested that program coordinators send him their current student rosters.

**Application Process for Graduate Programs**: Dr. Ford discussed highlights from the “WVSU Graduate Application Procedures” document that he distributed at the beginning of the meeting. The document included unofficial notes from Dr. Ford’s December 10, 2016 meeting with Provost Jayasuriya regarding drafting a plan to handle application materials for WVSU graduate programs. One significant change will be that application materials will go to the Office of Academic Affairs. Ms. Fatiema Wilkerson will keep the originals and scan the documents to allow program coordinators to have hardcopies and/or access the materials online.

There was discussion regarding the personnel, hours, and responsibilities of the International Studies Office.

Dr. Pennington said that Mrs. Donna Hunter was the only person on campus who could sign off on I-20 forms. Dr. Ladner noted that the training was expensive.

Dr. Ford said that Provost Jayasuriya was looking into getting the application fees back into the programs.

**Pay for Adjunct Faculty Teaching Graduate-Level Courses**: Dr. Pennington said that strong interest in the Master of Public Administration meant that the program might be offering five graduate courses this fall. He expressed his concerns about the challenges of hiring adjunct instructors to teach a three-credit-hour, graduate-level class for $1800, the same pay offered for teaching an undergraduate course. “Is it my problem or everyone’s problem?”

Dr. Blackwell said that the Master of Education in Instructional Leadership program would be planning to use adjunct faculty and that it might be difficult to recruit instructors for the pay that we currently offer.

After discussion, Dr. Ladner offered a motion that the GSC form a committee to study the issue and make recommendations. Dr. Pennington seconded. The motion passed. Dr. Ladner, Dr. Pennington, and Dr. Vaughan volunteered to serve on the committee. Dr. Pennington said that he would take the responsibility for convening the first meeting. Dr. Pennington suggested that it would be a good idea to invite Dr. T. Ramon Stuart to join the committee.

**Dr. Stroup’s Proposal to Waive MAT Scores for Criminal Justice Applicants with 3.0 or Higher Undergraduate GPAs**: After a discussion by the council members on best practices and trends in using standardized testing for graduate program admissions, Dr. Ford offered a motion that decisions about the requirements for applicants should best be determined by the individual programs. Dr. Blackwell seconded. The motion carried.

Dr. Ford adjourned the meeting at 1:19 p.m.

Respectfully submitted,

Steve Gilliland