**Graduate Studies Council**

**first meeting, September 1, 2015**

**12:30 pm, Hamblin Hall 005**

minutes

in attendance: Dr. Bejou, Dr. Carney, Mr. Echols, Dr. Ford, Mr. Gilliland, Dr. Hankins, Dr. Jayasuriya, Dr. Kane, Dr. Lander, Dr. Pennington, Dr. Stroupe, Dr. Vaughan, Dr. Woodard, Dr. Zaman

All members of the Graduate Studies Council were present.

The meeting came to order at 12:37. Members of the GSC were asked to recommend someone to Provost Jayasuriya to chair the GSC. Dr. Ford expressed his willingness, and no other aspirants came forward.

Dr. Ford took minutes, but Dr. Jayasuriya will look into bringing someone to take minutes at future meetings.

The GSC reviewed the list of Council members (elected and *ex officio*), as well as the complete roster of Graduate Faculty at WVSU. Attached is the complete membership of the GSC and all graduate faculty at WVSU at this time ("GSC members Fall 2015"). The GSC agreed that we must establish criteria for Graduate Faculty status.

After a brief discussion, the GSC agreed that the Council has the authority to approve changes to the Graduate Studies Governance document (attached) without direct participation of the rest of the Graduate Faculty. The GSC acknowledged that GSC representatives would consult their colleagues on matters that affect them.

Dr. Zaman moved that Dr. Brian Hemphill, as President of WVSU, be an *ex officio* member of the GSC. Dr. Ladner seconded, all voted in favor. Motion passed.

Following discussion, the GSC agreed that *ex officio* members will not be voting members.

Dr. Carney informed the GSC about the new Master's of Education in Instructional Leadership program currently being developed in the College of Professional Studies. In order for the GSC to vet the program and advise the Provost, a called meeting of the GSC was set for 12:30 pm, Tuesday, September 22, 2015. Dr. Carney intends to present the program proposal to the WVSU Board of Governors at its October 29 meeting. It was agreed that the GSC should set a standard timeline for the review of graduate programs proposed in the future.

The GSC chose as its regularly-scheduled meeting time the third Tuesday of each month at 12:30 pm, starting with an October 22, 2015 meeting.

The GSC agreed that, with the exception of executive sessions, its meetings would be open to all graduate faculty.

Dr. Jayasuriya agreed to house all records of the GSC in the Office of Academic Affairs. There was talk of setting up a web site for graduate studies at WVSU, including information about the GSC.

The GSC discussed the terms of elected members of the GSC (all five of them): how long should the term be, and should the election cycle be staggered among the five representatives. A term length of three years was agreed upon. In order to start the staggering, Mr. Gilliland and Dr. Ladner volunteered to serve only two years. The SGC agreed that members could be re-elected.

The GSC discussed the inclusion of a graduate student(s) on the Council. Dr. Ladner moved that the GSC include an *ex officio* (non-voting) student liaison. Dr. Pennington will begin organizing a campus-wide graduate student association that would, among other things, recommend these student liaisons. The GSC acknowledged that there would be times when it would not be appropriate to include the student liaisons in meetings.

Dr. Ford will gather a list of graduate students on campus, especially for use by Dr. Pennington in organizing the graduate students on campus.

The GSC discussed the issue of faculty teaching load for graduate faculty and compensation for teaching graduate courses in the summer. There are various irregularities that make it tricky to follow WVSU policy to the letter, so heretofore individual programs have addressed this in various ways. Currently, faculty are paid the same for summer graduate courses as for undergraduate courses. Provost Jayasuriya will look into these issues.

The deadline for application to graduate programs was discussed. It was noted that individual programs have exercised some flexibility in setting these deadlines, and that the phrase "deadline for full consideration" has also provided flexibility. Dr. Ford said that the new, campus-wide deadline of November 13, 2015 (for Spring 2016 admission) makes it hard for internationals being awarded graduate assistantships to do their visa paperwork in time. It was proposed that there be an earlier deadline for international applicants, but the GSC did not come to a specific agreement.

Inadequacies of the existing application process were discussed. It was agreed that an Office of Graduate Admissions should be set up, initially / temporarily housed in Academic Affairs, with details to be worked out with the Provost and GSC Chair. It was noted that currently, application fees differ among graduate programs, and that the money does not support the graduate application process. (ex., for FedEx-ing materials).

The meeting adjourned at 1:20.

minutes by R. Ford