**Graduate Studies Council Meeting on September 27, 2016, 12:30pm in Hamblin Hall 005**

**draft minutes**

**Attending**: Dr. Mickey Blackwell, Dr. Paige Carney, Dr. Richard Ford, Mr. Steve Gilliland, Dr. Barbara Ladner, Dr. Kerri Steele, Dr. Frank Vaughan, Dr. Brenda Wamsley, Dr. Walter Stroupe, Dr. Michael Kane, Dr. David Bejou, Dr. Gerald Hankins, Dr. Rich Ford, Ms. Fatiema Wilkerson, Dr. Rob Wallace,

Dr. Ford called the meeting to order at 12:30pm

**Review of Minutes:** The Council discussed and noted the following changes to the minutes from August 30, 2016: 1) The red parking spaces (faculty/staff spaces) will be pursued on a case-by-case basis for employee graduate students. 2) The maximum number of courses that can be taken by a graduate student is 12, more than 12 will require permission of College Dean. This is the official policy. 3) Adjunct faculty pay for a 3 hour graduate course is $2,500 for instructor with terminal degree and$2,100 for instructor without a terminal degree.4) Dr. Ladner noted an example of an Ombudsman for the Honor Code at Rice University, not the Honor’s Program at WVSU.

Motion to accept the amended minutes made by Dr. Vaughan, seconded by Dr. Wallace and approved unanimously. Minutes will be amended by member who takes the minutes and will housed in the Provost’s office. Therefore minutes will be sent to GSC Chair and Ms. Fatiema Wilkerson.

**New Application Process:** Ms. Wilkerson noted that applications are coming in, being forwarded to Coordinators who review them and send them back. She also noted the fee for the application is due upon submission. Ms. Wilkerson said that the apps are sent to the Coordinators via a shared google file. There was a question as to how the google file can be shared with other professors in the department during the admission approval phase. It is suggested that the google file have subdivisions of folders for each program so that the Coordinator can give access to their program file to other faculty in their department if they choose. It was noted that the only way to know if fees have been received is by contacting the cashier’s office. Ms. Wilkerson noted that there are no current issues with the amount of work generated by the new process. She is currently working on a spreadsheet to share with Coordinators that will show all the applications on file. Finally, there was a discussion as to how this new process works for fully online programs. Dr. Wallace noted that in the English Department, applications are first made through the Learning House. The Learning House then sends the information to the Coordinator. There is a question as to whether Ms. Wilkerson’s will need access to those as well.

**Fees:** The Council agreed to review the current fee list and make recommendations for Graduate Fees as being completely separate from Undergraduate Fees. There was discussion of the necessity of meal fees, parking fees for online students, athletic fees for online students, and art fees for online students. It was noted that parking is not included in tuition/fees and is treated as extra cost only if needed. The Council discussed that instead of deciding what undergraduate fees should not need to be paid by grad students, it may be more feasible to start at 0 and decide which fees do need to be paid by graduate students. There was a question as to what is included in the tech fee (hardware, software, tech support?). Dean Carney is also inquiring as to what is covered by online fees. The Council suggested a small subcommittee discuss the fees that should be paid by Graduate Students who attend on-campus classes, online classes, and classes in collaborative programs. The members of this subcommittee are Dr. Wamsley, Dean Carney, and a member from Political Science (Dr. Vaughan or Dr. Pennington).

**Health Insurance for Grad Students:** Dr. Jayasuriya is looking into this topic but was unable to attend the meeting today.

**Webpage for Grad Programs**: Dean Carney noted that under the tab for Academics, then Academic Degrees, there are links to all Graduate Programs. The Council requested that Dean Carney follow up to see if there could be a link to Graduate Programs directly on the Academic tab (without having to search under academic degrees).

**Administration:** The Council discussed whether or not there should be a separate faculty handbook for graduate programs detailing things like grievances. The Council suggested that currently the faculty handbook should include a statement along the lines of “For Graduate School courses, actions may be taken by the Graduate School Council as needed on a case-by-case basis.” There should be some sort of statement that shows that we are currently following the same actions as noted in current policies and procedures but that we can and will make changes as we continue to grow in our role as the GSC.

There was also a discussion of the policies for hiring new Graduate Faculty. There currently is no standard application or form across all programs, but programs have individual standards and needs.

**Student Representation:** The Council discussed whether or not to include student representatives as members of the GSC. There were suggestions to invite two students and one alternate to be members representing different programs on a rotating basis. There was some concern that some programs may never have student representation based on how the program is designed (night classes only, online classes only, etc). For the current time, the Council agrees to provide an open invitation to all graduate students for GSC meetings. This will allow us to gauge interest and availability of students. Any student attending will be guests and not voting members. Additionally, as the Graduate Students Association becomes established, this topic can be revisited to include members of the GSA as voting members.

**New Business:** Dr. Ford will share the Faculty Senate Constitution as soon as he receives a copy. There was a discussion as to the appropriate faculty teaching load when factoring in graduate courses. Additionally, it was noted that there needs to be clarification on the appropriate teaching load for Graduate Program Coordinators, Assessment Coordinators, Online Coordinators, and for graduate courses that include guided mentoring on student research that results in a thesis or comparable project. The GSC decided to make recommendations on what we consider to be appropriate but first we will need to research what are best practices at other Universities with comparable programs. Each member of GSC is review a few programs in other Universities that are comparable to their own and be able to discuss what the graduate faculty teaching load should be during the next GSC meeting.

**Assessment:** There was a brief discussion about assessment in the graduate programs and though all programs seem to be conducting assessment, it seems to be conducted in different ways based on accreditation standards, program goals, etc.

The meeting adjourned at 1:26pm.

Respectfully Submitted,

Kerri Steele