

Graduate Studies Council Meeting Minutes

Tuesday, March 27, 2018 at 12:30 p.m.

In attendance: Drs. Mickey Blackwell, Richard Ford, Michael Pennington, Kumara Jayasuriya, Robin Broughton, Paige Carney, Michael Kane, Walter Stroupe, Naveed Zaman, Katherine Harper

- Agenda for meeting of March 27, 2018 – Moved to approve by Dr. Broughton, seconded by Dr. Kane
- Minutes for meeting of November 7, 2017 – Moved to approve by Dr. Harper, seconded by Dr. Broughton

Old Business:

- Listing of members – with approval of Master of Sport Studies, Dr. Aaron Settle will be added to the list. Program will be fully approved in April 2018. Approval of Master of Computer Science will be at a later date.
- Biotechnology Graduate Program concentrations approved by Academic Affairs to be deleted.
- Two new Master of Public Administration courses added to schedule: MPA 614 (Spring 2018) and MPA 644 (Summer 2018).
- Dr. Michael Fultz is the Chair of the Institutional Review Board, Animal Care and Use Committee (IACUC).
- Collaborative Master of Social Work with WVU program will expire after August 2018 due to low enrollment.
- Discussion on HEPC guidelines for program enrollment state that the five-year average for a graduate program is three degrees conferred and six candidates enrolled per year.
- Recommendation to form a subcommittee to discuss graduate student fees. Dr. Harper recommended comparing to sister institutions. Graduate students would be welcome on the subcommittee to offer input. A list of graduate fees will be obtained to analyze and validate the fees.
- Discussion of incorporating graduate information into WVSU Faculty Handbook – Dr. Jayasuriya recommended inclusion of bylaws and constitution. Graduate Council agreed to gather appropriate material by the April 24th meeting to vote on inclusion in WVSU Faculty Handbook.
- The Graduate Studies Council made the distinction between authority of undergraduate Faculty Senate and the Graduate Studies Council. The Graduate Studies Council is a decision-making body, as stated in the constitution. Graduate-level issues can be handled by the Graduate Studies Council. The goal is to work toward Shared Governance.
- An email survey will be sent to all Graduate Studies Council members to determine teaching load, release time, and compensation for Graduate Program Coordinators for the purpose of reaching consistent standards for each graduate program. The full-time teaching load at the graduate level is three classes. A consistent standard is needed to determine if serving as Graduate Program Coordinator earns a class exemption or compensatory pay for the Graduate Program Coordinator. The email will be sent by Dr. Blackwell in the near future.

- The Registrar does have a form for adding graduating courses in Banner. This form is approved by the Provost in Academic Affairs before courses can be added.
- A website dedicated to graduate education at WVSU is forthcoming once the infrastructure of the graduate programs is established. Dr. Jayasuriya recommended a clear explanation of forms and flow charts for graduate programs to be added to the Faculty Handbook. Dr. Pennington will be working on gathering the necessary materials, forms, constitutions, etc. from Dr. Ford for inclusion in the Faculty Handbook, which will subsequently help with the creation of a cohesive graduate education website.

New Business:

- Lists of needed documentation were provided on the agenda for the creation of a *Procedures of WVSU Graduate Studies* document as well as a *Graduate Studies Overview* document. The materials will be gathered by the next Graduate Studies Council meeting on April 24, 2018 so that they may be voted on and approved. Items include defining roles and responsibilities of faculty and students as well as current enrollment information for each graduate program and creating a step by step procedures on how new graduate programs move from inception to implementation.

Dr. Pennington moved to adjourn at 1:40 p.m.

Meeting Adjourned.

Next Meeting: Tuesday, April 24, 2018 at 12:30 p.m. in 622 Wallace Hall