

Graduate Studies Council Meeting Minutes

Wednesday, August 14, 2019 at 10:30 am

In attendance: Drs. Mickey Blackwell, Robin Broughton, LeighAnn Davidson, Richard Ford, Gerald Hankins, Katherin Harper, Linwei Niu, Michael Pennington, Robert Wallace, Emily Waugh, Ali Ziyati; Sonja McClung

- Approval of Minutes of May 9, 2019 Meeting – Moved to approve by LeighAnn Davidson, seconded by Ali Ziyati
- Agenda for meeting of August 14, 2019 – Moved to approve by Robin Broughton, seconded by Gerald Hankins

Old Business:

- GSC Member spreadsheet reviewed and edited as needed.
- Review of 2018-2019 – goals, accomplishments
- Website updates – Minutes on Graduate Program page; Several links to Graduate Programs on WVSU website
- Graduate Admissions and Registrar – Sonja McClung is admitting new graduate students in Banner and generating A#s. All graduate applications/materials can now go to Sonja.
- Program Descriptions – Work on handbook with accurate program descriptions
- Job Descriptions for Program Coordinators – Clarity needed on release time and/or compensation for Graduate Program Coordinators. The GSC agreed to request an increase in evaluation points from two to ten for serving as Program Coordinator. The request will be presented to the Provost and President.

New Business:

- GSC Administrative Assistant – Sonja McClung has been approved as the new GSC Administrative Assistant, effective August 19, 2019. A filing system will be developed for application materials. The Graduate Studies office will also attempt to locate GRE/MAT scores and maintain those as well.
- Monthly Meeting with Provost and President – Graduate Studies Coordinator Mickey Blackwell will meet regularly with the Provost and President and will use that time to share concerns/ideas of the GSC, including clarity of job descriptions (release time, compensation) of Program Coordinators.
- Meeting Dates for Fall 2019 – The GSC agreed to continue meeting on the third Tuesday of the month at 12:30 pm.
- GSC Items for Bookstore – The WVSU bookstore will be contacted about carrying WVSU Graduate School items (t-shirts, window decals, license plate accessories, etc.)
- Recruiting/Budget – The GSC will request an annual budget for recruiting materials and traveling expenses.
- **Goals for 2019-2020:**
 - Create a recruitment/retention plan for Graduate Programs (budget, social media, etc.)
 - Develop Graduate Studies Handbook
 - Clarify recognition of Graduate Program Coordinators through pay or class exemption
 - Expand role of Graduate Studies Office – registration/admission, centralizing files, managing fees and budget, etc.

- Grade Forgiveness – After discussing procedures in the various graduate programs, it was concluded that the majority of graduate programs follow the policy of allowing a student to receive no more than two Cs in a given program. One semester of academic probation may be used after a student receives a failing grade. If poor academic performance continues, the student is “subject to dismissal.”
- Mickey Blackwell announced that EDUC 605: Addressing Diversity through Educational Leadership will be enhanced beginning Fall 2019 to reflect facilities management. The course number and title will remain the same, but the course content will be enhanced. **Motion to approve enhancement of EDUC 605 – Moved by Gerald Hankins, seconded by LeighAnn Davidson. Motion approved.**

Adjournment at 11:40 am

Next Meeting: Tuesday, September 17, 2019