GRADUATE COUNCIL
August 29, 2017 11:00am Thurmond 208

Minutes – *DRAFT*

Members present: Don Rogers, Tracy Griggs, Tyler Frazier, Eric Birgbauer, Michaela Volkmar, Lisa Harris, Jayne Maas, Brad Witzel, Hannah Chapman, Stephanie Lawson, and Kelly Richardson. Guests: Gina Jones, Tim Drueke, Malayka Klimchak, Andrew Vorder Bruegge, Jack DeRochi, April Hershey, and Greg Oakes.

I.   Announcements: Malayka Klimchak reminded the body that Graduate Faculty has a representative on the Faculty Concerns & University Priorities Committee (aka FCUP). Please remind your colleagues and bring any issues to Malayka that need to be addressed by the committee.

II.   Welcome and introductions of all members and guests.

III. Orientation: Brief overview of the organization of faculty governance (see handout) and the role that Graduate Council plays as the gatekeeper of graduate programs to help maintain integrity, academic rigor, etc. Jayne Maas spoke of the role being like a gate that swings both out and in. We graduate our best-prepared students when the gate swings out while regulating the necessary changes as it swings back in. Thoughtful critique of items up for Graduate Council discussion and decision is the best approach for informed skepticism in terms of the role of the Council. There are four pieces to the process: 1) Curriculum is likely the largest piece, 2) Reviewing and approving Graduate Faculty membership requests, 3) Student petitions – this process could grow with the addition of online programs and more students being unfamiliar with our policies. Kelly Richardson and Malayka Klimchak both agreed that the form for petitions needs some revision and maybe make clear that a detailed explanation of the reason for the petition be made clear. 4) Policy review for graduate programs and this part is where it is most important that everyone on council be engaged in the discussions and be more visionary to help move graduate education forward. Jack DeRochi reminded the body that the Dean of the Graduate School is invited to attend Council so as to report. It is otherwise a faculty committee and he asked that everyone embrace their role as communicator within their department as well as to their students.

IV.   Minutes from April 27, 2017. Approved. See the link below for minutes:
      http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Administrative/GCMinutesApr252017.pdf

V.   Curriculum Action Approval Process Review given by Gina Jones. Using the link below: https://www2.winthrop.edu/courseaction/login.axd, Curriculum Action System Access. Privileges will vary with each person based on other committee membership, etc. but everyone has the ability to edit or create existing curriculum and view what is

currently in the system. The actual Graduate Council Chair is the only one that may grant final approval of an action in the system but everyone logged on as Graduate Council Chair may view the proposals. As part of the justification that should be included in the curriculum action, there is a place that requests information regarding Assessment Support in regards to the research that was done to trigger this change. It is important to add any comments that may be helpful for either historical documentation purposes or for others when they review. 500-level courses go through the Committee on Undergraduate Curriculum, as they are part of the undergraduate curriculum as well. It is important when reviewing those to focus on the graduate component to the course. Since Graduate Faculty Assembly does not "approve" curriculum, it makes it even more important for Graduate Council to do a thorough job in reviewing curriculum action proposals. Graduate Faculty Assembly do review the actions and can question the changes. Program changes also go through this system. Be sure to note if the catalog copy that is showing as "current" in the system actually is.

VI.   Report from the Graduate Dean:
        a. Enrollment: While the numbers are not final, graduate enrollment is down about 85 degree seeking students. Administrative issues have contributed to this related to the timing with the EdS degree program, number of co-horts offered in Ed Leadership, etc. The MEd and MBA are down due to market pressures, online competition, etc. The MEd in Literacy is an example of an individual program that is up in numbers due to some careful curriculum changes and online offerings. In terms of total new students, we are only down about 30. This is all likely due to market shifts in Charlotte as full residency programs are less attractive. Future resourcing decisions will be made based on enrollment, as the institution will look closely at these numbers. This means that programs have to be inventive. Developing the online and accelerated programs is definitely the right step. Kelly Richardson asked how programs are determined to be robust as headcount is not always the best measure. Jack explained that FTE numbers are being looked at because it is a national norm. We are trying to establish the University benchmarks. An enrollment of 12 graduate students per 3 hr course is the minimum to pay the bills. Malayka Klimchak asked about when accelerated students are counted? Once they are officially accepted by the graduate program is when they will be part of the enrollment numbers.
        b. Online Programs Update: Jack passed around a handout (see attached as part of the minutes) with information concerning the implementation teams that are part of the Wiley online start-up. September 14 is a scheduled meeting with President Mahony, Dr. Debra Boyd, and Jack to discuss the process with faculty from the 4 programs plus members of faculty governance. The handout includes an excerpt from the RFP to highlight that we were never going to partner with a company that was going to teach for us rather we maintain all content control. Jack went on to briefly describe the RFP process in regards to state procurement and contracts. This is likely the biggest project undertaking since Winthrop went from college to university. Communication during the process is key. A webpage will be up before September 14 and will show updates as the process goes on. The page will include FAQs as well as contact information. Each area of the implementation has a facilitator or chair. There is a protocol in place

for optimal communications. Jack will handle all resource questions. The handout includes the list of facilitators so everyone knows where and to whom to direct questions. A lot of work has already started and while the ride maybe a little bumpy, the communication with Wiley is good and that helps. The focus now is on marketing, advertising and that will start around Oct/Nov. Online education is about access, and we are answering the call that prospective students are placing. Tracy Griggs mentioned that some faculty resistance seems to come from how will this affect "me." Jack spoke to the fact that each college will handle their faculty differently and again why communication from the top down is so important.

VII.   Old Business (GL priorities 2016-2017)
   a.   Faculty applications inside Digital Measures: This priority has been shelved for the meantime as Digital Measures no longer exists and has been replaced by Faculty 180 software.

VIII.   New Business
   a.   Elect a Vice-Chair; Tracy Griggs was the only nominee and unanimously approved.
   b.   Establish Graduate Council priorities for AY 2017-2018 and assign subcommittees. As sign-up sheet was passed around and Jayne Maas will collect and then contact groups.
       1.   Review of the petition process: Review documentation, form, student accountability, etc.
       2.   Clarification of graduate faculty: Last year we established the re-application of faculty at post-tenure review points, but how do our requirements compare to other schools? Melissa Carsten will chair this sub-committee.
       3.   Graduate level requirements for 500-level courses: There is a need for better guidelines and accountability on the additional work that graduate students are required to do. Noreen Gaubatz from AAAS will serve on this committee.
       4.   Other priorities: None brought forward.

I.   Graduate Faculty Status Requests
   a.   Kori Bloomquist (Social Work) - Approved
   b.   Margaret Gillikin (Interdisciplinary Studies) - Approved
   c.   Toni Berbrick (Accounting) - Approved
   d.   Anna Romanova (Computer Science) - Approved
   e.   ZaDonna Slay (Social Work) - Approved

II.   Graduate Petitions (only voting members receive these)
   a.   Petition 1: allow 15 hours of transfer credit toward 60 hour program - Approved
   b.   Petition 2: accept a course outside the 6-year time limit - Approved
   c.   Petition 3: reinstatement after academic dismissal (done) - Approved
   d.   Petition 4: reinstatement after academic dismissal (done) - Approved
   e.   Petition 5: allow student on probation to take 12 hours to graduate - Denied

III.   Adjournment at 12:45 pm.

Future Meeting Dates (Thurmond 208)
Friday, October 27 2:00pm
Tuesday, December 11:00am
Friday, January 19 2:00pm
Tuesday, March 8 11:00am
Tuesday, April 24 11:00am

Graduate Faculty Assembly and Graduate Council Website:
http://www.winthrop.edu/graduateschool/default.aspx?id=43990

Graduate Council Members and Contact Information:			
Eric Birgbauer (CAS)*	birgbauere@winthrop.edu	Jayne Maas (Chair)*	maasj@winthrop.edu
Jack DeRochi (Graduate Dean)	derochij@winthrop.edu	Kelly Richardson (CAS)*	richardsonk@winthrop.edu
Tyler Frasier (Student CVPA)	frasierm2@winthrop.edu	Don Rogers (CVPA)*	rogersd@winthrop.edu
Tracy Griggs (CBA)*	griggst@winthrop.edu	Michaela Volkmar (Library)	volkmarm@winthrop.edu
Lisa Harris (COE)*	harrisl@winthrop.edu	Brad Witzel (COE)*	witzelb@winthrop.edu
April Hershey (Graduate Dean, Secretary)	hersheya@winthrop.edu	Hannah Chapman	mailto:chapmanh4@winthrop.edu
Stephanie Lawson (CBA/CUC rep)	lawsons@winthrop.edu		
*voting members			