

GRADUATE COUNCIL  
December 07, 2021 11:00 am  
Virtual on Microsoft Teams  
*Minutes*

Members present: Tracy Griggs, Eric Birgbauer, Tim Druke, Siobhan Brownson, Stephanie Lawson, Jennifer Dixon-McKnight, Tomoko Deguchi, Gina Jones, April Hershey, Kori Bloomquist, Katie Dykhuis, Brantley Therrell, Wanda Ebright, Day Able, and Nick Moellman

- I. Announcements
- II. Approval of minutes October 22, 2021. See the link below for minutes: <https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Administrative/gcm-minutes-102221.pdf>. *Siobhan Brownson (SB): Motion to approve. Jennifer Dixon-McKnight (JDM): 2<sup>nd</sup>. Approved.*
- III. Report from the Interim Graduate Dean, Greg Oakes – unable to attend but the only item is related to the GFA application process to be discussed
- IV. Old Business – none.
- V. New Business
  - a. **Meeting times and modality NEXT semester:**
    1. In-person or virtual? – Virtual will continue through the spring.
    2. Number of persons teaching during meeting times? Tomoko Deguchi (TD) will be teaching on Tues/Thurs at 11 am. SB: All day English department self study retreat on January 21. Tracy Griggs (TG) will send out another email to see if there are any others that may have conflicts. But, at this time, the meeting dates will stay the same unless otherwise notified.
      - January 21, Friday, 2:00 pm
      - March 8, Tuesday, 11:00 am
      - April 19, Tuesday, 11:00 am
  - b. **GFA Chair, Eric Birgbauer**

Proposal to shift “GFA Status” away from a vote by Graduate Council over to an administrative task determined by Dean of College (based on highest degree earned and teaching assignments) and the official list kept on file with Graduate School. See attached proposal with notes.

Kori Bloomquist (KB): Has this been floated before the deans in other colleges? Wanda Ebright (WE): It has been discussed in Graduate Dean’s Council as well as in CVPA. TG: The shift of work is not much, but it is aligning with SACSCOC and is much easier to keep it at the college level. SB: The chair usually makes the “suggestion” for new(er) faculty to go up

for GFA. TG: There are some concerns with faculty staying on GFA even after receiving poor student evaluations and keeping this at the department/college level will keep Graduate Council out of it. **SB: Motion to vote on the proposal and move it on to Graduate Faculty Assembly. JDM: 2<sup>nd</sup>. Approved.**

VI. Curriculum action

- a. Please log in here and review these prior to the meeting: [Curriculum Action System](#)

**Program changes requiring a vote:**

None.

**Curriculum changes NOT requiring a vote:**

New *NUTR608 Nutrition Communication*

- To remedy both the accreditation standard concern and the DI exam score concern, we are proposing a 600 level course be worked into the curriculum that focuses on nutrition communication. This program will only impact graduate-level nutrition students and will be required as part of the online-MS sequence. Since this does not add hours (yet) to the program

**Curriculum changes requiring a vote:**

Modify *BIOL513 513. Organic Evolution (3).*

- The removal of HMXP 102 from the course prerequisites should help transfer students make timely progress on their degree (see Assessment Support Details). The removal of CHEM 106 from the prerequisites is necessary since this course is no longer offered, and the removal of "ANTH 202" reference in the prerequisite list is to clean up a copy-and-paste error at some previous time (that prerequisite applied to BIOL505, and was pasted into several of the other unrelated 500-level Biology courses). **Nick Moellman (NM): Motion to approve. SB: 2<sup>nd</sup>. Approved.**

Modify *CHEM523 523. Biochemistry I (3).*

- BIOL 203 and 204 are no longer offered. Revised prerequisites to allow new BIOL 220 & 222 to count in place of BIOL 203 & 204. **SB: Motion to approve. JDM: 2<sup>nd</sup>. Approved.**

Modify *ENGE590 590. Methods of Teaching English for the Middle and Secondary School Classroom I*

- ENGE 590X was created in response to a request from the College of Education that we have a graduate-level version of an existing course, ENGE 390. We are now changing this from a one-time to a permanent course offering in response to their request that we continue to offer this course. The course contributes to meeting accreditation needs of a graduate program offered by COE and supported by the English Education program through the English Department. Assessment and accreditation research completed by the College of Education

determined that this course was necessary. Offering this graduate course also meets the curricular needs of the NetSERVE grant program. **SB: Motion to approve. JDM: 2<sup>nd</sup>. Approved.**

*Modify MUST590 590. Principles of Teaching Music: Elementary (3) \*

- Drop Pre-requisites of “Admission to Teacher Education Program; MUST 212 and 317.” Justification: The current prerequisites were on the class when it was offered in the fall of the senior year. The course is now offered in the fall of the junior year so students may not have taken those courses. Gina Jones (GJ): She reached out to Elisa Koehler regarding the need for a pre-req for a 500-level course. Have not heard back yet. Recommend that approval be done so with revision. TG: Would “admission to the teacher ed program” be sufficient? GJ: Seeing as how that is done at the end of sophomore year, that would be OK. Tim Drueke (TimD): This will be required by the MAT program. Katie Dykhuis (KD): This could be one of those grad level courses that only undergraduates take. Was this approved by the Teacher Ed committee? GJ: Yes. **TD: Motion to table this until clarification can be satisfied. SB: 2<sup>nd</sup>. Approved. TG to follow-up.**

VII. Graduate Faculty Status Requests – none.

VIII. Commencement Update – Full faculty email will go out soon regarding the two ceremonies on Saturday, December 17, 2021. About 75 graduate graduates in the morning and about 20 that will be part of the 2020 ceremony at 3 pm. No procession of graduates or faculty. Candidates will be hooded on stage. While no tickets are required, students are asked to keep guests between 6-8 in number.

IX. Graduate Petitions (only voting members receive these)

Pending Petitions requiring a vote:

- a. Petition 7: Student requests that their out of date coursework be transferred. KD: Student is in the CSDV certificate program. It is a 12-hour cert but there are an additional 9 hours that must be completed before the cert is awarded. Those 9 hours can be met by outside work, at another institution, etc. While the 30 % rule does apply to certs, it does not apply here because these are not course hours required, rather just requirements met. Brantley is working with DegreeWorks to change this completion part to be a “check box” like we have for the foreign language requirement with the MA in English & History.

**SB: The explanations provided by KD & Brantley Therrell (BT) are very helpful. Motion to approve petition. TD: 2<sup>nd</sup>. Approved.**

X. Adjournment: 11:58 am

## 2021-2022 Meeting Dates

January 21, Friday, 2:00 pm: TBA

March 8, Tuesday, 11:00 am: TBA

April 19, Tuesday, 11:00 am: TBA

## **Graduate Faculty Assembly and Graduate Council Website:**

<https://www.winthrop.edu/graduateschool/graduate-faculty-governance.aspx>

## **Curriculum Action System Access (click on as Graduate Council Chair)**

<https://apps.winthrop.edu/courseaction/login.aspx>

<b>2021-2022 Committee</b>			
<b>Voting Members</b> <i>*The voting members of the Graduate Council also serve as the Graduate Petitions Committee.</i>			<b>Term Expires</b>
Tracy Griggs, CBA; Chair	<a href="mailto:griggst@winthrop.edu">griggst@winthrop.edu</a>	Appointed (VPAA)	2022
Nicholas Moellman, CBA	<a href="mailto:moellmann@winthrop.edu">moellmann@winthrop.edu</a>	Elected (CBA)	2024
Tony Strange, COE	<a href="mailto:strangea@winthrop.edu">strangea@winthrop.edu</a>	Appointed (VPAA)	2024
Jennifer Dixon-McKnight, CAS	<a href="mailto:dmcknightoj@winthrop.edu">dmcknightoj@winthrop.edu</a>	Appointed (CAS)	2023
Larry Fisher, COE	<a href="mailto:fisherl@winthrop.edu">fisherl@winthrop.edu</a>	Elected (COE)	2024
Siobhan Brownson, CAS	<a href="mailto:brownsons@winthrop.edu">brownsons@winthrop.edu</a>	Elected (CAS)	2022
Tomoko Deguchi, CVPA	<a href="mailto:deguchit@winthrop.edu">deguchit@winthrop.edu</a>	Elected (CVPA)	2022
<b>Ex Officio, non-voting, and other invitees</b>			
Emily Deinert	<a href="mailto:deinertv@winthrop.edu">deinertv@winthrop.edu</a>	Elected, Library Faculty, Non-voting	2024
Kori Bloomquist	<a href="mailto:bloomquistk@winthrop.edu">bloomquistk@winthrop.edu</a>	Elected, GFA (from CUC), Ex Officio	2023
Jack DeRochi Grad School	<a href="mailto:derochij@winthrop.edu">derochij@winthrop.edu</a>	Interim , Appointed Ex Officio	--
Greg Oakes	<a href="mailto:oakesm@winthrop.edu">oakesm@winthrop.edu</a>	Graduate Director, CAS; Acting Dean of Graduate Studies, Online Learning, and Extended Education	
April Hershey Grad School Appointed Ex Officio	<a href="mailto:hersheya@winthrop.edu">hersheya@winthrop.edu</a>	Grad School, Appointed Ex Officio	--
Dayseanna (Day) Able	<a href="mailto:abled2@winthrop.edu">abled2@winthrop.edu</a>	Student, COE Appt. Ex Officio	2022
Devann Donovan Gardner	<a href="mailto:gardnerd13@winthrop.edu">gardnerd13@winthrop.edu</a>	Student, CVPA Appt. Ex Officio	2022
Eric Birgbauer	<a href="mailto:birgbauere@winthrop.edu">birgbauere@winthrop.edu</a>	GFA Chair	
Tim Druke	<a href="mailto:druket@winthrop.edu">druket@winthrop.edu</a>	Assistant Provost for Curriculum and Program Support	
Gina Jones	<a href="mailto:jonesgg@winthrop.edu">jonesgg@winthrop.edu</a>	Registrar	
Maria D'Agostino	<a href="mailto:dagostinom@winthrop.edu">dagostinom@winthrop.edu</a>	Assistant Registrar	
Wanda Ebright	<a href="mailto:ebrightw@winthrop.edu">ebrightw@winthrop.edu</a>	Graduate Director, CVPA	
Greg Oakes	<a href="mailto:oakesm@winthrop.edu">oakesm@winthrop.edu</a>	Graduate Director, CAS; Acting Dean of Graduate	

		Studies, Online Learning, and Extended Education	
Lisa Harris	<a href="mailto:harrisl@winthrop.edu">harrisl@winthrop.edu</a>	Graduate Director, COE	
Stephanie Lawson	<a href="mailto:lawsons@winthrop.edu">lawsons@winthrop.edu</a>	Graduate Director, CBA	
Brantley Therrell	<a href="mailto:therrellb@winthrop.edu">therrellb@winthrop.edu</a>	Graduate Petitions Coordinator	
Katie Dykhuis	<a href="mailto:dykhuis@winthrop.edu">dykhuis@winthrop.edu</a>	Director of Graduate Enrollment	
Jennifer Jordan	<a href="mailto:jordanje@winthrop.edu">jordanje@winthrop.edu</a>	Faculty Conference Chair	

## **GFA Membership Change Proposal**

*Proposed bylaws change to replace Article III*

Membership in the Graduate Faculty Assembly is determined by the academic dean of the appropriate college in consultation with the department chair. The criteria for membership are that the faculty member (i) holds the terminal degree awarded in discipline. In some cases, experience and high production may substitute for the degree; (ii) will contribute to graduate-level teaching and/or service to the institution. Determination of membership may be made upon hire or at any time thereafter as these two conditions are met. The appropriate college will keep records of the faculty member's status as member of the Graduate Faculty Assembly and will report membership status to the Dean of Graduate Education. If the eligibility of a person for membership is questioned, the Graduate Faculty Assembly shall be the judge of the qualifications of that person for membership.

### Considerations

- This would greatly simplify the process of becoming a member of GFA.
- This would allow GFA membership at hire or as appropriate later.
- This would make membership in GFA an administrative decision, and thus Graduate Council would not need to vote on GFA membership.
- This would mean Graduate Council would not have approval on membership in GFA, and thus membership would be determined by the administration, not the faculty.
- Jack adds "this would align with SACS much more—a member of the GFA is part of the administrative credentialing process to teach at grad level etc."

## **Current GFA Bylaws section**

### **Article III - Membership**

Section 1 Upon recommendation of the Graduate Council, the Assembly shall establish criteria for membership in graduate faculties. The application form with stated criteria is available in the Graduate School Office. The academic deans shall nominate for membership in the Assembly those persons who qualify under those criteria and the Dean of the Graduate School shall be responsible for reviewing the application for conformity with the established criteria. The Graduate Council will vote on the appointment and announce the outcome to the Graduate Faculty Assembly. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly. (Amended by Faculty Conference, 4-09-81, 8-20-04, 4-24-09, 4-17-15)

Section 2 The criteria for membership in the Graduate Faculty Assembly are:

- A. Hold highest degree awarded in discipline. In some cases, experience and high production may substitute for the degree.
  
- B. Have one year of graduate-level service to the institution to be a combination of teaching, scholarly research/contributions to the field, and service. The year of graduate-level service need not occur in consecutive semesters; teaching could also constitute a wider set of pedagogical activities, such as managing theses or graduate-level research projects, participating in curriculum or course development, advising graduate students, or committee work; credit from previous institutions may be counted. Graduate-level classes are defined as 600-level courses or 500-level courses with graduate students enrolled.
  
- C. Submit a recommendation, including a statement or comments and a signature, from the department chair, dean of the appropriate college, and the Graduate Council.

When a graduate faculty member is preparing for post-tenure review or in the sixth year after the initial granting of graduate faculty status, the faculty member will submit documentation of continued teaching, research and contributions on the graduate level to the Dean of the Graduate School. The Graduate Council will vote on the application and announce the outcome to the Graduate Faculty Assembly. This documentation will consist of completing a new application form to demonstrate continued engagement with graduate level teaching, research, and/or contributions to the field. New eligibility requirements will not pertain to Winthrop faculty with graduate faculty status granted prior to August 2009.

Membership criteria in Faculty Conference bylaws

**Article III - Membership**

Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of the Faculty Conference. If the eligibility of a person for membership is questioned, the Faculty Conference shall be the judge of the qualifications of that person for membership.