

WRIGHT STATE UNIVERSITY

GRADUATE COUNCIL MEETING

February 9, 2017

I. The meeting was called to order at 2:05 p.m.

Voting Members and Alternates present:

BSoM: Andrew Froehle, Michael Markey, Matthew Peterson

CEHS: Hannah Chai

CECS: John Gallagher

CoLA: Jacqueline Bergdahl, Laura Luehrmann, Alpana Sharma, Drew Swanson (alternate, non-voting)

CoNH: Marie Bashaw, Bobbe Gray, Misty Richmond

CoSM: Scott Baird, Lynn Hartzler, Scott Watamaniuk

RSCoB: Anand Jeyaraj, Kimberly Lukaszewski, Zdravka Todorova

SoPP: Janeece Warfield

Non-Voting Ex-Officio Members present:

Bill Ayres (chair), Linda Caron, Frank Ciarallo, Robert Fyffe (dean), Jennie Gallimore, Erika Gilles (scribe), Don Cipollini, Barathkumar Mohanarangan, Deb Poling, Arnab Shaw, Jim Tomlin, and Chris Wyatt.

Other Attendees:

Marian Brainerd, Amanda Steele-Middleton

II. Approval of Minutes

The minutes of the Nov. 17, 2016 meeting were approved as written without comment or correction.

III. Report of the Associate Dean (R. Ayres)

Upcoming Events and Important Dates:

Nominations for the Graduate Council Scholars and Wright Fellows scholarship programs are currently being collected in the Graduate School office. Same as previous years, the scholarship recipients in both programs will receive a \$13,000 stipend and a tuition waiver for three semesters. The deadline to submit nominations for the first round of the Graduate Council Scholars program is February 24. The second round deadline is March 22. The Wright Fellows program only has one round of nominations; the deadline to submit nominations is March 22.

The next Graduate Program Directors and Department Chairs Workshop & "Brown Bag" Lunch is scheduled for Friday, March 10, 12:00-2:00 p.m. in E156 SU. The Graduate School will provide drinks and cookies.

The annual Graduate Student Excellence Awards Program will take place Wed. April 12 at 4 p.m. in the Apollo Room. Graduate programs and departments have been asked to select one recipient per degree program and forward the student information to the Graduate School by March 22.

In the fall, the Graduate School participated in the Strategic Hiring process and underwent a reorganization in response to two long-time staff members retiring as part of the Voluntary Retirement Incentive Program (VRIP). Ceil Ehret, one of the admissions record technicians, retired on Sept. 30. Amy Johnson, Associate Director of Admissions, retired on Nov. 30. On Dec. 1, Lisa Lewandowski moved from Graduation Services into Graduate Admissions (Lisa is the “new Amy”). Erika Gilles then added Graduation Services to her administrative role (Erika is still Erika and also the “new Lisa”). Two new staff joined the Grad School as well – Jenny Daws (from English) manages the scholarship programs and assists Erika with administrative and graduation tasks, and Catherine Driver (from Registrar) is the new admission record technician. Overall, the transition has gone pretty well. Processes have been a little slower as people are trained, but the work is still getting done. Your continued patience is greatly appreciated.

IV. Committee Reports

a. Student Affairs Committee (A. Froehle for S. Heilmann)

The Student Affairs Committee met earlier this week to review dismissal petitions. Of the eight petitions, three were approved and five were denied. Dr. Froehle mentioned that several of the petitions did not have input from the graduate program director. There is a space on the form and the Committee feels the program director’s comments would be helpful with future petitions.

Dr. Ayres thanked the Student Affairs Committee for their thoughtful deliberations. The Committee looks for a path for success for the petitioning student. If there is one, then they give the student a chance to achieve it.

b. Membership Committee (B. Gray)

Since the last Graduate Council meeting, a total of 21 graduate faculty memberships were approved; sixteen by the Dean of the Graduate School and five by the Membership Committee.

Dr. Gray mentioned that the Committee has drafted a new version of the membership nomination form and has distributed the prototype to some department chairs for feedback on clarity and ease of use. The form revision includes specific questions related to the criteria for graduate faculty membership. The goal is to help direct departments/programs to what additional information is needed to accompany the nomination request.

c. Policies Committee (S. Baird)

On behalf of the Policies Committee, S. Baird moved to approve the following amendments to Policies 5.11 and 5.12 that will help keep the university in compliance with federal law in its review of the enrollment activity of its Federal aid recipients (Title IV Aid):

5.10 The Marking and Point Systems

Policy 5.11

Academic achievement is indicated by the following letter grades and points used in calculating grade point averages:

Grade Quality - Level Grade - Points per Credit Hour

A - Highest - 4

B - Second - 3

C - Third - 2

D - Lowest - 1

F - Failed - 0

X - Student initiated attendance or academic activity and failed to complete the course ~~and did not withdraw~~ or officially withdraw. The grade X remains on the permanent record and is figured in the grade point average as zero grade points.

NA - No Academic Action or Never Attended – Student did not attend, initiate academic action or officially withdraw – 0 points per credit hour*

Policy 5.12

The following symbols appear on the record but are not included in calculating grade point averages:

L - Audit - Given only if arranged at the time of registration.

N - No report - Instructor did not report grade.

P - Passing - A permanent grade which indicates work quality equivalent to grade of "B" or better. Given only for specifically approved courses.

M - Satisfactory - A temporary grade which indicates satisfactory progress and that a permanent grade will be assigned upon completion of a course sequence. M grades may not be assigned to theses, dissertations, or similar capstone research projects.

U - Unsatisfactory Performance - Equivalent to not passing or not satisfactory.

NU - No Academic Activity/Never Attended for a P/U graded class – Student did not attend or officially withdraw*

I - Incomplete - Given only when part of the required work is missing and arrangements have been made with the instructor complete the work.

I grades are reported to the Registrar's Office on the grade report sheet. An incomplete grade agreement between the Instructor and the student is not required. The "I" grade may remain on the student's academic record for up to two consecutive terms. This policy does not prohibit instructors from awarding an "I" grade for a lesser period of time. The student will have to make up an incomplete grade by the date the instructor has stipulated or if no date was stipulated, no later than the last day of classes of the second term. Failure to make up an incomplete grade will result in it being changed to a grade of "F".

Instructors may extend, one time only, the "I" grade for up to an additional two consecutive terms by submitting a grade change form to the Registrar's Office. If an "I" grade is awarded or an extension

is granted for less than two terms, instructors must advise the student of the time period. If an "I" grade is assigned or an extension is granted for a period less than two terms, then it will be the responsibility of the instructor, after the specified period has expired, to assign a grade to the student by submitting a grade change form to the Registrar's Office.

W - Withdrawal Given - for courses from which the student withdrew or dropped during the fourth through fifth weeks of classes or equivalent, or for which the student petitioned for withdrawal.

** Academic action examples include: physical presence in a class, completion (in-person or online) of a class event – for example: exams, quizzes, assignment submissions, tutorials, tutoring or formal study/review sessions, or counseling/advising sessions.*

Discussion: There is a parallel version of these policy amendments under review by the Undergraduate Academic Policies Committee (UAPC). A reconciliation process of the two versions is expected to take place with the Faculty Senate so that there is one grade policy for the university in the end. R. Ayres called for a vote. Vote: All in favor. The amendments to Policy 5.11 and 5.12 will be forwarded to the Faculty Senate.

d. Curriculum Committee A (M. Bashaw)

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the following new course requests: CS 7230 and PTX 8070. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the following course modifications: ME 6530, ME 6750, ME 7730, NUR 7611, NUR 7613, and PTX 8080. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the program of study for a new track in the Pharmacology and Toxicology MS program: Clinical Investigation. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee A, M. Bashaw moved to approve the program of study modification for the existing thesis and non-thesis tracks in the Pharmacology and Toxicology MS program. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

e. Curriculum Committee B (A. Jeyaraj)

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the following new course requests: ED 8810, EDS 5900, and PSI 9580. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the following course modifications: DOS 9020, DOS 9050, ED 7020 to ECE 5010, ED 7030 to ECE 5020, ED 7050 to ECE 5030, ED 7070 to ECE 5040, ENG 7020, PSI 9180, PSI 9490, and SAA 6652. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the following programs of study for new certificates:

1. Marriage and Family Therapy certificate
2. Trauma-Informed Counseling certificate
3. Dyslexia Specialist certificate

No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the program of study modifications for the following endorsements:

1. Early Childhood Generalist endorsement
2. Middle Childhood Generalist endorsement

No discussion. R. Ayres called for a vote. All in favor. Motion passed.

On behalf of the Curriculum Committee B, A. Jeyaraj moved to approve the Program Development Plan (PDP) for M.S. Athletic Training. No discussion. R. Ayres called for a vote. All in favor. Motion passed.

Dr. Ayres reminded the Graduate Council of the approval process for new programs. With the PDP's approval by Graduate Council, the proposal will be sent to the Provost for his review. It will then be sent to the Chancellor's Council on Graduate Studies (CCGS) for feedback from the other member institutions. The PDP will then be developed into a Full Proposal (FP). The FP will need to be approved by the department, college, Graduate Council, Faculty Senate, Provost, Board of Trustees, and will then return to CCGS for presentation and final review. Based on CCGS' recommendation, the Chancellor gives final approval.

V. Graduate Student Assembly (R. Ayres)

The GSA Spring Grant application is open for the Professional Development and Original Work grants. The deadline to apply is March 24 by 5pm.

The GSA will be hosting a research event on April 17 from 4-7pm in the Apollo Room sections A and C (Student Union). A link will be sent out within the next week to graduate students so they can sign up to give a presentation on their research or to claim a spot for a poster to present their research. A reception will follow the research portion of the event beginning at 7pm in section B of the Apollo Room. This event will be a great venue to present research and work that graduate students are doing.

Dr. Fyffe added that this GSA research event is a student-organized event. The annual Research Celebration, hosted by the Office of Research and Sponsored Programs, is under consideration with respect to our ability to host again (due to personnel shortages). The external sponsor support continues to be strong for the Research Celebration; it is mainly an internal staffing resource constraint that will need to be overcome. More college involvement (in planning and with volunteers) may be one solution.

VI. Old Business – None.

VII. New Business – None.

VIII. Discussion/Announcements – None.

IX. The meeting was adjourned at 2:35 p.m.

Future Graduate Council meetings:

March 16, 2017, 2 p.m., E156 SU, and April 13, 2017, 2 p.m., E156 SU