

**Graduate Faculty Membership Committee**  
**9/17/2018 Meeting Agenda**  
**2:00 PM – 3:00 PM, 382 Allyn Hall**

**Committee Members:**

Hannah Chai (Chair)	CEHS	Present
Kimberly Warrick	COLA	Absent – no recommendations
Bridgett Severt	COSM	Present
Kim Lukaszewski	RSCOB	Absent -recommendations were sent in and shared during the meeting
Kelly Ann Rabah	BSOM	Present
Caroline Cao	CECS	Present
TBD	LAKE	No Representative
Barbara Fowler	CONH	Present
TBD	SOPP	No Representative
Barry Milligan	Graduate School Dean	Present (Ex-officio/NV)
Erin Renslow	CEHS Graduate Assistant	Present (NV)

**Meeting Started: 2:06 PM**

**Business:**

**1. Graduate Membership Committees Charge & Process: Policy 2160**

*Chai Notes: Approved at the Graduate Council on April 19, 2018, however this is not official policy – has not been approved by Faculty Senate.*

- Milligan explained policy 2160, which was brought forth last year, had discrepancies from the process outlined in the manual for Graduate Council. He announced that one of the last actions of the Graduate Council was to update policy 2160 to accurately reflect the policy the council had been following. Further changes are needed due to concerns raised during the last HLC reaffirmation. In addition, the credentialing process is not as nuanced as it needs to be which will be discussed later on in the year.
- Policy 2160 was approved by Graduate Council in the spring, continued on to the Provost, and was never published as policy. If the Provost approves it, under the previous pathway, Policy 2160 will be published.
- This discussion has been tabled until next month so that the committee member had time to carefully read Policy 2160. Discussion and suggestions to occur at the next meeting on October 15, 2018.

**2. Nomination & Review Template**

- Chai noted that, before the policy was accessible to the public, the committee used a nomination form created by one of its members. This document outlined what criteria the committee used but needs revisions.
- Chai, with Milligan’s feedback, created a form with track changes for the committee to review.
  - o Example of Suggestions for Changes: *Recommended By to Nominated By*
- Milligan outlined what the form should look like:
  - o The structure of the document would work like a flow chart, providing more specific information including what qualifies as scholarly or creative endeavors.
  - o If a nominee met the four criteria, the policy grants automatic approval.

- If only missing the first criteria (Wright State rank), nominees qualified for adjunct faculty rank
- Milligan proposed that further revision of the policy is needed, specifically the creation of more categories for faculty approval and thesis committee status.
- Committee members agreed that the timeline for faculty membership renewal needed to be revised as well so that members will renew every five years.
- Milligan explained that Higher Learning Commission (HLC) allows extraordinary exceptions for faculty membership approval, which is detailed on the form. He clarified those exceptions are not made lightly.
- Milligan raised the concern that, currently, Graduate Faculty Membership is not determined by discipline or level. Once full faculty status has been obtained, faculty can teach anything which is an issue that needs to be addressed from the process level.
- Chai addressed the process for filling out relevant information on the application: filling in the fixed textbox or attaching a letter. The issue of which one to solely use for consistency brought forth mixed opinions and will be relooked at during the next meeting.
  - Rabah, Fowler, and Chai preferred the textbox approach. Milligan had no preference.
  - The committee agreed that the documents should be typed. Chai, as chair, recommended a proposal to Faculty Senate for all documents to be typed.
- Chai proposed that the committee table the discussion and that both Policy 2160 and nomination form be discussed at the next meeting on October 15, 2018.

### **3. The Graduate School's Process Regarding Faculty Nominations & the Role of the Graduate Membership Committee's Charge**

- Chai provided the committee with a quick rundown of the Pilot page covering where to find meeting dates and times, applicants' documents, tabled discussion items, and meeting minutes.

### **4. Applicants Recommended for Approval by the Dean of the Graduate School**

- The majority of the 26 nominations were submitted over the summer for Graduate Faculty Membership.
- The committee did not discuss any specific nominee suggested for approval by the Dean of the Graduate School.
- All of the nominees were suggested for approval by the Dean of the Graduate School. **The committee unanimously voted to approve the group of nominees as a whole.**

### **5. Applicants to be Considered by the Graduate Faculty Membership Committee**

*Lukaszewski's sheet was reviewed by the committee and taken into consideration when voting.*

- Chai explained how the committee would review each nominee and vote after the review of the nominee was completed.
  - 1) Kirkpatrick Dan CEHS
    - The nominee applied to serve on a dissertation committee.
    - Chai stated that the nominee did not possess a terminal degree but did have relevant experience, relevant scholarship, and demonstrated graduate instruction.
    - Fowler conceded that, although a connection was not evident, the nominee had strong leadership experience and skills.
    - Cao was unclear on the role Kirkpatrick would serve on the committee and didn't believe an exception should be made.

- Milligan stated that, although the box was checked, the CV did not support scholarly or creative endeavors. The form was not filled out correctly, further supporting the need for revisions to take place.
  - Chai stated that the committee could approve, deny, or send the application back to the chair for a stronger letter and a more explicit connection to the subject matter.
  - **The committee unanimously voted and Kirkpatrick was denied membership at 3:01 PM. The chair asked to table the nomination until additional information could be obtained on behalf of the nominee. The committee unanimously agreed.**
- 2) Fausnaugh Ronald CEHS
- The nominee applied to teach master's level Educational Leadership – Teacher Leader courses
  - Chai stated that the nominee did possess a terminal degree and had relevant experience but did not have relevant scholarship or five years of leadership experience.
    - Chai clarified that the nominee had three years as principle but also served as a teacher leader and team leader.
  - Milligan explained that, although the nominee is not qualified to teach at the doctoral level, the nominee is qualified to teach master's level, teacher leader courses, which is was the intent as clearly stated in the letter of support.
  - **The committee unanimously voted and Fausnaugh was approved membership at 3:07 PM.**
- 3) Cartwright Steven CoSM
- The nominee applied to serve on an M.S. thesis committee.
  - Chai stated that the nominee was not Wright State faculty or a scholarship record. The nominee did have a Ph.D. and five years of professional experience.
  - **The committee unanimously voted and Cartwright was approved membership at 3:12 PM.**
- 4) Evans Vicki CoNH
- The nominee applied to teach master's level nursing courses. She currently holds temporary status (1 semester) granted by the graduate school.
  - Chai stated that the nominee did not have a terminal degree or a record of scholarship. The issue is that the nominator stated that Evans had only four years of experience, which was not correct. The CV demonstrated nearly 6 years of teaching in higher education and nearly 30 years of field experience.
  - Milligan explained that an argument for an exception would need to be articulated if the consistent bar in CoNH was five years of experience.
  - **The committee unanimously voted and Evans was denied but requested additional information at 3:27 PM. The chair asked to table the nomination until additional information could be obtained on behalf of the nominee. The committee unanimously agreed.**

**Adjournment: 3:28 PM**

**Next meeting is Monday, October 15, 2018 from 2:00 – 3:00 PM in 382 Allyn Hall.**