

WRIGHT STATE UNIVERSITY

GRADUATE COUNCIL MEETING

November 16, 2017

I. The meeting was called to order at 2:02 p.m.

Voting Members and Alternates present:

BSoM: Mike Markey

CEHS: Hannah Chai, Michelle Fleming, Suzanne Franco

CECS: Michael Raymer, Arnab Shaw

CoLA: Chigon Kim, Valerie Stoker

CoNH: Misty Richmond, Brenda Young (by Skype)

CoSM: Kathrin Engisch, Lynn Hartzler, Scott Watamaniuk

RSCoB: John Cook, Jim Hamister, Kim Lukaszewski, and Andrew Beauchamp (alternate, non-voting)

SoPP: Michelle Vaughan, Janeece Warfield

Non-Voting Ex-Officio Members present:

Barry Milligan (interim dean and chair), Frank Ciarallo, Don Cipollini, Erika Gilles (scribe), Deb Poling, Sheila Shellabarger, Jim Tomlin, and Jonathan Winkler.

Other Attendees:

Amanda Steele-Middleton

II. Approval of Minutes

The minutes of the Oct. 26, 2017 meeting were approved as written without comment or correction.

III. Report of the Interim Dean (Barry Milligan)

VPR Search – The search committee for the VP Research met on Oct. 24 and recommended to the President that a national search be done with administrative support from internal resources.

Faculty Constitution Quadrennial Review – Faculty will have an opportunity to vote online for the proposed changes to the Faculty Constitution for three days beginning Nov. 27.

The **Chancellor's Council on Graduate Studies (CCGS)** has suspended the requirement of a Program Development Plan (PDP) phase for one year. Any new programs proposed within the next year can be submitted as a Full Proposal (FP). CCGS has also revised its procedure for program revision requests: proposed changes of more than 50% may now be submitted as change requests rather than requiring new full proposals.

The annual **Graduate Open House** was held Thursday, Nov. 9. Approximately 230 potential students attended, which was a little higher attendance than last year. The application fee was waived for all attendees, and for the first time a fee waiver code was distributed to attendees so they could complete the application online after the event if they didn't want or were unable to complete the paper

application on site. Salesforce has the ability to track students who use the code so they can be counted towards the Open House application numbers.

The Graduate School's two graduate assistants have helped organize an informational meeting for the **Graduate Student Assembly (GSA)**, since the organization does not currently have any officers. The meeting will be held 4:00-5:00 p.m. in 028 Millett on Monday, Nov. 20. All graduate students will receive an invitation to the event, but Council members are encouraged to personally invite students who might be interested. Of special note, if the GSA cannot recruit at least six active members and appoint a president and a treasurer, then it will not be possible to the GSA Grant Program this spring.

IV. Committee Reports

- a. **Student Affairs Committee (Mike Raymer)** – No report.

- b. **Membership Committee (Hannah Chai)** – The Committee reviewed five applications for graduate faculty membership. Four were approved for adjunct membership and one for temporary membership. On behalf of the Membership Committee, Dr. Chai moved to approve all of the graduate faculty memberships. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

- c. **Policies Committee (Suzanne Franco for John Gallagher)** – The Committee met once to consider several policy revisions. On behalf of the Policies Committee, Dr. Franco moved to approve the revisions to Policies 5120.1, 5120.7, 5120.8, 5120.9, 5070.3, and the new policy language for Independent Study (Policy 5370).

Discussion: Most of the revisions were non-substantive. There were substantive changes in Policy 5120.7, Oral Proficiency Test, to make sure the university is in compliance with the Ohio Revised Code, and in Policy 5070.3, to allow additional English Proficiency test scores for non-degree-seeking students. Policy 5370 codifies current practices for Independent Study courses. Dr. Milligan called for a vote for the policy revisions and new policy language. Vote: All in favor. Motion passed.

- d. **Curriculum Committee A (Misty Richmond for John McAlearney)**

On behalf of the Curriculum Committee A, Dr. Richmond moved to approve the following course modifications: CEG 6110, CS 7720, EGR 7030, NUR 6903, NUR 7512, NUR 7901 and NUR 7903. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

On behalf of the Curriculum Committee A, Dr. Richmond moved to approve the following course deactivations: NUR 7421, NUR 7422, and NUR 7423. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

On behalf of the Curriculum Committee A, Dr. Richmond moved to approve the program of study modification for the School Nurse Certificate. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

- e. **Curriculum Committee B (Jim Hamister)**

On behalf of the Curriculum Committee B, Dr. Hamister moved to approve the new course request for DOS 9035. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

On behalf of the Curriculum Committee B, Dr. Hamister moved to approve the following course modifications: ACC 7750 and HST 7815. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

On behalf of the Curriculum Committee B, Dr. Hamister moved to approve the following program of study modifications: M.A. History and Museum Studies Certificate. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

V. Old Business – None

VI. New Business – None

VII. Discussion –

a. Add a January Graduate Council Meeting?

A January meeting would help keep curriculum and policy approvals moving forward. After discussion, a motion to add a January meeting to the Graduate Council 2017-2018 schedule was seconded. Dr. Milligan called for a vote. All in favor. Motion passed.

Advantages and disadvantages of a January 11 or a January 25 meeting were discussed next. After discussion, a motion to schedule the January meeting on the 11th was seconded. Dr. Milligan called for a vote. The motion passed with one opposing vote (due to a scheduling conflict with the proposed date).

b. “Curriculog Corner” - Amanda Steele Middleton shared the latest Curriculog “Tips and Tricks”:

1. All required fields (with red or gray asterisks) should be completed. The information in these fields flows into the University Catalog.
2. In the Course Proposal form, if the course does not have any prerequisites, the field should be left blank. “None” or “N/A” is not information wanted in the Catalog.
3. If the originator forgets to “launch” before making edits, then information about the changes should be recorded in the comments to aid future review.
4. The “Impact Report,” designated by the spiral notebook icon, provides a list of all courses and programs that will be affected by the course/program modification.
5. Several requests have been made to the Curriculog developers:
 - a. Include credit hours for each course in the program of study course list.
 - b. Change the default setting to “see current with mark-up.”
 - c. Split the college dean approval level to include a designee for undergraduate curriculum approvals and a designee for graduate curriculum approvals.
6. Cross-List functionality is available in Curriculog and will be introduced this summer.
7. Attachments do not translate into the Catalog. Only the information in the form fields will be entered into the Catalog. Some departments, like Teacher Education, attach the full syllabus to the Curriculog form in addition to completing the form fields for accreditation purposes, but otherwise such information should be included only in the applicable Curriculog fields. State and HLC approval of new programs and certificates will also be attached to the Curriculog form at the conclusion of the process to aid in record keeping.
8. Editing – Originators can edit curriculum items only at their level. The same is true for department, college, and university committees. Once the curriculum item has been approved, it can no longer be edited by the committee. Department chairs and deans cannot make edits. They can reject a curriculum item, however, which sends the item back one level (to the department or college committee). When a committee makes an

edit, the edit will be flagged with the editor's name and the date. The committee member should also add a comment about why the change was made. When a committee rejects an item, the item returns to the originator and the full approval process begins again.

9. Modifications in Curriculog flow into the draft University Catalog for the following year and are viewable online. The current academic year catalog does not change.

VIII. The meeting was adjourned at 2:50 p.m.