

WRIGHT STATE UNIVERSITY

GRADUATE COUNCIL MEETING

February 8, 2018

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

Voting Members and Alternates present:

BSoM: Andrew Froehle, Matt Peterson, and Mike Markey

CEHS: Sheri Stover

CECS: Michael Raymer, Arnab Shaw

CoLA: Chigon Kim, Drew Swanson

CoNH: Misty Richmond, Brenda Young (by Skype)

CoSM: Kathrin Engisch, Lynn Hartzler, Mill Miller, and Scott Watamaniuk (alternate, non-voting)

RSCoB: Andrew Beauchamp, Kim Lukaszewski

SoPP: Michelle Vaughan

Non-Voting Ex-Officio Members present:

Barry Milligan (interim dean and chair), Frank Ciarallo, Travis Doom, Erika Gilles (scribe), Deb Poling, and Karen Wilhoit.

II. Approval of Minutes

The minutes of the Jan. 11, 2018 meeting were approved as written without comment or correction.

III. Report of the Interim Dean (Barry Milligan)

VPR Search – Negotiations are underway with a search firm to contract for two searches: Provost and VP Research. The search for a new Provost will be conducted first with the goal to have the new person start on July 1.

Graduate Scholarships – The call for nominations for the 2018-2019 Graduate Council Scholars and Wright Fellows scholarship programs was emailed in late January. An announcement about the revised terms of the WPAFB scholarship program was also emailed in late January. The Education Office at WPAFB was notified and the Grad School website has been updated. The revisions include a reduction of the scholarship amount from \$2500 to \$2000 per semester, a limit of one scholarship per qualifying family (current scholarship recipients will be grandfathered), and a restriction that the WPAFB scholarship cannot be combined with other Graduate School scholarship support or with the WSU employee tuition benefit.

The **Graduate Student Assembly (GSA)** president and treasurer have attended the required training and now have access to the organization's budget. They are beginning to organize the Original Work and Professional Development Grant Program for the spring semester. An announcement about the grant program with deadlines for applications will be distributed soon.

Prerequisite Checks – The prerequisite effort should be well underway. Programs and departments should be evaluating their course prerequisites and submitting any necessary changes in Curriculog. A reminder to programs that list undergraduate courses as prerequisites for graduate courses: these prerequisites may need to be either a) program prerequisites instead of course-specific prerequisites or b) “department-managed” course prerequisites. Otherwise, any student who did not complete undergraduate work at Wright State will be prevented from registering for the course.

Duplicate Courses – Two examples of duplicate course offerings have been brought to the Graduate School’s attention recently. Unsure of how widespread this issue may be, the Graduate School will look into this further, but probably not until next academic year. If duplication is suspected, then the Graduate School will likely bring the two departments together for a closer look at the course content.

Graduate Student Excellence Awards Program – This annual event will be held on Wed. April 18 at 4 p.m. in the Apollo Room. An official announcement with the nomination information will be made soon.

IV. Committee Reports

a. Student Affairs Committee (Mike Raymer) –

1. **Petitions:** The Student Affairs Committee met once to consider 16 petitions for readmission. Of the 16, the Committee approved 12 dismissed students for readmission. The Committee also approved one academic petition.
2. **Scholarships:** The Student Affairs Committee reviewed the terms of the Graduate Council Scholars and Wright Fellows programs and made some minor revisions to the nomination requirements. Nominators are asked to submit all of the requested items and *only* the items requested. This will keep the nomination process fair and uniform.

b. Membership Committee (Barry Milligan for Hannah Chai) – The Committee did not review any nominations since the last Graduate Council meeting. The interim dean reviewed six applications for graduate faculty membership. Five were approved for adjunct membership and one for regular membership.

Dr. Milligan also mentioned that there is an initiative underway to revise the Faculty Credentials policy. The Membership Committee, along with the Graduate Policies Committee, will be providing input.

c. Policies Committee (Matt Peterson for John Gallagher) – The Policies Committee met once to consider a number of policy revisions. Several policies are still being discussed. The policies recommended for Graduate Council approval are the following:

1. Graduate Policy 5120.10 Student Responsibilities for Assistantship Processing –

Changes to the policy were primarily for clarification. On behalf of the Policies Committee, Dr. Peterson moved to approve the revisions to Policy 5120.10 as written:

- A. International students who have been granted a graduate teaching assistantship, and who do not have -a previous degree earned in a country where English is the official language of instruction in higher education [HYPERLINK TO LIST], ~~should~~ must contact the Department of English Language and Literatures to schedule an appointment to take the ~~OPT to~~ demonstrate proficiency in spoken English Oral Proficiency Test (OPT). This test should be The

~~assistantship candidate must~~ successfully complete ~~the OPT d prior to before scheduling~~ an appointment ~~date~~ for assistantship processing. Graduate assistant~~ship~~ and graduate research assistant~~ship~~ candidates may be asked by their departments to take the OPT if there is any chance they ~~may will~~ have ~~limited~~ classroom duties.

- B. F-1/J-1 ~~Foreign-International~~ students seeking Social Security Numbers for on-campus work are required to provide documentation that they have been offered an on-campus job. ~~A letter will be issued by t~~The employing department ~~will issue a letter~~ that ~~provides-verifies~~ employment-~~verification~~. Additionally, ~~a letter will also be provided by the~~ UCIE office ~~will provide a letter~~ that verifies the visa status. The student ~~is will need~~required to ~~take-submit~~ these two letters to the Social Security Administration and apply for a Social Security card. Students may work while the Social Security application is being processed. However, they must present ~~the t receipt that shows they have applied before beginning any campus employment~~. The ~~actual-official~~ Social Security card ~~should be received and presented~~ to the Graduate School before the second pay period.
- C. Students ~~should-must~~ contact the Graduate School for an appointment ~~to sign the assistantship agreement~~ after ~~being-they have been~~ notified that ~~the assistantship agreement it~~ is ready for final processing. Appointments are made on a first-call, first-served basis. Since there are deadline dates for insuring the timely payment of stipends, students are encouraged to make an appointment as soon as possible after being notified.
- D. Students ~~will-must~~ complete the required tax forms and sign the assistantship agreement. Tuition will ~~then~~ be applied electronically for the ~~current-designated~~ quarter~~semester~~.
- E. Students ~~having-with a full-academic-year an~~ assistantship agreement ~~for a full academic year~~ (Fall and Spring Semesters) may receive ~~a~~ tuition remission for subsequent terms ~~when funding is available~~. ~~The-s~~Students ~~s~~ must be registered for the appropriate number of hours each term before tuition can be applied.

Discussion: None. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

2. **Graduate Policy 5120.11 Employment Eligibility Verification** – The significant revision to this policy is the deletion of the work authorization requirement per the change in process in UCIE and their current interpretation of the immigration law. On behalf of the Policies Committee, Dr. Peterson moved to approve the revisions to Policy 5120.11 as written:

The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of anyone employed after November 6, 1986, ~~and -A~~ all graduate assistants are required to comply with this law. ~~Prior to Before~~ the appointment for final processing of the graduate assistantship agreement, students ~~will be required to must~~ complete, at the department, program or ~~other~~ office employing them, an Employment Eligibility Verification Form I-9, and provide proof of citizenship or legal alien status and eligibility to work in the U.S. Newly hired ~~international graduate employees-assistants~~ must complete and sign section 1 of form I-9 no later than the first day of employment. Employers or their authorized representatives must complete section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. The proof required for employment eligibility is ~~contained-described~~ on the back page of the I-9. ~~Please note that if~~ a student cannot provide a document from List A on Form I-9, then ~~a documents~~ from both List B and List C must be provided. However, international students with visas must provide a valid passport and form I-94 ~~form~~ as proof of legal alien status. ~~Additionally, all international~~

~~students must have an approved work authorization from the UCIE office dated no later than the beginning date shown on their assistantship.~~

Discussion: None. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

- 3. Graduate Policy 5120.12 Second Year Assistantships** – Changes to this policy were primarily for clarification and to remove the limitation of only two years. The policy title was revised to “Continuing Assistantships.” On behalf of the Policies Committee, Dr. Peterson moved to approve the revisions to Policy 5120.12 as written:

5120.12 ~~Second Year~~ **Continuing Assistantships**

- A. Departments, ~~or Colleges~~ colleges or offices desiring to retain ~~a the same student as a~~ graduate assistant ~~appointee~~ for a ~~second subsequent~~ year must send a new assistantship agreement to the Graduate School ~~for covering that the new appointment~~ period.
- B. If a graduate assistant ~~appointee~~ wishes to be ~~considered for a second year~~ ~~assistantship continue as a graduate assistant but~~ in a ~~different~~ ~~not her~~ ~~program~~ department, college, or office, he/she must ~~reapply apply to that new~~ ~~program~~ be appointed by that new sponsoring unit, which must send a new assistantship agreement to the Graduate School covering the new appointment period.

Discussion: None. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

- 4. Graduate Policy 5070.3 English Proficiency** – The revision to this policy is in response to a faculty initiative and will permit students seeking regular admission to a graduate program to submit Cambridge exam scores to meet English proficiency requirements. On behalf of the Policies Committee, Dr. Peterson moved to approve the revisions to Policy 5120.12 as written:

International applicants whose native language is not English and who do not have an undergraduate or graduate degree from a regionally accredited U.S. academic institution or an overseas academic institution of high standards whose language of instruction is English must demonstrate proficiency in English. English proficiency is demonstrated by achieving a score of 550 or better on the Test of English as a Foreign Language (TOEFL), a score of 79 on the TOEFL-IBT exam, a band score of six (6) on the International English Language Testing System (IELTS), a minimum score of 57 on the Pearson Test of English (PTE), or a grade C or better on either the Cambridge English: Advanced (CAE) or Cambridge English: Proficiency (CPE) exam. Regular admission to the graduate program in English, however, requires a minimum score of 600 on the TOEFL-PBT,, a score of 100 on the TOEFL-IBT, a score of 7.5 on the IELTS, ~~or~~ a score of 68 on the PTE, or a score of B or better on the CAE and CPE. Applicants may not submit, and graduate programs may not accept, other tests of English ability in place of these tests (TOEFL, IELTS, PTE, CAE, CPE) without prior permission from the Graduate Council. Departments may set higher requirements, particularly for students who have applied for graduate teaching assistant positions. International students who have an undergraduate or graduate degree from a regionally accredited U.S. academic institution or an overseas academic institution of high standards whose language of

instruction is English are not normally required to take the TOEFL. Academic programs may, however, require that international students with a U.S. degree take the TOEFL as an admission requirement. In addition, international students may be required by their academic advisors to take a university administered English writing placement test. The results of this test will be used to advise students in regard to supplemental on-campus classes required to strengthen their English skills.

Discussion: None. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

d. Curriculum Committee A (Arnab Shaw for John McAlearney)

On behalf of the Curriculum Committee A, Dr. Shaw moved to approve the following as a group:

- **New course requests:** BME 6450 and IHE 6150.
- **Course modifications:** BME 6421, BME 7530, IHE 6510, and IHE 6712.
- **Course deactivations:** BME 5530 and IHE 6510L.
- **Program of study modification:** M.S. Nursing: School Nurse.
- **Program deactivations:** M.S. Nursing: Adult-Gerontology Clinical Nurse Specialist and Post-master's Certificate: Adult-Gerontology Clinical Nurse Specialist.

No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

e. Curriculum Committee B (Barry Milligan for Jim Hamister) –

On behalf of the Curriculum Committee B, Dr. Milligan moved to approve the following new course requests: ED 5040, ED 5050, ED 5060, ED 5070, and MGT 7260. No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

On behalf of the Curriculum Committee B, Dr. Milligan moved to approve the following course modifications: DOS 9040, ED 6070, ED 6090, ED 6170, ED 6180, ED 6330, ED 6340, ED 6350, ED 6420, ED 6490, and GEO 6000. Discussion: The request to modify DOS 9040 is one of the examples of a possible course duplication. DOS 9040 may be a duplicate of MGT 7210. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

On behalf of the Curriculum Committee B, Dr. Milligan moved to approve the following program of study modifications:

1. Endorsement: Adapted Physical Education
2. Licensure: Adolescent to Young Adult: Integrated Language Arts
3. M.Ed. Middle Childhood Education
4. M.Ed. School Counseling

No discussion. Dr. Milligan called for a vote. Vote: All in favor. Motion passed.

V. Old Business – None

VI. New Business – None

VII. Discussion – None

VIII. The meeting was adjourned at 2:25 p.m.