

SENATE: October 2019

Senate Recommendation 2019-10-02: Graduate Council report approved by Senate  
October 17, 2019.

*Julia Shadoan, Faculty Senate Chair*



Graduate Council

Agenda—Thursday, September 12, 2019, 3:00 p.m.  
Academic Affairs Conference Room WAB 227

1. Call to Order
2. Guest: Dr. Cheryl Stevens, Provost and Vice President for Academic Affairs  
Provost Stevens provided an overview of the search for an Associate Provost for Research and Graduate Studies (formerly two positions: Dean of the Graduate School and Associate Provost for Research and Creative Activity) and responded to questions from Council members.
3. Consideration of August, 22, 2019 minutes (Appendix A, including Graduate Dean's report)  
The minutes were approved.
4. Graduate Enrollment Report (see Appendix B)
5. Committee Reports
  - a. Graduate Council Executive Committee  
Vacant GC positions include: CHHS student rep, Senate rep, SGA rep
  - b. Policy Committee: No report
  - c. Research Committee: No report
  - d. Curriculum Committee: (Appendix C)  
Programs: 072 Geoscience (approved), 092 Psychology (approved)
6. Report from Dean of the Graduate School
7. Public Comments
8. Announcements & Adjourn

## APPENDIX A



### Graduate Council

Minutes —Thursday, August 22, 2019 3:00 p.m.

Academic Affairs Conference Room WAB 227

Members Present: Alex Lebedinsky, Helen Liang, Ray Blankenship, Martha Day, Sarah E. Ochs, Aaron Hughey, Dominic Lanphier, Diane Marie Lickenbrock, Carl Dick, Ann Ferrell, Marko Dumancic, Jeff Budziak (for Cheryl Hopson), Richard Dressler, Adam West, Cheryl Davis

Members Absent: Scott Arnett

Guests: Evelyn Thrasher, Dennis George, Cate Webb, Danita Kelley, Scott Gordon, Colette Chelf, Laura Burchfield

1. Call to Order \*Ann Ferrell
2. Consideration of May 9, 2019 minutes (Appendix A) \*Dressler/Dumancic; approved
3. Opening remarks, review of Graduate Council bylaws and responsibilities, committee responsibilities and membership

\*Ann Ferrell reminds members to send a graduate faculty representative if they cannot attend a meeting. \*Ferrell encourages everyone to look ahead at how the ongoing CAPE execution and budget issues will continue to effect Graduate education. \*There are fifty-seven programs in the transformational category and thirty-one are graduate programs. Ferrell will be serving on the transformation task force that the Provost announced. \*The Graduate Council guidelines were updated last year to align with the Senate charter, and this included the clarification of the composition of committees. \*The committees will need to officially elect chairs at the end of the meeting.

4. Graduate Enrollment Report (Appendix B)

\*Scott Gordon explains that the report measures unduplicated head count. The report is used to see how our overall enrollment is doing in comparison to the previous year.

## 5. Committee Reports

### e. Graduate Council Executive Committee: GC membership (Appendix C)

\*Ferrell announced the elected spots in the colleges are filled, she is working on determining the Senate representative, and requests the colleges select their student representatives. Emily Anne Pride has expressed interest in serving as the SGA representative.

### f. Policy Committee: No report

\*Carl Dick announced the Policy Committee handles issues regarding Graduate School policy. The committee works closely with the Graduate School staff and Dean.

### g. Research Committee: No report

\*Dominic Lanphier announced the Research Committee reviews research grant proposals for graduate students. The first round of grant applications is due September 18<sup>th</sup>.

\*Cheryl Davis announced we will have the \$10,000 budgeted amount and \$50,000 from the Office of Research. Thus, we will be starting with \$60,000.

### h. Curriculum Committee: No report

\*Martha Day announced the Curriculum Committee meets once a month. The committee reviews program changes, new programs, course revisions, course deletions, and makes sure things are submitted correctly on CourseLeaf.

## 6. Report from Dean of the Graduate School

\*Cheryl Davis described the Graduate School Open House and was pleased with the opportunity to get to know the students.

\*The Graduate School Welcome Reception is from 6:00 p.m. – 10:00 p.m. this evening. Davis encourages the faculty and their students to attend.

\*The travel grant budget is not set since support services have not been told their reallocation budget. The first deadline is September 18<sup>th</sup>.

\*Colette Chelf has completed updates to the Graduate Catalog and distributed it for review. Any input needs to be submitted by tomorrow. Colette shared that the Graduate Catalog is ready to publish once the Undergraduate Catalog is ready. The Undergraduate Catalog will likely not be finalized and ready to publish until September. She will be working with Rheanna Plemons and Jennifer Hammonds this year to get UCC up.

\*Scott Gordon is working on our new admission software. Scott shared that the new application will be more flexible and student friendly.

\*There will be a nationwide search for Associate Provost of Research and Graduate Studies (the exact title has not been determined). Provost Stevens will come speak to the Graduate Council once there are more details to share. Cheryl Davis announced that she is planning to retire December 2020.

7. Public Comments
8. Break into Committee Meetings – Election of Committee Chairs
9. Announcements & Adjourn \*Carl Dick; adjourn



THE GRADUATE SCHOOL

Dean's Report to Graduate Council

Cheryl D. Davis, Interim Dean

August 22, 3:00 p.m.

Academic Affairs Conference Room WAB 227

Welcome to all new faculty representatives to Graduate Council, and a special thank you to Carl Dick for his service as Chair last year and to Ann Ferrell for agreeing to serve as Chair during the current academic year. The service provided by the other members of the Graduate Council Executive Committee and all Council representatives is also greatly appreciated. The work of the Graduate Council is critical to the success of the WKU Graduate School and our graduate programs.

The Graduate School will be hosting a second Open House from 10am to 2pm on Monday, August 26th. We held the first Open House on Thursday, August 22<sup>nd</sup>, and it was very well attended. The Open House sessions were offered this year in place of the graduate student orientation sessions that were held in past years.

Reminder: Graduate School Welcome Reception tonight from 6pm to 10pm at the Augenstein Alumni Center.

Reminder: First round for Travel Grants and Research Grants– deadline for both is September 18, 2019. The Office of Research and Creative Activity will be contributing \$50,000 to supplement the budget for research grants again this year, bringing the amount to \$60,000 for the academic year. We are not yet certain about the amount of money that will be available this year for the travel grant program, but we do plan to proceed with the first round on September 18<sup>th</sup>.

Colette Chelf has completed the task of updating the Graduate Catalog. Deans, Associate Deans, and Department Heads received the catalog information, and have distributed accordingly for review and suggested edits. A reminder to all to please be sure to provide any edits by tomorrow (August 23). Please note that work on the undergraduate catalog is still underway, and consequently, it will likely be late September before the catalogs are posted and available.

Scott Gordon's work on the new SLATE admissions software program for the Graduate School is progressing well, and we will be providing Council with progress updates over the course of the fall semester.

Search Announcement: It has been determined that there will be an Associate Provost position that will combine the current roles of the Associate Provost for Research and Creative Activity and the roles of the Dean of the Graduate School. The precise title for that position has not yet been determined, but it will be an Associate Provost position reporting to the Provost. There will be a national, external search for the position, and that announcement will be coming from the President or Provost soon. The Provost has agreed to meet with Graduate Council in the future to provide additional information when more details about the position have been finalized.

## APPENDIX B

From Scott Gordon:

Here is the Week 1 graduate enrollment report for Fall 2019. Enrollment is 2182, which is -178 compared to last year.

Observations:

- Military student enrollment (in terms of residency) continues to grow (+56).
- Declines continue to be seen in the same areas as in previous weeks: resident students (in terms of residency) and master's students (in terms of degree level). Both of those declines (-186, resident students; -190, master's students) are greater than the over student decline (-178).
  - Kentucky counties with largest declines: Warren (-57); Hardin (-34); Fayette (-21); Daviess (-16); Madison (-11)
    - Warren County resident student enrollment change from Week 1 Fall 2018, by academic college:
      - CEBS: -18
      - CHHS: -22
      - GFCOB: -16
      - OCSE: 0
      - PCAL: -5
      - Non-degree: +4
  - Kentucky counties with largest gains: Adair (+6); Oldham (+4); five counties at +3 (Garrard, Green, McCracken, Trigg, Whitley)
- International enrollment at Week 1 has been very close to the final total in previous years.
- Non-degree enrollment shows significant growth due to a collaboration with DELO to enroll educators from JCPS. Some of these students may convert to a degree-seeking program in future semesters.
- Enrollment data is not final until census (usually around Week 9).

## APPENDIX C

# Graduate Council Curriculum Committee

## Minutes – September 5, 2019

### 2:00pm WAB 0208

**Minutes: May 2, 2019**

**1<sup>st</sup>/2<sup>nd</sup>:** Dressler/Liang – **Vote:** Approved

**Voting Members:** Richard Dressler, Martha Day, Dominic Lanphier, Helen Liang

**Guest:** Merrall Price, Cate Webb, Danita Kelley, Scott Gordon, Collette Chelf, Dennis George, Rheanna Plemons, Jennifer Hammonds, Jason Polk, Sally Kuhlenschmidt

**Announcements:** Change start time to 2:15pm for all meeting this year so Helen Liang (voting member) can be here in time due to her class schedule.

#### Action Items:

Code	Title	Initiator	Action Taken - Notes
<a href="#">072</a>	<a href="#">072: Geoscience</a>	jsn15309	<b>1<sup>st</sup>/2<sup>nd</sup></b> – Dressler/Lanphier <b>Discussion:</b> Talked about the admission standards and what language needed to be there. Adjusted in system. Removed TOFL info and the passing grades info. Both of which will be posted on the website. <b>Vote:</b> Approved
<a href="#">092</a>	<a href="#">092: Psychology</a>	sll73851	<b>1<sup>st</sup>/2<sup>nd</sup></b> – Dressler/Lanphier <b>Discussion:</b> Sally wanted to make a change under “Reason for changing” EDFN to EDLD 712 722 (1 <sup>st</sup> line only). <b>Vote:</b> Approved

#### Other Business:

Archives-Colette Chelf – No need to approve minutes prior to the GCEC meeting.

#### Adjourn at 2:30pm

1<sup>st</sup>/2<sup>nd</sup> – Dressler/Liang

Respectfully submitted  
GCCC Recorder  
Jessica Steenbergen