

Graduate Studies Council Meeting Minutes

Thursday, May 9, 2019 at 2:00 p.m.

In attendance: Drs. Mickey Blackwell, Paige Carney, LeighAnn Davidson, Richard Ford, Gerald Hankins, Richard Hiles, Linwei Niu, Aaron Settle, Frank Vaughan, Emily Waugh, Naveed Zaman, Sonja McClung

- Approval of Minutes of April 23, 2019 Meeting – Moved to approve by Dr. Vaughan, seconded by Dr. Settle
- Agenda for meeting of May 9, 2019 – Moved to approve by Dr. Davidson, seconded by Dr. Settle

Old Business:

- Website Updates – April and May minutes will be added
- Updates on Graduation Procedures/Diplomas – Graduate diplomas are larger (to be framed). The question was raised if Graduate Program coordinators should be on the stage presenting diplomas to graduate students.
- Graduate Program Assessment – Dr. Settle reported that reports are due by November 2019. Data for assessment is needed from several programs.
- Graduate Admissions and Registrar – Sonja is in training for admitting graduate students in Banner. This new role is ready to begin once HR paperwork is completed. Dr. Hiles suggested revisions pertaining to international students (turn-around time frame). Recommended to get Sonja fully approved by July/August.
- Annual Report – Due date: May 22, 2019

New Business:

- Meeting days for Fall 2019 – Keep GSC meetings on the third Tuesday every month (for now)
- Recruiting and Enrollment for 2019-2020 – Graduate numbers do not match numbers on enrollment report. Dr. Blackwell suggested updating enrollment numbers in each program every 8-weeks.
- Job description for Program Coordinators – Dr. Blackwell presented a drafted letter and job description for President Jenkins to GSC (see attached). **Motion made by Dr. Settle to accept two documents as drafts, which the GSC will return for edits and approvals. Seconded by Dr. Hiles. Motion carried.** The first review of draft documents will be individually; second review of draft documents will be by entire GSC in August.
- Computer Science Program – A new Computer Science faculty will begin in Fall 2019. Seventy-five applications have been received for Computer Science program from India. Twenty would be a good cohort number. International housing would be a good thing to pursue for graduate students. Some domestic students have applied for Computer Science program as well.
- Dr. Ford opened discussion over what the GSC should officially be called. WVSU College of Graduate Studies was suggested, but it was mentioned that this may cause confusion over the previous “COGS.” Plus, “college” implies a larger number of graduate programs. Twenty graduate programs are required before approval of doctoral programs can be considered. **The GSC reached a decision: WVSU School of Graduate Studies. Motion made by Dr. Settle to approve the name, seconded by Dr. Davidson. Motion carried.**

- Dr. Blackwell asked for a motion to accept a possible syllabus revision for EDUC 605 for the Fall 2019 semester. Revisions will be shared via email over the summer. **Motion made by Dr. Settle to accept syllabus revisions, seconded by Dr. Davidson. Motion carried.**

Adjournment at 3:00 pm

Next Meeting: Date will be in the Fall 2019 semester opening schedule