

GRADUATE COUNCIL  
April 24, 2018 11:00am Thurmond 208

Minutes

Voting members present: Brad Witzel, Jayne Maas, Tracy Griggs, Kelly Richardson, Eric Birgbauer, and Don Rogers. Guests and non-voting members present: Keith Benson, Wanda Ebright, Gina Jones, and April Hershey.

- I. Announcements - none
- II. Approval of minutes March 8 minutes. See the link below for minutes:  
<https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Administrative/GCMinutesMar82018.pdf> - Approved
- III. Report from the Graduate Dean – none, see most recent report submitted to Graduate Faculty Assembly.
- IV. New Business
  - a. Subcommittee Reports on Status of Graduate Council Priorities for AY 2017-2018:
    - i. Review of the petition process – see handout (attached) of PDF version of the updated form. April spoke briefly about her discussion with Tim Drueke regarding the possibility of adding the petition process to an existing in-house system; like curriculum action. The number of graduate petitions processed in a year does not really justify the man hours that creating a new system would take. Tim did agree that the process of establishing a new curriculum approval system could and should include an add-on to allow for petitions. There was then discussion of the number and type of approvals required on the current form. As Kelly Richardson pointed out, the structure of each college is so different and we really need input from the signatories that are currently on there to understand the why and how. Don Rogers advocated to leave the “or” since some faculty fill multiple roles. Routing of the form will be a challenge to formalize so the plan of converting it to an electronic format will be moved to next academic year. April will continue research on Qualtrics to see what is possible in the meantime.  
There were motions made to approve the edited policy (attached) which was approved. The petition form still needed revisions and it was agreed that the subcommittee would consider changes over the summer (the summer revisions are attached). It is recommended that the final petition form and new transmittal form (arising out of the summer revisions) be approved at the first meeting of Graduate Council in fall.
    - ii. Graduate level requirements for 500-level courses – Tracy Griggs reported on the sub-committee progress. A survey was sent out to all faculty teaching 500-level courses and got about a 31% response rate from the participants. Half are teaching one 500-level course a year, half of them are teaching 1-2 sections, 5% of those surveyed are teaching 4-5 sections. Half use one syllabus for both, 40% use separate, 7% said it depends on the course. Rigor is distinguished on the syllabus when the same one is used. Only one respondent indicated an additional meeting required of the grad students. 35% did additional assignments, 24% grade differently for the grad students, and some have graduate students serve as a mentor, tutor, etc. Tracy will share the quantitative and qualitative data in a more formal way later. The sub-committee plans on putting some of the data together in a “best practices” type

document that will be shared with all faculty. Work in UGAC will continue on this topic next year as well. The goal will be to redefine the 500-level courses to make sure that they have both undergrads and graduates in there.

- iii. Clarification of graduate faculty – Some language and edits to the qualifications for GF were discussed at length. The original intent in the application process may have been seen as prestigious but it has now become to be viewed as just one more meeting. Having to apply for membership seems like a roadblock. Wanda Ebright pointed out that this affects CVPA more so as so many new faculty are asked to teach graduate level courses, but have to wait a year before applying to be a GFA member. Is there an apprenticeship to teaching graduate level courses and therefore waiting a year is necessary? How do we make it clear that decisions made in GFA do affect all faculty rather than just those teaching graduate level courses? Maybe in that first year there is a mentor that is a member of GFA that helps guide the new faculty member? Keith Benson mentioned that with the focus of the university and the strategic plan being on graduate education, service to GFA will or should be seen as more important and should be highlighted in annual reports.

This discussion will continue next year as well as the definition and application process attempts to become better defined and more streamlined.

b. Other: none

V. Curriculum Actions (none)

VI. Graduate Faculty Applications (voting members)

- a. Devon Ralston (English) – approved by email vote prior to meeting

VII. Graduate Petitions (voting members)

- a. Petition 16 - to accept graduate course work from 2008 and 2009 - approved

VIII. Adjournment

Graduate Faculty Assembly and Graduate Council Website:  
<http://www.winthrop.edu/graduateschool/default.aspx?id=43990>

[Curriculum Action System Access \(click on as Graduate Council Chair\)](https://www2.winthrop.edu/courseaction/login.axd)  
<https://www2.winthrop.edu/courseaction/login.axd>

Graduate Council Members and Contact Information:			
Eric Birgbauer (CAS)*	<a href="mailto:birgbauere@winthrop.edu">birgbauere@winthrop.edu</a>	Jayne Maas (Chair)*	<a href="mailto:maasj@winthrop.edu">maasj@winthrop.edu</a>
Hannah Chapman (Student COE)	<a href="mailto:chapmanh4@mailbox.winthrop.edu">chapmanh4@mailbox.winthrop.edu</a>	Stephanie Lawson (CBA/CUC rep)	<a href="mailto:lawsons@winthrop.edu">lawsons@winthrop.edu</a>
Jack DeRochi (Graduate Dean)	<a href="mailto:derochij@winthrop.edu">derochij@winthrop.edu</a>	Kelly Richardson (CAS)*	<a href="mailto:richardsonk@winthrop.edu">richardsonk@winthrop.edu</a>
Tyler Frasier (Student CVPA)	<a href="mailto:frasierm2@winthrop.edu">frasierm2@winthrop.edu</a>	Don Rogers (CVPA)*	<a href="mailto:rogersd@winthrop.edu">rogersd@winthrop.edu</a>
Tracy Griggs (CBA)*	<a href="mailto:griggst@winthrop.edu">griggst@winthrop.edu</a>	Brad Witzel (COE)*	<a href="mailto:witzelb@winthrop.edu">witzelb@winthrop.edu</a>
Lisa Harris (COE)*	<a href="mailto:harrisl@winthrop.edu">harrisl@winthrop.edu</a>		
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April Hershey (Graduate Dean, Secretary)			
*voting members			
Agenda also sent to:			
Tim Druke	<a href="mailto:drueket@winthrop.edu">drueket@winthrop.edu</a>		
Gina Jones, Registrar	<a href="mailto:jonesg@winthrop.edu">jonesg@winthrop.edu</a>		
Greg Oakes, CAS Graduate Director	<a href="mailto:oakesm@winthrop.edu">oakesm@winthrop.edu</a>		
Marshall Jones, COE Graduate Director	<a href="mailto:jonesmg@winthrop.edu">jonesmg@winthrop.edu</a>		
Maria D'Agostino	<a href="mailto:dagostinom@winthrop.edu">dagostinom@winthrop.edu</a>		
Keith Benson, CBA Graduate Director	<a href="mailto:bensonk@winthrop.edu">bensonk@winthrop.edu</a>		
Melissa Carsten, GFA chair	<a href="mailto:carstenm@winthrop.edu">carstenm@winthrop.edu</a>		
Michael Lipscomb, Faculty Conference Chair	<a href="mailto:lipscombm@winthrop.edu">lipscombm@winthrop.edu</a>		

## Petitions

Any graduate student may appeal for exceptions in University-wide graduate policies and regulations by submitting a written petition to the Graduate Petitions Committee through the Office of Records and Registration. Instructions and timelines for a petition, the petition form, and submission requirements, can be found on the Graduate School website. Students are responsible for providing clear, robust and compelling evidence to support the petition. The Office of Records and Registration will forward the petition and all accompanying documentation to the Graduate Petitions Committee. The student and advisor will be notified of the decision once it is made.

Appeals of the decision of the Graduate Petitions Committee may be made to the Dean of the Graduate School.

# Graduate Petition

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The **Graduate Council Petitions Committee** is responsible for acting on petitions from individual students for exceptions in university-wide graduate policies and regulations. The student should petition only after all remedies have been exhausted in the appropriate school or college. Students should meet with their Advisor **BEFORE** submitting this form.

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## INSTRUCTIONS FOR PREPARING AND FILING PETITIONS

Student petitioners must provide the following information in this Graduate Petition Form. Any incomplete petitions will not reach the Graduate Council Petitions Committee for consideration. All forms must be typed:

- Student Information
- Type of Petition to include Graduate Catalog language and/or University policy from applicable catalog year.
- Justification
- Required Attachments:
  - a) Wingspan Transcript
  - b) Statements from the student's Academic Advisor, Department Chair, and Graduate Director or College Dean.

## DEADLINES

The completed Graduate Petition Form is due to the Office of Records and Registration no later than two weeks prior to the next Graduate Council meeting date, which are set forth in advance of the academic year at <https://www.winthrop.edu/graduateschool/default.aspx?id=7566>.

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### Student Information (please print):

- Name \_\_\_\_\_
- Winthrop ID number \_\_\_\_\_
- Telephone number \_\_\_\_\_
- Winthrop email \_\_\_\_\_
- Expected graduation date \_\_\_\_\_
- Catalog year \_\_\_\_\_

**College:**

- College of Arts and Sciences
  - College of Business Administration
  - College of Education
  - College of Visual and Performing Arts
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**Degree Program:**

Degree, Major, Concentration (if applicable)

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**Advisor's Name:**

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**TYPE OF PETITION**

**I petition the following exception to usual rules, regulations, or policies of Winthrop University (check all that apply):**

- Extension of 6 year time-limit
  - Counting out-of-date transfer courses (Approval to Transfer Graduate Credit form required)
  - Taking increased hours while on probationary status
  - Readmission after dismissal
  - Other (Please explain in detail) \_\_\_\_\_
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**University Rules/Regulations Relevant to Petition:** Please reference the University Rule and/or Regulation for which you are petitioning an exception. Locate the relevant rule and/or regulation in your applicable Graduate Catalog and attach.

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**Justification:** Please attach a concise justification as to why your petition should be approved by the Graduate Council Petitions Committee. Keep in mind that the audience reviewing the justification may be unfamiliar with this particular graduate program and with your particular situation. This statement should be well written and provide clear, robust, and compelling justification for your petition. Please be advised that unsupported statements will not be considered. Please explain any acronyms relevant to this specific program.

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**Required Attachments:**

- a) Please attach a copy of your unofficial transcript (accessible via Student Records in Wingspan) or Degree Audit (accessible via DegreeWorks in Wingspan).
  - b) Using the attached Petition Circulation form, the petitioner must also attach statements from each of the following: Academic Advisor, Department Chair, **and** Graduate Director **OR** College Dean. Each individual's contact information must be included. Such statements should include justification explaining their position on the petition, explicitly indicate whether they support or do not support the petition, and sign/date the statements.
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**Optional Attachments:** Provide any additional relevant documentation in support of the petition: i.e. transcripts (for courses taken outside of Winthrop), approval to transfer graduate credit form, syllabi of courses related to the petition, letters of support documenting specific information related to the petition, documentation of extenuating circumstances, etc.

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By signing below, I, the Petitioner, acknowledge that the Office of Records and Registration and/or the Graduate School will forward my petition to Graduate Council Petitions Committee for review and final decision. The student and advisor will be notified of the decision once it is made. Appeals of the decision of the committee may be made to the Dean of the Graduate School.

Petitioner Signature:

Date:

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**Petition Circulation Form**

This form is to be completed by each of the following: Academic Advisor, Department Chair, **and** Graduate Director **OR** College Dean. Multiple copies of this form may be necessary depending on graduate program. Each individual's contact information must be included. Such statements should include justification explaining their position on the petition, explicitly indicate whether they support or do not support the petition, and sign/date the statements. All comments must be typed.

Does this petition require immediate review?

Yes  
If yes, please briefly explain why.

No

**This petition was reviewed by:**

Name (please print):

Position (highlight position below):

*(Academic Advisor, Department Chair, Graduate Program Director, or College Dean)*

Contact Info (phone and email address):

**Indicate which statement applies:**

- I support this petition.
- I do not support this petition.

**Justification:**

The audience reviewing the justification may be unfamiliar with this specific graduate program. Please provide any additional relevant details to assist in evaluating the petition and to clarify why you support or do not support the petition. Please explain any acronyms relevant to this specific program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RECORDS AND REGISTRATION**  
**GRADUATE PETITION TRANSMITTAL FORM**

<b>Petition designator:</b> Academic year/petition number (i.e., 1819 No. 8 means this is the 8 <sup>th</sup> petition for academic year 2018-2019)		
Reason for petition:		
<b>GRADUATE COUNCIL ACTION</b>		
Approved without stipulations:	Signature, Graduate Council Chair	Date
Approved with stipulations (copy to advisor/student):	(Detail stipulations here)	
	Signature, Graduate Council Chair	Date
Denied:	Signature, Graduate Council Chair	Date