

GRADUATE COUNCIL
March 8, 2018 11:00am Thurmond 208

Minutes

Members present: Jayne Maas, Kelly Richardson, Stephanie Lawson, Eric Birgbauer, Don Rogers, Lisa Harris, Tracy Griggs, Brad Witzel, Jack DeRochi, Hannah Chapman, and April Hershey. Guests: Greg Oakes, Tim Druke, Gina Jones, Brandeis Green, and Melissa Carsten.

- I. Announcements – No announcements.
- II. Approval of minutes January 19 minutes. See the link below for minutes:
<https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Administrative/GCMinutesJan2018.pdf>. – Approved.
- III. Report from the Graduate Dean – South Carolina Graduate Education week 2018 was a success. The dates for 2019 are February 18-26. The addition of a Three-Minute Thesis (3MT) presentation is being headed up a group from Arts & Sciences. They will be reaching out to other colleges to participate. The Council of Southern Graduate Schools (CSGS) hosted one recently and Jack was very impressed with the format. It is a great mechanism for professional development for graduate students to learn how to effectively communicate significant research. The Graduate School Advisory Board is excited about the idea and ready to get involved. Many Winthrop faculty have participated in a 3MT as part of their graduate programs.
The online programs project is transitioning to faculty creating the first master courses. The application is up, websites are up, and data is being pushed. To date there have been over 1200 inquiries and 50-60 applications are currently in process. The advertising is working. Kelly Richardson spoke about how she appreciates that Wiley is worrying about the technical portion of this project. Jayne Maas asked what about the overall target enrollment. Target is 100 new students across all 4 programs for fall 2018. The GFA report with curriculum updates in regards to SACSCOC and CHE timeline was well received. Jack's reports will continue to provide updates and he will make those slides available as part of the report.
- IV. New Business
 - a. Subcommittee Reports on Graduate Council Priorities for AY 2017-2018:
 - i. Review of the petition process – Kelly and Jayne reported on policy revisions and form changes. Jayne distributed policy changes to council members. See the attached for proposed changes. Use this link; https://winthrop.qualtrics.com/jfe/form/SV_e3swaZHXy1TbVUV to review the form in Qualtrics. Please provide any feedback on the policy or form directly to Jayne. A vote on the policy will be taken at the next GC meeting.
 - ii. Graduate level requirements for 500-level courses - Tracy Griggs talked about the 500-level course survey that will go out to all faculty currently teaching grad level courses. The subcommittee is asking faculty about their perception of 500-level courses, i.e., what is their mental approach in terms of differentiating undergrad vs. a graduate level course? She hopes to have reportable data by the next meeting. Jack mentioned that UGAC is working on policy part and has been researching peer institutions. A lot are moving away from 500-level cross listing because of SACSCOC.
 - iii. Clarification of graduate faculty - Melissa Carsten reported that the committee met regarding the current application and membership understanding. Jack agreed that

he would really like to see a more specific definition regarding how GFA wants members to contribute intentionally to the success of graduate programs. How is graduate education defined and celebrated at this university? Are the problems with graduate faculty assembly (GFA) attendance part of this? Brad Witzel asked if the graduate faculty by-laws or the Graduate School Office have a mission statement that can be used to help clarify the definition. Kelly pointed out that GFA membership is not required to teach graduate level courses. If someone is teaching a graduate level course, then they better be on board with being concerned with graduate education in general. There was discussion about limiting membership to tenure-track, but Faculty Conference allows for part-time instructors. It must be decided how inclusive or exclusive does GFA want to be. What about the online program faculty? How do we deal with those that want to participate but are not on campus? Melissa will do some research on that to determine any benefits vs. drawbacks. Please review the attached handout and provide feedback to Melissa. Continued discussion will occur at the next meeting. Brian Hipp is working to get the application to go onto Faculty 180 so a report can be created and application sent. Melissa will also work on mission statement language.

- b. Other – Grad Council has the opportunity to nominate a candidate for GFA Chair. Lisa Harris was nominated.

V. Curriculum Actions (see attachment – “CAS Entries”) – All items approved.

I. Graduate Faculty Applications

- a. Lauren Sastre (CAS - Nutrition) – Approved.

II. Graduate Petitions

- a. Petition 14 – Petition to allow credit for previous course work in EDUC 640 (2 students) – this petition was time sensitive and approved by the committee prior to the scheduled meeting. – Approved.
- b. Petition 15 – Petition to allow 24 hours of courses taken in the Masters of Arts History degree at Winthrop to count toward a Masters of Arts in English degree at Winthrop. – Approved.

III. Adjournment

Future Meeting Dates (Thurmond 208)

Tuesday, April 24 11:00am

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>

Graduate Council Members and Contact Information:			
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Petitions

Any graduate student may appeal for ~~exceptions, deviations, variations~~ in University-wide graduate policies and regulations by submitting a written petition, ~~written by the student,~~ to the Graduate Petitions Committee ~~through the Office of Records and Registration~~ ~~through the Office of Records and Registration~~. Instructions and timelines for a petition, ~~and~~ the petition form, and submission requirements, can be found on the Graduate School website. Students are solely responsible and fully accountable to provide clear, robust and compelling evidence to support the petition. ~~Petitions must be typed and signed by the student. Signatures from the student's advisor, department chair, and dean or graduate director are also required. Petitioners are encouraged to attach a letter of recommendation from their advisor; however, letters of recommendation are optional.~~ 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.

Membership in Graduate Faculty Assembly

Upon recommendation of the Graduate Council, the Assembly shall establish from time to time the generally recognized criteria for membership in graduate faculties. The application form with stated criteria is available ~~in the~~ **online through the** Graduate School **website**. The academic deans, **department chairs, or graduate program directors** shall nominate for membership in the Assembly those persons who qualify under those criteria and the Dean of the Graduate School shall be responsible for reviewing the application for conformity with the established criteria. The Graduate Council will vote on the appointment and announce the outcome to the Graduate Faculty Assembly. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly. (Amended by Faculty Conference, 4-09-81, 8-20-04, 2-24-2009.)

The criteria for membership in the Graduate Faculty Assembly are:

- A. ~~Hold highest earned degree in discipline. In some cases, experience and high production may substitute for the degree.~~ **Hold a tenure-track appointment.**

AND

- B. Have ~~one year~~ **two semesters** of **teaching** graduate-level students in either 500 or 600 level courses. The year of graduate-level service need not occur in consecutive semesters. **Credit from previous institutions may be counted.**

AND/OR

C. Have two semesters of graduate – level service to the institution to be a combination of non-credit teaching, scholarly research/contributions to the field, and service. The year of graduate-level service need not occur in consecutive semesters. **Non-credit teaching may** ~~could also~~ constitute a wider set of pedagogical activities, such as managing theses or graduate-level research projects, participating in curriculum or course development, advising graduate students, or committee work; credit from previous institutions may be counted. ~~Graduate-level classes are defined as 600-level courses or 500-level courses with graduate students enrolled.~~

~~C. Submit an application via Faculty 180 recommendation, including a statement or comments and a signature, from the department chair, dean, or graduate director of the appropriate college to be reviewed by the Graduate School Dean, and the Graduate Council.~~

When a graduate faculty member is up for post tenure review after the initial granting of graduate faculty status, the faculty member will submit documentation of continued teaching, research and contributions on the graduate level to the Dean of the Graduate School. This documentation will consist of completing a new application ~~form~~ to demonstrate continued engagement with graduate level teaching, research, and/or contributions to the field. Winthrop faculty with graduate faculty status granted prior to August 2009 will be grandfathered into the system.