The Graduate Council met for its quarterly meeting on Wednesday, October 2, 2013 in Room 305 of the W&J Gilchrist Education and Psychology Complex. The meeting was called to order by Dr. Paula S. Viltz, Chair, at 3:30 p.m.

Members Present: (12): Dr. Harry Bass, Dr. Kimberly Fitchett-Bazemore, Mr. Vincent Beamon, Dr. Charles Cherry, Dr. Saundra Copeland, Dr. Farrah Jackson, Mr. Brian Jordan, Dr. Gloria Payne, Dr. Jeffrey Rousch, Dr. Zenobia Smallwood, Dr. W. Eric Thomas, and Dr. Paula Viltz.

Staff Present: Dr. Miles Fisher, Project Coordinator for the HBCU Masters’ Degree Program Grant, Mrs. Amy Jo Spencer, Community Liaison Coordinator for Graduate Education, Ms. Jannety Mosley, Social/Clinical Research Assistant, and Mrs. Ella Holley, Administrative Support Associate.

Guest Present: Ms. Tracie Hunter, Director, Financial Aid and Dr. Kuldeep Rawat, Associate Professor, Department of Technology.

Minutes of the April 24, 2013 Meeting: A motion to approve the written minutes of the last meeting of the Graduate Council on April 24, 2013 was made by Dr. Harry Bass and seconded by Dr. Farrah Jackson. The minutes were approved by a majority vote.

Welcome New and Returning Members: Dr. Viltz welcomed the new and returning Graduate Council Members. Mrs. Dena Banks, MSA Graduate Student and Graduate Student Council President, and Mrs. Rhonda Hayes, Director of University Relations and Marketing, have joined the Graduate Council.

Graduate Education has merged with the School of Education & Psychology and we will continue to provide excellent services to our graduate and undergraduate students.

Graduate Council Standing Committees: Ms. Rhonda Hayes was assigned as Chair of the Marketing and Publications Committee (MPC).

Fall 2013 Enrollment: As of August 29, 2013, eighty-seven (87) students were enrolled in Graduate Level Courses for Fall 2013. The Spring of 2013 twenty-eight (28) students completed Masters degree programs at ECSU. This was the largest class in the history of our University.

Fall 2013 Graduate Student Graduates: There will be forty-three (43) students completing the Masters degree programs at ECSU in December of 2013. This will be the largest class in the history of our University. We are actually breaking our own record! Eleven (11) students are in the Master of Science in Mathematics Degree Program; six (6)
students are in the Master of Education in Elementary Education Degree Program; twenty (20) students are in the Master of School Administration Degree Program; and six (6) students are in the Master of Science in Biology Degree Program. A reception honoring these students will be held on Thursday, December 12, 2013 at 5:00 p.m. in the Ballroom of the K. E. White Graduate Center.

Graduate Education Strategic Plan Assessment: The Office of Graduate Education will start developing its new and updated Strategic Plan after the University has completed its plan. There are twenty-two (22) tasks in the previous plan that need to be revamped or completed before the development of the new plan. The Graduate Education Strategic Planning Committee will make a decision concerning those tasks.

Dean’s Speaker Series: The first of the Dean's Speaker Series was held on Tuesday, September 24, 2013 in room 107 of the Gilchrist Complex. Fifty students were in attendance along with several faculty and staff members. The documentary called “Teach” was sponsored by the Graduate Student Council. Teach explores the troubles and triumphs of America’s education system through the eyes, minds, and hearts of teachers.

Dr. June Atkinson, State Superintendent of North Carolina Public Instruction is scheduled to speak at our next series on Monday, December 2, 2013.

MBA Degree Program Update: Requests to have a MBA Masters Degree Program at Elizabeth City State University has been denied by UNC GA.

PSM (Cyber Security) (Action Item): The New Degree Proposal Review Committee has reviewed The PSM (Cyber Security) Program using the Proposal Review Rubric. The Proposal Review Rubric was designed by UNC GA to assist as a guide in the review process for new degree proposals.

The “Intent to Plan the PSM in Cyber Security” was passed by the Graduate Council on October 10, 2013 by electronic vote.

Dr. Kuldeep Rawat, Associate Professor, Department of Technology discussed the requirements needed to establish the program.

BS/MED: Discussions are underway to market ECSU’s Elementary Education, Special Education and Master of Education in Elementary Education degree programs. A plan to combine the BS in Special Education and Masters in Elementary Education, a five year program after which the students will receive both a BS in Special Education and a Masters degree in Elementary Education. We will need to look at the Financial Aid aspect of the program as well as the number of credit hours needed for the programs. We need to address how the degrees will be awarded to the students. Will the students receive both degrees at the same time or separately? There need to be communications concerning the Licensure aspect as well as assistance from the ECSU Registrar’s office. The Council will be updated as research continues on the plan.

IP Policy (Action Item): Decisions are being made to determine if graduate students who have received an IP (indicates that the student has not completed the
Thesis/Product of Learning) should register for the same class until they have completed the Thesis/Product of Learning. If the students are required to register after the Census date has passed, those numbers will not be counted towards official enrollment. A draft of the IP Policy is listed below and was voted on by the Graduate Council.

A motion to approve the IP Policy, effective Fall 2013, was made by Dr. Kimberly Bazemore and seconded by Dr. Farrah Jackson. The IP Policy was approved by a majority vote.

DRAFT

GRADUATE EDUCATION IP POLICY

The Graduate Grade Inventory will be changed to add the Grade of S for completed IP grade courses.

Students will receive the “IP” grade in the Capstone/Thesis courses when they have been approved to receive additional time to complete the requirements of the course (presently in place). To continue toward completion of this work during the next semester, the student will be required to register for the class again and pay tuition with the same number of credit hours that were assigned to the class in which the “IP” grade was awarded. At the completion of all required work, the final grade will be awarded to the class and the previous class with the “IP” grade will be changed to the “S” grade. The “S” grade will not affect the grade point average nor carry any weight in hours earned or attempted. The student will graduate with no “IP” grades on the record. Students will have no more than three (3) semesters to complete their Capstone/Thesis.

OGE Staff Reports - Recruiter/Retention Coordinator: No Report

HBCU Master’s Degree Program Coordinator: Dr. Miles Fisher reported that the HBCU Masters Degree Program Grant is beginning its fifth year at Elizabeth City State University. To date eighty-five students have benefited as recipients of the HBCU Scholarship funds for a total of $1,117,085.29.

Social/Clinical Research Assistant: No report

Community Liaison: The Graduate Student Council is sponsoring a “Walk for Hunger” on Sunday, October 13, 2013, at 12:30 pm at the Waterfront Park in Elizabeth City, NC. Donations can be made on line to the Food Bank of the Albemarle in Elizabeth City. One dollar is worth five pounds of food or four meals.

The OGE annual Homecoming Tailgating event will be merged with the School of Education and Psychology on October 19, 2013. Invitations to the event have been mailed to the Graduate Alumni. E-mails have been sent to the SOEP Faculty and Staff, current Graduate students, current Health and Physical Education (HPE) students, Teacher Education majors and Graduate Faculty and Graduate Council members.
Standing Committee Reports

Graduate Faculty Review Committee (Action Item):
Graduate Faculty Renewal Process

The Graduate Faculty Review Committee, a Standing Committee of the Graduate Council, met on September 25, 2013 and approved one (1) Faculty Member for Graduate Faculty Status. Dr. Mohammed H. Talukder was approved for Associate Graduate Faculty Status. A motion was made by Dr. Jeffrey Rousch and seconded by Dr. Saundra Copeland to certify this Faculty member for membership status with the Graduate Faculty. The motion was approved by a majority vote.

The OGE will be sending out notifications to those Graduate Faculty who need to renew their initial appointment to Graduate Faculty Status. A Graduate Faculty Renewal Rubric was designed to assist in completing the one page Graduate Faculty Renewal Application.

Faculty members with Full Graduate Faculty Status will have to renew their initial appointment every five (5) years; Faculty members with Associate Graduate Faculty Status will have to renew their initial appointment every three (3) years and; Faculty members with Temporary Graduate Faculty Status will have to renew their initial appointment every year. To date thirty-five (35) Graduate Faculty have been certified by the Graduate Council.

Executive Committee: No report

Graduate Grievance and Appeals Committee: No report

Marketing and Publications Committee: No report

Enrollment Management, Retention and Graduation Committee: No report

New Degree Proposal Review Committee: No report

Degree Program Updates

Master of School Administration: Twenty (20) students in the Master of School Administration Degree Program are scheduled to graduate in December 2013.

The Northeastern North Carolina School Leadership Program (NNCSLP) will be providing scholarships to eighteen (18) additional students for the Spring 2014 semester. Many students who have completed the program have careers as Principals and Instructional Specialists.

Master of Science in Biology: Six (6) students in the Master of Science in Biology Degree Program are scheduled to graduate in December 2013.
Master of Education in Elementary Education: Six (6) students in the Master of Education in Elementary Education Degree Program are scheduled to graduate in December 2013.

Master of Science in Mathematics: Eleven (11) students in the Master of Science in Mathematics Degree Program are scheduled to graduate in December 2013.

Graduate Student Council: The Graduate Student Council sponsored the first Dean Speaker Series event called “Teach” on September 24, 2013. The event was well attended by students faculty and staff.

Open Agenda: No report

Adjournment: The meeting adjourned at 4:30 p. m.