The Graduate Council met for its regular meeting on Wednesday, October 5, 2011 in Room 114A of the K.E. White Graduate Center. The meeting was called to order by Dr. Paula S. Viltz, Chair, at 3:30 p.m.

**Members Present: (14):** Dr. Kimberly-Fitchett Bazemore, Mr. Vincent Beamon, Mrs. Deborah Branch, Dr. Saundra Copeland, Mr. Robert Gaines, Ms. Felicia Felton, Ms. Latonya Gregory, Dr. Kenneth Jones, Dr. Cheryl Luton, Dr. Jeanne Marquitz, Ms. Illiana Thomas, Dr. W. Eric Thomas, Dr. Paula Viltz, and Dr. Shelia Williams.

**Guest Present:** Ms. Cheryl Leigh, Librarian, represented Dr. Juanita Midgette Spence.

**Staff Present:** Dr. Miles Fisher, Project Coordinator for the HBCU Masters Degree Program Grant, Mrs. Amy Jo Spencer, Community Liaison Coordinator for Graduate Education, and Mrs. Ella Holley, Administrative Support Associate

**Minutes of the April 27, 2011 Meeting:** A motion to approve the written minutes of the last meeting of the Graduate Council on April 27, 2011 was made by Dr. Jeanne Marquitz. This motion was seconded by Dr. Saundra Copeland. The minutes were approved by a majority vote.

**New Members:** Ms. Felicia Felton, Interim Director of Marketing, Dr. Kenneth Jones, Co-Coordinator for the Master of Science in Mathematics Degree Program, Dr. Cheryl Luton, Coordinator for the Master of Elementary Education Degree Program, Ms. Illiana Thomas, current Graduate Student and Graduate Student Council President, and Dr. Shelia Williams, Director of Teacher Education and Partnerships, have joined the Graduate Council.

**Graduate Student Enrollment:** As of August 30th, the final count of graduate student enrollment for Fall 2011 was ninety-eight (98) students. This was a sharp increase from the sixty-five (65) students who were enrolled in the Fall of 2010. This sharp enrollment increase was due to aggressive recruitment efforts and the availability of financial assistance for the STEM students. The Journal of Blacks in Higher Education ([http://www.jbhe.com](http://www.jbhe.com)), posted an article concerning the graduate enrollment at ECSU. ECSU’s Website also noted this increase.

**Fall Graduate Classes:** There were twenty-four (24) graduate course offerings for Fall Semester 2011. The Coordinators for the Graduate Programs were asked to update the course offerings for their respective program area.

**December 2011 Graduate Student Graduates:** There will be nine (9) students completing their Masters Degree from ECSU in December 2011. One (1) student in
Elementary Education; Five (5) students in School Administration; One (1) student in Biology; and, two (2) students in Mathematics. One (1) student will complete her Licensure requirements only. A reception will be held on Thursday, December 8, 2011 at 5:00 p.m. in Room 107 of the K. E. White Graduate Center honoring these graduate students.

Certified Graduate Faculty to Date: The Graduate Council has certified twenty-six (26) Faculty Members for Graduate Faculty Status as of October 6, 2011. The certifications are: Full Graduate Faculty Status, fifteen (15); Associate Graduate Faculty Status, eight (8); and Temporary Graduate Faculty Status, three (3). This final number includes the certification of Dr. Josiah Sampson, III, to Associate Graduate Faculty Status at today’s Graduate Council Meeting. Members were asked to adhere to the Graduate Faculty Application Submission Dates for the 2011-2012 Academic Year. *It should be noted that Dr. Sylvia Mason who was previously certified is no longer with the University.

Graduate Council Standing Committees: The Council members who were not on a subcommittee were asked to choose one of the Standing Committees to serve on for the 2011-2012 Academic Year. Dr. Jeanne Marquitz and Dr. Shelia Williams will serve on the Graduate Grievance and Appeals Committee. Dr. Cheryl Luton and Dr. Kenneth Jones will serve on the Graduate Faculty Review Committee. Ms. Felicia Felton will serve on the Marketing and Publications Committee.

Solicitation Letter: Solicitation letters were mailed on October 4, 2011 to all of the Graduate Alums who had received a Master’s degree since the Masters Program inception in 2001. The Alums were invited to our ECSU Homecoming Tailgating Event on October 15, 2011 and were asked to contribute to the Graduate Education Fund to assist graduate students who need assistance with tuition and fees.

Graduate Education Strategic Plan 2010-2014: The Graduate Education Strategic Plan was approved at the December 7, 2010 meeting of the Graduate Council. The Plan was approved by Academic Affairs in October 2011. The Strategic Plan will be put on the ECSU website for easy access.

Graduate Policy (1st Reading): The Academic Administrative and Planning Council (AA&PC) Members have received a copy of the Graduate Education Admissions Policy and Program Guidelines document. A sub-committee of the Graduate Council which includes Program Coordinators, Deans and the Office of Graduate Education Staff, has been studying the policy to determine critical issues that need updating. The policy will be sent via e-mail to all the Graduate Council members for their suggestions and/or edits.

One issue of concern in the policy that requires serious thought deals with Undergraduate Enrollment for Graduate Level Courses (Dual-Enrollment). There are no undergraduate students enrolled in Graduate level courses at this time. Allowing select undergraduate students to enroll in Graduate level courses during their senior year will be a way to capture students early. However, Banner will need to be modified to keep all undergraduate students from registering in graduate level courses who have not been approved.
The following questions will need to be addressed before undergraduate students are allowed to enroll in graduate level courses:

(1.) Who will the students belong to? They will still be undergraduates until they receive a Bachelor’s Degree. In order to seek admission to graduate programs, students must have obtained a Bachelor’s degree from an accredited college or university.
(2.) Will the students be billed for undergraduate or graduate fees? The tables in Banner are not set up for students to pay both undergraduate and graduate fees simultaneously. The system will need to be upgraded to accommodate this service.
(3.) Should undergraduate students be allowed to enroll in graduate level courses if they have not taught for a period of three years? This question refers to students who are interested in the Master of Education in Elementary Education Degree Program, Master of School Administration Degree Program, and those Master of Science Programs with a teaching education concentration.
(4.) Should undergraduate students be allowed to enroll in graduate level courses if they do not have a teacher’s license? This question refers to students who are interested in the Master of Education in Elementary Education Degree Program, Master of School Administration Degree Program, and those Master of Science Programs with a teaching concentration.

**MS Biology Curriculum Changes (Action Item):** The Master of Science in Biology Degree Program Curriculum was not ready for presentation to the Graduate Council. The matter was delayed until the next meeting.

**MPA Update:** The Master of Public Administration Program was approved by the ECSU Board of Trustees in June 2011. The program is now pending approval by the UNC General Administration.

**Staff Reports: HBCU Master's Degree Program Grant:** The Office of Graduate Education has been approved for its third year of federal funding through the HBCU Masters Degree Program Grant from the U. S. Department of Education. To date the Grant has assisted upwards of fifty (50) qualified students in the Master of Biology and the Master of Mathematics Degree Programs with funding to assist with tuition and fees. This semester the Grant is funding forty-one (41) students. Thirteen (13) students are in the Biology Degree Program and twenty-eight (28) students are in the Mathematics Degree Program.

**Community Liaison:** Mrs. Amy Jo Spencer, Community Liaison Coordinator for Graduate Education, gave a report concerning her role within the community for the Office of Graduate Education.
Graduate Faculty Review Committee (Action Item): The Graduate Faculty Review Committee met on September 27, 2011 to review three applications. Two of the applications were tabled due to lack of evidence to substantiate the request and proper signatures. The applications were tabled until the next Graduate Faculty Review Committee Meeting.

The Committee approved one Faculty Member, Dr. Josiah Sampson, III, for Associate Graduate Faculty Status. A motion to certify this Faculty member for membership to the Graduate Faculty was made by Mr. Robert Gaines and seconded by Dr. Saundra Copeland. The motion was approved by a majority vote.

A Graduate Faculty Rubric was developed by the Graduate Faculty Review Committee to assist in the selection of Graduate Faculty. Faculty members must adhere to the process and policy for Graduate Faculty applicants.

Executive Committee: No report

Graduate Grievance and Appeals Committee: No report

Marketing and Publications Committee: No report

Enrollment Management Committee: No report, however, the name of the Enrollment Management Committee is now the” Enrollment Management, Retention and Graduation Committee. Suggestions and ideas to continue our good student retention record will be greatly appreciated from the Graduate Council Members.

Degree Program Updates:
Master of School Administration: Five (5) students from the Cluster One Northeastern North Carolina School Leadership (NNCSLP) program will be graduating in the Master of School Administration Degree Program in December 2011. There were forty (40) students in the MSA program as of Fall 2011. Thirty-four (34) students are NNCSLP participants. Six (6) students are non NNCSLP participants.

Master of Science in Biology: There will be one (1) student graduating in the Master of Science in Biology Degree Program in December 2011. There were sixteen (16) students in the program as of Fall 2011.

Master of Education in Elementary Education: There will be one (1) student graduating in the Master of Education in Elementary Education Degree Program in December 2011. Two (2) students will graduate in the Spring of 2012. There were eleven (11) students in the program as of Fall 2011.

Dr. Cheryl Luton, Program Coordinator for the Master of Education in Elementary Education Degree Program, Mrs. Amy Jo Spencer, Community Liaison Coordinator for Graduate Education, and Mr. Brian Jordan, from the Office of Institutional Effectiveness, Research and Assessment, developed an online survey to determine the need for an on-line MAED Program. Eighty-three responses were received in reference to the survey. An application for the MAED on-line program along with data from the survey will be sent to UNC-General Administration for program approval.
**Master of Science in Mathematics:** There are five (5) full time students and two (2) candidates for the December 2011 graduation in the Master of Science in Mathematics Degree Program. There were thirty (30) students in the program as of Fall 2011. The Department of Mathematics is in the planning stages of submitting a proposal for a new concentration in Mathematics for Community College Teachers. Drs. Kenneth Jones and Farrah Chandler are planning to take some of our undergraduate and graduate students to the North Carolina Council of Teachers of Mathematics (NCCTM) Conference on October 26-28, 2011 in Greensboro, NC.

**Graduate Student Council:** Ms. Illiana Thomas, President of the Graduate Student Council stated that students will participate in the Homecoming Parade and Tailgating on October 15, 2011. The Graduate Student Council has monetary funds to assist with these activities.

**Open Agenda:** Members of the Graduate Council and the Graduate Student Council were invited to attend the American and International Education Week Assembly and Luncheon on November 2, 2011. The assembly will be held in the Fine Arts Building at 10:00 a.m. Lunch will be served at 12:00 noon in the K. E. White Graduate Center.

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

Respectfully Submitted: Mrs. Ella Holley