Office of Graduate Education  
Graduate Council Meeting  
Tuesday, December 4, 2012  
3:30 p.m.  
W&J Gilchrist Education and Psychology Complex, Room 305

Minutes
The Graduate Council met for its quarterly meeting on Tuesday, December 4, 2012 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: (16): Dr. Kimberly Fitchett-Bazemore, Mrs. Deborah Branch, Dr. Charles Cherry, Dr. Saundra Copeland, Dr. John Dixon, Mr. Robert Gaines, Dr. Kenneth Jones, Dr. Murel Jones, Mr. Brian Jordan, Mrs. Katie Murray, Dr. Jeanne Marquitz, Ms. Nikita Piercy, Dr. Zenobia Smallwood, Dr. W. Eric Thomas, Dr. Shelia Williams, and Dr. Paula S. 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, Mr. George Cox, Recruiter and Mrs. Ella Holley, Administrative Support Associate.

Guest Present: Dr. Ellis Lawrence, Professor; Mrs. Mable Riddick representing Mr. Vincent Beamon

Minutes of the October 3, 2012 Meeting: A motion to approve the written minutes of the last meeting of the Graduate Council on October 3, 2012 was made by Dr. W. Eric Thomas. This motion was seconded by Dr. Jeanne Marquitz. The minutes were approved by a majority vote.

Fall 2012 Graduate Student Graduates: There will be nine (9) students completing the Masters’ Degree Programs at ECSU in December 2012. Three (3) students in the Master of Science in Mathematics Degree Program; two (2) students in the Master of Science in Biology Degree Program, and four (4) students in the Master of School Administration Degree Program. A reception honoring these graduate students will be held at the Kermit E. White Graduate Center, Room 117, Thursday, December 13, 2012 at 5:00 p.m.

Spring 2013 Graduate Student Graduates: There will be thirty-seven (37) students completing the Masters’ Degree Programs at ECSU in May 2013. Eleven (11) students in the Master of Science in Mathematics Degree Program; one (1) student in the Master of Education in Elementary Education Degree Program; nine (9) students in the Master of Science in Biology Degree Program, and sixteen (16) students in the Master of School Administration Degree Program. A reception honoring these graduate students will be held at the Kermit E. White Graduate Center, Room 117, Thursday, May 9, 2013 at 5:00 p.m.
Review Process for New Degree Proposals: The Office of Graduate Education has begun working on a “Process for Reviewing New Degree Proposals” for Elizabeth City State University. The North Carolina General Administration is expecting faculty input in the process. We are expected to review Appendix C - “Request for Authorization to Establish a New Degree Program” for Master Degree Programs across the State. ECSU completed proposal reviews for five (5) proposals thus far.

Proposal Review Rubric: The Proposal Review Rubric was designed to assist as a guide in the review process for new degree proposals. An example of the Rubric which contains the criteria for student demand and the mission alignment will be on the website.

New Graduate Council Sub-Committee Formation
New Degree Proposal Review Sub-Committee (Action Item): Elizabeth City State University’s “Review Process for New Degree Proposals” requires the establishment of a Sub-Committee of the Graduate Council which will consist of one or more representatives from each school. The Committee will be named as follows: “New Degree Proposal Review Sub-Committee”. The Committee will review ECSU’s “Review Process for New Degree Proposals” to determine a plan of action and to make any necessary recommendations. A motion to approve the new committee (pending the appointment of a Business School representative), was made by Dr. Charles Cherry and seconded by Dr. Murel Jones. The motion was approved by a majority vote.

Social/Clinical Research Assistant Position: The Office of Graduate Education has hired a Social/Clinical Research Assistant who will develop and maintain a comprehensive graduate student data base that will serve to streamline graduate admission, retention, graduation, and assessment functions for more efficient service to students. The new hire is expected to begin work in January 2013.

Graduate Catalog 2012-2014: The 2012-2014 Graduate Catalog will be on the website in a few days and will be ready for distribution in January 2013.

PSM Technology Intent to Plan: The Professional Science Master’s Degree Program in Computer Networking is currently in the “Intent to Plan Stage”. An External Advisory Committee is being formed to make necessary recommendations for the program. It was suggested that someone from the public sector serve on the Advisory Committee. The program will consist of thirty-six (36) semester hours.

MPA Degree Program Update: Interest in the impending Master of Public Administration Degree (MPA) remains high. After the MBA degree program is approved, the MPA degree program will be the next priority.

MBA Degree Program Update: The MBA program at ECSU is awaiting approval from UNC General Administration. The Program is currently at the Appendix C Stage - “Request for Authorization to Establish a New Degree Program”. We should have an answer concerning the request during the Spring of 2013.
On-Line M.Ed. Degree Program Update: The online M.Ed. Degree Program is still awaiting approval from UNC General Administration. Dr. Alisa Chapman, Associate Vice President for Academic Affairs and University School Programs at UNC General Administration has requested that the University provide justification for submitting a request for a program that is already overpopulated. Dr. Chapman has also requested that the budget be revised to show how resources will be secured to support the program.

OGE Staff Reports, Recruiter: Mr. George Cox, Recruiter for the Office of Graduate Education updated the Graduate Council on recruitment efforts to increase student enrollment. Mr. Cox reported that he attended off campus recruitment events in Raleigh, Durham, and Murfreesboro. Until the holiday break recruitment efforts will be focused on the local schools to bolster enrollment in the MSA and Elementary Education programs. A recruitment visit to Mid-Atlantic Christian University has been scheduled for December 12, 2012.

HBCU Masters’ Degree Program: Dr. Miles Fisher, HBCU Master’s Degree Program Grant Coordinator reported that there are two and a half years left in the program. Nineteen of the thirty-seven students who are scheduled for graduation in May of 2013 are HBCU recipients.

Community Liaison: Mrs. Amy Jo Spencer, Community Liaison for the Office of Graduate Education reported that Homecoming was a huge success and reminded everyone to contact her for picture opportunities. The pictures are being used for marketing purposes and the new display boards for graduate education. Mrs. Spencer congratulated Dr. Charles Cherry and Dr. Saundra Copeland for an outstanding job with regards to American Education week and the program honoring the 2012-2013 North Carolina State Teacher of the Year, Ms. Darcy Grimes. Mrs. Spencer referenced Dr. Saundra Copeland’s blog and her positive comments about Elizabeth City State University and how this made her feel proud to be a teacher.

Standing Committee Reports; Graduate Faculty Review Committee: No report

Executive Committee: The Executive Committee met on November 5, 2012 to discuss the Review Process for Master Degree Program Proposals. The Committee recommended the establishment of a Sub-Committee to review ECSU’s “Review Process for New Degree Proposals” to determine a plan of action and to make any necessary recommendations.

Graduate Grievance and Appeals Committee: No report

Marketing and Publications Committee: No report

Enrollment Management, Retention and Graduation Committee: No report
Degree Program Updates - Master of School Administration: Four (4) students in the Master of School Administration Degree Program have presented their electronic portfolios in fulfillment of the MSA program. They defended their portfolio using guidelines that are set by the North Carolina Department of Public Instruction (DPI). These students are scheduled to graduate in December 2012. Sixteen (16) students are scheduled to graduate in May 2013.

Master of Science in Biology: Two (2) students in the Master of Science in Biology Degree Program are scheduled to graduate in December 2012 and nine (9) students are scheduled to graduate in May 2013.

Master of Education in Elementary Education: There are no students scheduled to graduate in the Master of Education in Elementary Education Degree Program in December 2012. One (1) student is scheduled to graduate in May 2013 and three (3) students are scheduled to graduate in Fall 2013.

Master of Science in Mathematics: Three (3) students in the Master of Science in Mathematics Degree Program are scheduled to graduate in December 2012. Eleven (11) students are scheduled to graduate in May 2013.

Graduate Student Council; Toys for Tots: Ms. Nikita Piercy, current graduate student and Graduate Student Council President, spearheaded a “Toys for Tots” toy drive to brighten the holidays for many area children.

The meeting adjourned at 4:19 pm.