Minutes

The Graduate Council met for its quarterly meeting on Wednesday, December 4, 2013 in Room 304 of the W&J Gilchrist Education and Psychology Complex. The meeting was called to order by Dr. Miles Fisher presiding for Dr. Paula S. Viltz, Chair, at 3:30 p.m.

Members Present: (9): Dr. Harry Bass, Dr. Kimberly Fitchett-Bazemore, Dr. Saundra Copeland, Mr. Brian Jordan, Dr. Juanita Midgette-Spence, Dr. Gloria Payne, Dr. Jeffrey Rousch, Dr. Zenobia Smallwood, and Dr. W. Eric Thomas,

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.

Minutes of the October 2, 2013 Meeting: A motion to approve the written minutes of the last meeting of the Graduate Council on October 2, 2013 was not made because we did not have a quorum. Minutes were deferred until the next meeting of the Graduate Council.

Fall 2013 Graduate Student Graduates: There will be twenty-seven (27) students completing the Masters degree programs at ECSU at the December 2013 Commencement. Five (5) students are in the Master of Science in Mathematics Degree Program; three (3) students are in the Master of Education in Elementary Education Degree Program; fourteen (14) students are in the Master of School Administration Degree Program; and five (5) 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.

Spring 2014 Projected Enrollment: The graduate student projected enrollment for Spring 2014 is eighty-five (85) students.

Dean’s Speaker Series: The Dean has initiated a 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 entitled “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 was the speaker at the second of the Dean’s Speaker Series held on Monday, December 2, 2013. Dr. Atkinson spoke to a group of about 100 (one-hundred) students, faculty and staff concerning “Critical Issues in Education Today and Projections for the Future”.

**List of Thesis Titles:** A list of the Theses titles was shared with the Graduate Council members so that they would be aware of the type of research our graduate students are doing in Mathematics and Biology.

**PSM (Cyber Security) Update:** No report

**BS/MED Update:** 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 into a five year program after which the students will receive both a BS Degree in Special Education and a Masters degree in Elementary Education is in process.

Dr. Flora Brown, Director of Assessment and Accreditation, Office of Institutional Effectiveness, Research, and Assessment has informed us that there is a lot of work to be done before this program will be approved.

**IP Policy Update:** The IP Policy is awaiting approval from the Academic Administrative and Planning Council Committee (AA&PC) and the President’s Cabinet. Students will have no more than three (3) semesters to complete their Capstone/Thesis. There is a concern as to what plan to have in place for those students who do not complete their Capstone/Thesis within the three semesters.

**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. The award this year was $474,500.00. The Scholarship amount for Fall 2013 was $125,086.29 for forty-two (42) students. Recipients of the scholarship include nineteen (19) Biology students and twenty-three (23) Mathematics students. Ten of the students are scheduled to graduate at the Fall 2013 Commencement. To date, eighty-five (85) students have benefited as recipients of the HBCU Scholarship funds for a total of $1,125,086.29.

The Department of Education will be expecting the Annual Program Report in April of 2014, rather than in July of 2014.

**Social/Clinical Research Assistant: CFNC Online Graduate Application:** Ms. Jannety Mosley in her presentation indicated that the Office of Graduate Education is moving forward with the CFNC (College Foundation of North Carolina) online application. Other graduate programs in the UNC System currently utilizing CFNC are UNC Greensboro, UNC Charlotte, Winston Salem State University, Fayetteville State University, and NC A&T State University. Currently our undergraduate admissions office
at ECSU is already using CFNC for its application process and is in the process of getting software so that they no longer have to print out the application and transfer the information over into our Banner System. The OGE has been working with staff members at CFNC since March 2013 creating an application and website that reflects what we currently have and what is required by UNCGA. We have viewed the application as our students would and have also completed training for our employees as well as those at surrounding colleges. As of now, we are in the final stages of the application process with the anticipation of going live in the Spring of 2014.

**Community Liaison:** Mrs. Amy Jo Spencer and Ms. Jannety Mosley have sent out a Needs Assessment Survey for our Graduate Students for the Fall 2013 Semester to determine how they are doing and to see if any of the students are in need of assistance. The data collected in the Assessment Survey will be compared to the data collected in the Spring of 2013.

Mrs. Spencer is also collecting information and taking pictures of our graduating graduate students to include in a video at the end of each semester.

**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 December 4, 2013 and approved two (2) Faculty Members for Graduate Faculty Status. Dr. Dolapo Adedeji was approved for Full Graduate Faculty Status. Dr. Gary Harmon was approved for Temporary Graduate Faculty Status. The Committee recommended that Dr. Harmon apply for Full Graduate Faculty Status because he has met the criteria for appointment at this level. A motion to certify these Faculty members for membership status with the Graduate Faculty was not made because we did not have a quorum. Action will be taken on this recommendation at the next meeting of 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:** The New Degree Proposal Review Committee is currently reviewing a new degree called PSM in Data Science and Business Analytics for UNC Charlotte. UNC GA is expecting information for the degree by December 13, 2013. Dr. Jeffrey Rousch, Chair of this Committee, addressed this
matter at the meeting and indicated that the appropriate response to the review process will be transmitted by the requested deadline.

**Degree Program Updates**

**Master of School Administration:** Dr. Saundra Copeland reported that fourteen (14) students in the Master of School Administration Degree Program are scheduled to graduate during the December 2013 Commencement.

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:** Dr. Gloria Payne reported on the Graduate Program Highlights and indicated the establishment of two Biology Graduate Committees. The Committees are: Graduate Curriculum and Planning Committee (GCAPC) and the Graduate Studies Committee (GSC).

In the areas of Program Development, they have identified five Student Learning Outcomes and developed and approved a Biology Assessment Plan.

The December 2013 Graduates are, Clifton Griffin, Lykisa McCoy, Vongvilay McLees, Jewel Medley, and Rachel Parker.

**Master of Education in Elementary Education:** Dr. Zenobia Smallwood reported that three (3) students in the Master of Education in Elementary Education Degree Program are scheduled to graduate during the December 2013 Commencement. Seven (7) students are scheduled to graduate in May of 2014.

**Master of Science in Mathematics:** No report

**Graduate Student Council:** No report

**Open Agenda:** The Graduate Council Members were given a Christmas token from the Chair in appreciation of their service to the Graduate Council.

**Adjournment:** The meeting adjourned at 4:15 p.m.