The Graduate Council met for its regular meeting on Wednesday, December 7, 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:** (18): Dr. Harry Bass, Dr. Kimberly-Fitchett Bazemore, Mr. Vincent Beamon, Dr. David Bejou, Dr. Glen Bowman, Dr. Farrah Chandler, Dr. Charles Cherry, Dr. Saundra Copeland, Dr. Kenneth Jones, Mr. Brian Jordan, Dr. Cheryl Luton, Dr. Jeanne Marquitz, Dr. Gloria Payne, Dr. Jeffrey Rousch, Ms. Illiana Thomas, Dr. Paula Viltz, and Dr. Shelia Williams.

**Guest Present:** Dr. Ebere Oriaku

**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

**Minutes of the October 5, 2011 Meeting:** A motion to approve the written minutes of the last meeting of the Graduate Council on October 5, 2011 was made by Dr. Cheryl Luton. This motion was seconded by Dr. Jeanne Marquitz. The minutes were approved by a majority vote.

**December 2011 Graduate Student Graduates:** There will be eight students completing the Masters degree programs at ECSU. Two (2) students in Mathematics; One (1) student in Biology; and, five (5) students in the Master of School Administration Program. One (1) student will complete her Licensure requirements only.

**Graduate Student Projected Enrollment Spring 2012:** Graduate student enrollment for Spring 2012 is expected to rise due to the availability of funding through scholarships and grants for qualified students.

**Certified Graduate Faculty to Date:** The Graduate Council has certified twenty-seven (27) Faculty Members for Graduate Faculty Status as of December 7, 2011. The certifications are: Full Graduate Faculty Status, fifteen (15); Associate Graduate Faculty Status, eight (8); and Temporary Graduate Faculty Status, four (4). This final number include the certifications of Dr. Darnell Johnson, to Full Graduate Faculty Status and Dr. Susan Peck to Temporary 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 found on the Graduate Education Website.
Graduate Faculty Application Submission Dates: The application forms are on the ECSU Website for easy access. The next submission is due to the Office of Graduate Education by December 14, 2011.

Graduate Council Standing Committees: Dr. Linda Lisowski has been selected to serve as Chair for the Graduate Grievance and Appeals Committee.

Graduate Student Surveys: The Graduate Student Exit and Follow-up Surveys will be put on-line for easy access. Students will be able to complete the forms and submit them electronically to the Office of Graduate Education.

Small Business Technology and Development Center (SBTDC) Graduate Interns: Council members were asked to refer graduate students who were interested in becoming interns for the SBTDC to the Office of Graduate Education. The students will have an opportunity to gain experience and prepare for the world of work.

Graduate Education Admissions Policy and Program Guidelines (Action Item): The following edits/suggestions were made to the Graduate Education Admissions Policy and Program Guidelines.

1. Under “Academic Structure” of the Policy, the following change was made: Based on individual departmental requirements, you must complete between 24 to 30 semester hours required for the master’s degree and must be earned in residence study at the university.

   The previous statement was as follows: A minimum of 30 semester hours required for the master’s degree must be earned in residence study at the university.

   Under “Undergraduate Enrollment for Graduate Level Courses”, the following changes were made: For graduate credit to be applied to an ECSU graduate degree, the students must have received written permission from the Undergraduate Advisor, Graduate Program Coordinator, Course Instructor, Department Chairperson, and Dean of the School.

   Students should be advised that approval for dual registration neither guarantees nor constitutes acceptance into any specific graduate program. Graduate credits cannot count toward undergraduate degree requirements.

2. The previous statement was as follows: For graduate credit to be applied to a graduate degree, the student must have received written permission from the Course Instructor, Graduate Program Coordinator, Department Chairperson, Dean of the School and have completed all requirements for the bachelor’s degree.

   Students should be advised that approval for dual registration neither guarantees nor constitutes acceptance into any specific graduate program.
A motion to approve the policy, after changes, was made by Dr. Jeffrey Rousch. This motion was seconded by Dr. Jeanne Marquitz. The motion was approved by a majority vote. There was one opposed vote. The policy will go before the AA & PC for approval.

**Graduate Faculty Overload Policy (Action Item):** A motion to approve the Graduate Faculty Overload Policy was made by Dr. Farrah Chandler and seconded by Mr. Vincent Beamon. The motion was approved by a majority vote. The Policy will be forwarded to the AA & PC for approval.

**MS Biology Curriculum Changes:** Dr. Jeffrey Rousch presented the curriculum guide for the MSBE Degree Program. The changes for the MSBE degree will have to be approved by the TEAC before the Graduate Council can vote. The North Carolina Department of Public Instruction (DPI) will also have to approve the program. No action was taken. An e-mail vote will be conducted after the TEAC has approved the changes.

**Standing Committee Reports**

**Graduate Faculty Review Committee (Action Item):** The Graduate Faculty Review Committee met on November 29, 2011 to review two applications. The Committee approved two Faculty Members, Dr. Darnell Johnson for Full Graduate Faculty Status, and Dr. Susan Peck for Temporary Graduate Faculty Status. A motion to certify these Faculty members for membership to the Graduate Faculty was made by Dr. Jeanne Marquitz and seconded by Dr. Saundra Copeland. The motion was approved by a majority vote.

**Executive Committee:** No report

**Graduate Grievance and Appeals Committee:** No report

**Marketing and Publications Committee:** No report

**Enrollment Management Committee:** No report

**Graduate Student Council:** Ms. Illiana Thomas, President of the Graduate Student Council is assisting students who need access to the Jenkins Science Center after normal working hours for research activities.

**Open Agenda:** Dr. Ebere Orikau from the School of Business and Economics, shared information with the Graduate Council concerning the proposed MBA program with a concentration in Aviation Management. More information will be forth coming.

Graduate Council Members were invited to attend the Graduate Student Graduation Reception on Thursday, December 8, 2011 at 5:00 p.m. in room 107 of the K. E. White Graduate Center.

**Adjournment:** The meeting adjourned at 4:30 pm

**Respectfully Submitted:** Mrs. Ella Holley