Office of Graduate Education  
Graduate Council Meeting  
Wednesday, February 5, 2014  
3:30 p.m.  
W&J Gilchrist Education and Psychology Complex, Room 304

Minutes
The Graduate Council met for its quarterly meeting on Wednesday, February 5, 2014 in Room 304 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: (9): Dr. Harry Bass, Dr. Kimberly Fitchett-Bazemore, Dr. Charles Cherry, Dr. Saundra Copeland, Ms. Latonya Gregory, Dr. Farrah Jackson, Dr. Zenobia Smallwood, Dr. W. Eric Thomas, and Dr. Paula S. Viltz.

Staff Present: Mr. George Cox, Recruiter and Retention Coordinator for Graduate Education, 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 October 2, 2013 Meeting and December 4, 2013 Meeting: A motion to approve the written minutes of the last two meetings of the Graduate Council on October 2, 2013 and December 4, 2013 was not made because we did not have a quorum. Note: The minutes were approved by electronic vote on February 6, 2014.

Spring 2014 Enrollment: The graduate student enrollment for Spring 2014 is eighty-five (85) students. Twenty-three (23) students are in the Master of Science in Mathematics Degree Program; nine (9) students are in the Master of Education in Elementary Education Degree Program; thirty-three (33) students are in the Master of School Administration Degree Program; and twenty (20) students are in the Master of Science in Biology Degree Program.

Spring 2014 Graduate Student Graduation Applications: There will be thirty-five (35) students completing the Masters degree programs at ECSU in May of 2014. This will be the largest class in the history of our University. Eleven (11) students are in the Master of Science in Mathematics Degree Program; seven (7) students are in the Master of Education in Elementary Education Degree Program; ten (10) students are in the Master of School Administration Degree Program; and seven (7) students are in the Master of Science in Biology Degree Program. A reception honoring these students will be held on Thursday, May 8, 2014 at 5:00 p.m. in the Ballroom of the K. E. White Graduate Center.

Dean’s Speaker Series: Dr. Viltz would like to have two more speakers this year and has asked for suggestions from the Council.

Center for Special Education Technology Proposal: UNC General Administration has asked Faculty and Administrators to submit a proposal for a Center for Special
Education Technology at ECSU. This proposal would assist in increasing our enrollment at ECSU. We are awaiting approval from UNC GA for the Proposal.

**IP Policy Update:** The IP Policy was approved by the Academic Administrative and Planning Council (AA&PC) on February 4, 2014. A correction was made to allow students four (4) semesters to complete their Capstone/Thesis instead of three (3) semesters. The approved IP Policy is listed below for your information and will appear in the new graduate catalog.

**Graduate Policy for IP Grades**

**Preamble**

This Policy governs graduate student In Progress, “IP” grades. IP grades are given to students when they have been approved for additional time to complete the requirements of their Capstone/Thesis Course. The grade of “IP” indicates that the student has not completed the Thesis/Product of Learning. The following policy reflects the disposition of this matter.

Students will receive the “IP” grade in the Capstone/Thesis course 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 four (4) semesters to complete their Capstone/Thesis.

**PSM (Cyber Security) Update:** The “Intent to Plan the PSM in Cyber Security” was passed by the Graduate Council on October 10, 2013 by electronic vote and was reviewed by the New Degree Proposal Review Committee. The program will now go before the ECSU Curriculum Committee for review and approval.

**Recruiter/Retention Coordinator:** Recruitment and retention has been very challenging this year with the ending of some scholarships and grant monies that students depended on for tuition and fee payments as well as the phasing out of Master’s pay for public school teachers by the State Legislature.

We will continue to work with our “Reach One, Recruit One” Initiative and visit schools during “March Madness” to recruit students and increase our graduate student enrollment.

Students can now log onto the College Foundation of North Carolina (CFNC) website and complete an on-line graduate student application for admission to our graduate programs.
Community Liaison: The Needs Assessment Surveys that are being conducted on a semester basis are being reviewed and tabulated for the Fall 2013 semester. The results will be used to assist us in better serving our students.

HBCU Masters Degree Program Grant: Dr. Fisher reported that the Scholarship amount for Spring 2014 was $112,247.66 for thirty-seven (37) students. Recipients of the scholarship include eighteen (19) Biology students and nineteen (18) Mathematics students. Eighteen(18) of the students are scheduled to graduate at the Spring 2014 Commencement.

Eighty-five (85) students have benefited from the HBCU Scholarship. At the end of the grant period, upwards of seventy-five students would have completed Master degrees in the STEM areas of Biology and Mathematics. To date, a total of $1,233,331.95 has been used to provide scholarship funds for students in the Master of Science in Biology and Mathematics Degree Programs.

Graduate Program Coordinators will be asked to prepare materials which will be included in the Department of Education’s Annual Program Report which is due April 1, 2014.

It was suggested that information on our graduate students be compiled and put into a “slick magazine” (a periodic publication containing pictures, stories, and articles of interest) and send to each of our NC Senators and US Congressmen. The information would consist of a picture of the student, the student’s name, and the name of the school the student is attending. This effort will have an impact on our request for funding for another six years.

Ms. Jannety Mosley Social/Clinical Research Assistant for the Office of Graduate Education has taken a job at NC State. Her last day of employment at ECSU was January 31, 2014. Staff members in the OGE have taken on her responsibilities until further notice.

Standing Committee Reports

Graduate Faculty Review Committee (Action Item): 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. A motion to approve these Graduate Faculty members to Graduate Faculty Status was not made because we did not have a quorum. Note: (These Faculty members were approved for Graduate Faculty Status by electronic vote on February 6, 2014).

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: Ten (10) students in the Master of School Administration Degree Program are scheduled to graduate in May of 2014.

Sixteen new students have been accepted into the MSA Program for the Spring 2014 semester. Fourteen of those students are participants of the Northeastern North Carolina School Leadership Program (NNCSLP). The NNCSLP will be providing scholarships for those fourteen students.

Master of Science in Biology: Seven (7) students in the Master of Science in Biology Degree Program are scheduled to graduate in May 2014.

Master of Education in Elementary Education: Dr. Zenobia Smallwood reported that seven (7) students are scheduled to graduate in May of 2014.

Master of Science in Mathematics: Eleven (11) students in the Master of Science in Mathematics Degree Program are scheduled to graduate in May 2014.

Graduate Student Council: No report

Open Agenda: On April 22, 2014 at 4:00 pm, graduate students enrolled in the ELEM 625, Differentiated Instruction class, taught by Dr. Kimberly Bazemore, will be holding a Professional Development Workshop for undergraduate students majoring in Education. Faculty were asked to encourage their students to attend.

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