Office of Graduate Education  
Graduate Council Meeting  
Wednesday, April 23, 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, April 23, 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: (15): Dr. Harry Bass, Dr. Kimberly Fitchett-Bazemore, Mr. Vincent Beamon, Dr. Charles Cherry, Dr. Saundra Copeland, Ms. Latonya Gregory, Ms. Rhonda Hayes, Dr. Farrah Jackson, Dr. Kenneth Jones, Mr. Brian Jordan, Dr. Gloria Payne, Dr. Juanita Midgette Spence, Dr. Zenobia Smallwood, Dr. Shelia Williams 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 February 5, 2014 Meeting: A motion to approve the written minutes of the last meeting of the Graduate Council on February 5, 2014, after edits, was made by Dr. Charles Cherry. This motion was seconded by Dr. Farrah Jackson. The motion was approved by a majority vote.

Spring 2014 Graduate Student Graduates: There will be twenty-nine (29) students completing the Masters degree programs at ECSU in May of 2014. This will be the largest class in the history of our University. Ten (10) students are in the Master of Science in Mathematics Degree Program; six (6) students are in the Master of Education in Elementary Education Degree Program; eight (8) 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, May 8, 2014 at 5:00 p.m. in the Ballroom of the K. E. White Graduate Center.

Dr. Paula Viltz, Dr. Kenneth Jones, Dr. Miles Fisher and Mr. George Cox are scheduled to have a teleconference with Mr. Kaiem Frink, a former ECSU graduate student who is currently teaching Math at Virginia Union University in Richmond, Virginia. Thirteen potential students at VUU will engage in a telephone conversation with these staff members concerning ECSU’s Graduate Degree Programs.

Extended Open House for Graduate Students Saturday, April 12, 2014: Students were invited to an Extended Open House Session on Saturday, April 12, 2014. This session was a recruitment effort to share information with potential interested students.
concerning our undergraduate and graduate programs and was spearheaded by Mr. George Cox and Dr. Kimberly Fitchett-Bazemore.

**Thesis Research Titles:** Graduate Program Coordinators were asked to stress to their student representatives at our Graduate Student Reception to share information concerning their research project with the group so that they may be aware of the type of research our graduate students are engaged in.

**Graduate Education Strategic Plan 2014-2019:** The OGE has completed about seventy-five percent of the tasks outlined in the 2010-2014 Graduate Education Strategic Plan. Dr. Viltz has asked for volunteers to serve on the committee to assist in developing our 2014-2019 Graduate Education Strategic Plan. We will use the University's Strategic Plan as our guide and will begin working on the plan August of 2014.

**OGE Budget Proposal 2015-2016:** Dr. Viltz has submitted an Administrative budget for the OGE in the amount of $330,000.00 to Dr. Ali Khan for the 2015-2016 academic year. The OGE is currently being funded in part by the HBCU Master’s Degree Program Grant which will begin its final year September 1, 2014. After the 2014-2015 year, the University will need to fund the OGE.

**Professional Science Masters (Cyber Security):** The Professional Science Masters (Cyber Security) Program has been approved by the Graduate Council, the Academic Administrative & Planning Committee (AA&PC) and the Curriculum Committee. The program must now be approved by the Chancellor’s Office and the ECSU Board of Trustees. After all in-house approvals, the program will be forwarded to UNC General Administration for approval.

**Graduate Faculty Renewal Applications:** The Graduate Faculty Renewal Application Process has been established for our Graduate Faculty. Letters will be sent out from the OGE to those Graduate Faculty who need to renew their application in October of 2014.

Faculty members with Full Graduate Faculty Status will have to renew their application every five years; Faculty members with Associate Graduate Faculty Status will have to renew their application every three years; and, Faculty with Temporary Graduate Faculty Status will have to renew their application every year.

**Appendix A Review Process:** We have been reviewing other University programs at the Master’s level this entire year. We have reviewed approximately twelve (12) programs thus far. An on-line library has been created to store all of our program proposals. The New Degree Proposal Review Committee has reviewed The PSM (Cyber Security) Program using the Proposal Review Rubric. The Proposal Review Rubric was designed by UNC GA to assist as a guide in the review process for new degree proposals.

**CSET:** The Center for Special Education Technology has a proposal with the Reynolds Foundation. We are hoping to get the funding to assist us in serving our special needs population. The Center will be housed in the Willie and Jacqueline Gilchrist Education & Psychology Complex upon approval of funding.
**TEP SWOT Analysis:** The Council members were asked to complete a form consisting of their ideas and thoughts concerning the Teacher Education Program. Members were asked to answer the following questions concerning the TEP at ECSU:

1. What are the strengths of the Teacher Education Program (TEP) at ECSU?
2. What are the Weaknesses of the TEP?
3. What do you see as opportunities for the TEP?
4. What are threats to the TEP?

The information gathered will be used to assist in evaluating and making our Teacher Education Programs better.

**2014-2016 Graduate Catalog Update:** The majority of the information in the Graduate Catalog will be derived from the Undergraduate Catalog. The University is looking at a cost effective way of whether to have the Undergraduate and Graduate Catalogs printed or on-line. The Undergraduate Catalog will be completed over the Summer of 2014. It is the plan to have it on line for the July 2014 student orientation, after which plans will be in place for the Graduate Catalog. By mid September, both Undergraduate and Graduate catalogs will be on-line. Mr. Beamon has asked the Coordinators for the Undergraduate and Graduate Programs to update their Curriculum Guides.

**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 are watching to see how that decision will impact 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. We are receiving some applications through this process.

**Community Liaison:** The OGE is preparing for Graduate Research Day in Raleigh North Carolina on Wednesday, May 21, 2014. Two of our graduate students will be attending and will be showcasing their research. Mrs. Spencer is working on the video that will be presented on May 8, 2014 at the Graduate Student reception. Dr. Fisher and Mrs. Spencer will be collecting data as to what our graduate students have been doing after graduating.

**HBCU Masters Degree Program Grant:** Fifteen students receiving HBCU Grant monies will be graduating May 2014. Ten (10) students are in Mathematics and five (5) students are in Biology. A total of fifty-two students would have graduated as of May 2014. September 1, 2014 begins the sixth and final year of the HBCU Masters Degree Program Grant. Continuing students should be completing their degrees by May 2015.

Graduate Program Coordinators prepared materials which were included in the Department of Education’s Fifth Annual Program Report which was submitted on April 1, 2014.
Standing Committee Reports: The Graduate Council Standing Committees will be assessed to make sure that there is sufficient representation on matters relative to the operational efficiency of the Graduate Education Programs.

Graduate Faculty Review Committee (Action Item): No report

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: Eight (8) students in the Master of School Administration Degree Program are scheduled to graduate in May of 2014. Six of the eight students are part of the Northeastern North Carolina School Leadership Program (NNCSLP). These students have successfully completed their electronic portfolio defenses.

Master of Science in Biology: Five (5) students in the Master of Science in Biology Degree Program are scheduled to graduate in May 2014. They have all successfully completed and passed their Oral Comprehensive Examination.

Assessments will be conducted for students applying to the MS in Biology Degree Program to better prepare them for their chosen field of research.

Master of Education in Elementary Education: Six (6) students are scheduled to graduate in May of 2014. These students have successfully completed their Transformational Teaching Project.

Master of Science in Mathematics: Ten (10) students in the Master of Science in Mathematics Degree Program are scheduled to graduate in May 2014. Three students are in Remote Sensing, three students are in Applied Mathematics and four students are in Education Concentration. They have all successfully completed and passed their Oral Comprehensive Examination.

Graduate Student Council: No report

Open Agenda: ECSU has a Domestic Violence Center for Women and Men. Kathryn Gigler is the Director for the Center. She is scheduled to talk with students, faculty and staff on Thursday, April 24, at 3:30 PM. The Psychology Department is sponsoring this Workshop as part of the Dean’s Speaker’s Series.
Dr. Copeland invited the Council members as well as faculty and staff to the luncheon for His Excellency, Raila Odinga, former Prime Minister of Kenya, on Thursday, April 24, 2014 at 12:00 noon in the Ridley Student Center.

**Adjournment:** The meeting adjourned at 4:36 PM