The Graduate Council met for its quarterly meeting on Wednesday, April 25, 2012 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:** (13): Dr. Harry Bass, Dr. Kimberly-Fitchett Bazemore, Mr. Vincent Beamon, Dr. Charles Cherry, Dr. Saundra Copeland, Mr. Robert Gaines, Dr. Kenneth Jones, Dr. Cheryl Luton, Dr. Gloria Payne, Dr. Rebecca Seaman, Ms. Illiana Thomas, Dr. W. Eric Thomas, and Dr. Paula 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.

**Minutes of the February 8, 2012 Meeting:** A motion to approve the written minutes of the last meeting of the Graduate Council on February 8, 2012 was made by Dr. Kimberly-Fitchett Bazemore. This motion was seconded by Dr. W. Eric Thomas. The minutes were approved by a majority vote.

**May 2012 Graduate Student Graduates:** There will be fifteen (15) students completing the Masters degree programs at ECSU. One (1) student in Mathematics; three (3) students in Elementary Education and, eleven (11) students in the Master of School Administration Program. A reception honoring these students will be held in the Kermit E. White Graduate Center, room 117, Wednesday, May 2, 2012 at 5:00 p.m. The Graduate Council Members were invited to attend this reception.

**Graduate Student Enrollment Spring 2012/ Projected Enrollment Fall 2012:** The Graduate student enrollment for Spring 2012 was one hundred seventeen (117) students. The projected enrollment for Fall 2012 is one hundred thirty (130) students. This projected enrollment number is based on new applications and the availability of funding through scholarships and grants for qualified students.

**New Graduate Faculty Application Submission Dates:** The Graduate Faculty Application/Nomination Forms can be found on the ECSU Website under Graduate Education, Forms and Documents (http://www.ecsu.edu/academics/graduate/docs.cfm). The next submission is due to the Office of Graduate Education by September 7, 2012.

**Faculty Overload Policy and Graduate Program Guidelines:** The Graduate Faculty Overload Teaching Policy was approved by the Graduate Council at its December 7, 2011 meeting. The policy was also approved by the Academic Administrative & Planning Council (AA & PC) on April 10, 2012. The following adjustments were made to the Compensation Schedule of the Policy: Compensation for a 3-credit hour overload
teaching assignment for regular graduate faculty increased from $2100.00 to $2400.00. The cost for hiring an adjunct for a 3-credit hour course increased from $700.00 to $800 per credit hour.

**Strategic Plan Assessment:** The Graduate Education Strategic Plan 2010-2014 will be reviewed and assessed by the Graduate Council.

**MPA Degree Program Update:** The Master of Public Administration Degree Program is pending approval by the North Carolina General Administration.

**MBA Degree Program Update:** The Master of Business Administration Degree Program intent to plan is awaiting approval from the Chancellor’s Administrative Council.

**On-Line M.E.d Degree Program (Action Item):** The Department of Education in the School of Education and Psychology at Elizabeth City State University is proposing that the Master of Education in Elementary Education Program be changed from a primarily site-based program to a primarily online program. This is an existing program that will offer the same courses as the current program.

A motion to approve an On-Line M.E.d Degree Program was made by Dr. W. Eric Thomas and seconded by Dr. Charles Cherry. The motion was approved by a majority vote.

**HIST 501 - Readings in Early American History:** History 501, Readings in Early American History was designed to address concerns voiced by local High School Teachers. The class will be offered on-line this summer 2012 for interested students who would like to enroll.

**Staff Reports - Recruiter:** Mr. George Cox, Recruiter for the Office of Graduate Education updated the Graduate Council on recruitment efforts to increase graduate student enrollment. Mr. Cox and other OGE Staff have visited and met with principals and teachers in all of the schools within the twenty-one counties that we serve. He discussed the Reach One, Recruit One Initiative in which business owners have assisted by donating products or gift certificates to offer as incentives for those faculty and staff members who make the extra effort to support and mentor students applying to the Graduate Education Program. This initiative has raised $700.00 to date from the business community.

Recruitment Workshops for undergraduate seniors and juniors who majored or minored in Biology or Math were held in February 2012. These workshops provided an opportunity for the OGE to recruit those students who were interested in pursuing a Masters Degree in Biology or Mathematics at ECSU.

**HBCU Master's Degree Program Grant Project Coordinator:** Dr. Miles Fisher, Project Coordinator for the HBCU Masters Degree Program Grant, reported that we are in the third year of the HBCU Grant. The OGE is aggressively recruiting qualified students for the HBCU Grant and have served fifty-three (53) students to date.
Community Liaison: Mrs. Amy Jo Spencer, Community Liaison, has been photo-documenting pictures of activities involving our Graduate Students for marketing purposes. Mrs. Spencer, a former ECSU Master of Education in Elementary Education graduate, along with Mrs. Tina Lunt and Ms. Vongvilay McLees, will be participating in the “Graduate Education Day” events in Raleigh on May 23, 2012. Mrs. Lunt and Ms. McLees will present posters of their research and meet with Legislators representing our district and provide them with brochures describing the graduate programs at ECSU.

Standing Committee Reports

Graduate Faculty Review Committee (Action Item): The Graduate Faculty Review Committee met on April 17, 2012 to review three applications. The Committee approved two (2) Faculty Members, Dr. Gloria E. Payne for Full Graduate Faculty Status, and Dr. Rose Hotchkiss for Temporary Graduate Faculty Status. A motion to certify these Faculty members for membership to the Graduate Faculty was made by Dr. Cheryl Luton 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, Retention and Graduation Committee: No report

Degree Program Updates

Master of School Administration: Eleven (11) students in the Master of School Administration Degree Program will graduate in May 2012. Ten of the students are a part of the Northeastern North Carolina School Leadership Program (NNCSLP), Cluster One (I). Seven (7) of the students have presented their electronic portfolios in fulfillment of the MSA program and four students are scheduled to present portfolios on April 26 2012. This was the first time students had to present electronic portfolios as required by the Department of Public Instruction (DPI). The presentations were a great success and the students produced outstanding work products.

Master of Science in Biology: There are currently eighteen (18) students in the Master of Science in Biology Degree Program. The following report reflects activities for faculty and students in the Biology Department:

Conferences – Student Oral Presentations
- Student Research Conference, Fayetteville State University
- ECSU Research Day 2012

Conference – Student Poster Presentations
- ECSU Research Week 2012

Conferences – Student Attended
- GlaxoSmithKline Women in Science Scholars Spring Conference, Research Triangle Park, NC
- American Association for Cancer Research, Chicago, IL
- Stewards of the Future: Research for Human Health and Global Sustainability, Raleigh, NC
New Supporting Grants
- Dr. Traore – NIH subcontracted grant to support graduate student work
- Dr. Rousch / Dr. Abebe – NC Biotechnology Center Education Enhancement Grant – Provide student stipends – Submitted

Student Professional Development
- University of Florida - one week for a hands on training in molecular biology techniques
- Stems Cells in Cancer Workshop at Howard University, VA
- Cancer Biology Workshop, NIH, DC
- Tour of Bioremediation Site at Coast Guard Base – Determination of future student thesis projects in soil pollutants
- Two external invited professional speakers (Cardiologist – Research on Maximizing Heart Function after an Ischemia, and Environmental Scientist - Importance of Genes in Conservation)

Student Publications
- IEEE Compendium Meeting proceedings published with graduate student co-authors
- Published paper in Journal of Cancer Sciences – student co-authors
- Published paper in Journal of Molecular and Cellular Biochemistry - student co-authors

Other
- Open House – Held February 2012
- 18 current students
- Likely at least 5 more to join in Fall 2012
- 5 summer courses scheduled
- Dr. Ephraim Gwebu has applied for graduate faculty
- Dr. Michael Winrow – preparing application for graduate faculty
- Completed co-teaching graduate course: “Bioinformatics”
- First dual status student (Paul White) good standing
- Working closely with Amy Jo Spencer to photo-document our lab / field work

Master of Education in Elementary Education: Three (3) students in the Master of Education in Elementary Education Degree Program are scheduled to graduate in May 2012.

Mrs. Tina Lunt and Mrs. Corese Bowser, along with Dr. Paula Viltz and Dr. Cheryl Luton, attended the 30th Annual North Carolina Teacher Education Forum, April 13, 2012 at North Carolina State University in Raleigh, North Carolina. The students were given an opportunity to share their research with other Undergraduate and Graduate Students.

Dr. Cheryl Luton and her committee prepared the necessary documents to substantiate the need for an On-line Elementary Education Program. This On-line Program is designed to provide students with a learning environment that is more appropriate to their needs and increase student enrollment.
Students in the Master of Education in Elementary Education Degree Program will no longer have to submit a physical copy of a thesis to the OGE as their final Product of Learning. Students will electronically submit their final Product of Learning following the guidelines of the Transformational Teaching Project. Mrs. Deborah Bunch, who is scheduled to graduate in May 2012, was the first student to submit her final Product of Learning using this method.

Master of Science in Mathematics: The following report reflects activities for faculty and students in the Mathematics Department:

One (1) student in the Master of Science in Mathematics Degree Program is scheduled to graduate in May 2012 and three students will be completing their thesis summer of 2012.

Dr. Farrah Chandler attended the National Council of Teachers of Mathematics (NCTM) Conference on April 25-28, 2012 in Philadelphia, PA.

Dr. Kenneth Jones, along with thirty-five (35) undergraduate and graduate students, attended the Annual Science, Mathematics and Engineering Festival on Saturday, April 28, 2012 in Washington, DC.

Graduate Student Council:
Student Leadership Conference: Ms. Illiana Thomas, President of the ECSU Graduate Student Council, attended the 24th Annual National Black Graduate Student Conference in Philadelphia, PA on March 14-17, 2012. Ms. Thomas had an opportunity to recruit on behalf of the OGE, learn tips on thesis defense, network, and engage in discussion with other graduate students and professionals.

Ms. Tajima Lassiter, a student in the Master of School Administration Degree Program was selected to serve on the Standing Committee for the Educational Testing Service (ETS). Ms. Lassiter will review reading and writing test items, and test preparation materials for the Middle School English Language Arts Examination.

Graduate Forum: A Graduate School Information Session was held on April 3, 2012 in the New Student Center. The purpose of the Session was to inform students of the resources available to them. Students were apprised of the following services: Library Resources, Financing Graduate School, and Graduate School Entrance Exams.

Open Agenda: The Graduate Council is invited to attend a professional development seminar on Differentiated Instruction this evening at 6:00 pm in room 107 of the Willie and Jacqueline Gilchrist Education and Psychology Complex, hosted by our Elementary Education graduate students.

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

Respectfully Submitted: Mrs. Ella Holley