Graduate Council

Topic: Graduate Council
Date: Thursday, September 14, 2023
Time/Location: 3:00pm/Zoom
https://wku.zoom.us/j/98356041837

1. Consideration of August 17, 2023 minutes

2. Reports from standing committees

    a. Graduate Council Executive Committee

    b. Policy Committee
        i. Consideration of Undergraduate Enrollment in Graduate Courses Policy Revision

    c. Curriculum Committee
        i. Consideration of Curriculum Committee items

    d. Student Research Grants Committee

3. Report from the Graduate School

4. Announcements

5. Adjournment

CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES

Graduate Council

Graduate Council Meeting Minutes
Thursday, August 17, 2023
WAB 227
3:00 pm ~ 3:49 pm

Present: Kirk Atkinson, Ray Blankenship, Sarah Bonis, Tonya Bragg-Underwood, Nicholas Fessler, Margaret Glaser, Lance Hahn (alternate for Katrina Burch), Mikhail Khenner, Jie-Young Kong, Ranjit Koodali, Jeremy Logsdon, Andrea Paganelli, Kirsten Spears, Whitley Jo Stone, Dan Strunk, Jessi Thomsen

Guests: Dana Cosby, Lizzie Doerr, Jessica Dorris, Jennifer Hammonds, Danita Kelley, Beth Laves, Jenni Redifer, Cathleen Webb

Absent: Jonah Hathaway, Zachary Stichter, Courtney Warren, Catherine Wilson, Adam West

1. Call to Order and Welcome/Welcome Back! *3:01. Bonis has sent the guidelines in case. Standard code of Parliamentary procedure in preparation (Sturgis).

2. Consideration of April 13, 2023 Minutes (APPENDIX A) *Motion to approve. 1st/2nd. Hahn/Strunk. Approved.

3. Report from Graduate Council Executive Committee (APPENDIX B) *Bonis. Discussed the agenda. No Report

4. Committee Reports

   a. Policy Committee (No Report) *Previous Chair, Ray Blankenship. Committee makes recommendation to graduate council. Most issues have come from the Associate Provost (in consultation with Beth Laves). Most of previous work was related to SACS accreditation.

   b. Curriculum Committee Minutes (No Report) *Previous chair, Andrea Paganelli. Collaborate with parties across campus. Pull together curriculum proposals, send report and agenda, then meet to discuss. Minutes are forwarded to Chair of Grad Council. *Hammonds. Course Leaf is used to work through changes. Happy to train anyone on the committee.

   c. Student Research Grants Committee (No Report) *Previous chair, Katrina Burch (Lance Hahn serving as alternate). Meet to go through funding proposal applications from students and allocate money. Call in Fall and Spring for proposals.

5. Graduate School Reports

   a. Report from the Associate Provost for Research and Graduate Education (APPENDIX C)
   *Koodali. Explains upswing in admissions numbers.

6. Committee Caucusing and Election of Committee Chairs
   *Split into groups to elect a chair and discuss serving on a committee. *Committee chairs
   elected, and membership established. This will be updated on the GC website.

7. Public Comments

8. Announcements & Adjourn
*Bonis. Next meeting will be on Zoom.

*Please let Sarah know if anyone needs to be added to the List Serve. Motion to adjourn. 1st/2nd:
Hahn/Paganelli. Adjourned 3:49 pm.

POLICY COMMITTEE REPORT

Graduate Council Policy Committee

Minutes – September 8, 2023

Voting Members: Sarah Bonis, Nick Fessler, Jieyoung Kong, Tonya Bragg-Underwood, Adam West, & Ray Blankenship (Chair)

Subject: Re: Graduate Policy Committee Meeting

Advisory Members: Dr. Koodali, Associate Provost for Research & Graduate Education
Guest: None

Announcements: None

The policy committee met twice via Zoom to review the academic policy for Undergraduate Enrollment in Graduate Courses.

The main discussion was about reducing the number of graduate hours an undergraduate student could take from twelve to six hours. After conferring with each college and its program directors, the committee recommends the reduction be from twelve hours to nine hours. The reduction to six hours would have a negative impact on non-JUMP programs since the ability to take graduate hours as an undergraduate student is used as a recruiting tool.

The attached Undergraduate Enrollment in Graduate Courses policy proposal is submitted for consideration to the Graduate Council. The proposal was approved by the committee (6/0).

GRADUATE SCHOOL REPORT

WKU THE GRADUATE SCHOOL

Graduate Council Meeting, September 14, 2023
Updates from the Graduate School

1. **Graduate Admissions** (Julie Harris, Graduate Admissions Analyst and Barbara Chaffin, Admissions Coordinator)

    a. Priority registration for Winter 2024 opens October 9th.

    b. Priority registration for Spring 2024 opens October 16th.

    c. Please encourage your students who were admitted, but did not enroll this fall, to submit the Change of Term Request Form to move applications forward to a current term.

2. **Graduate Assistantships** (Renee Purdy, Budgets & Resources Manager)

    a. 280 EPAFs have been approved, and 10 more are in process.

    b. Non-Resident waiver issues in Banner have been corrected.

3. **Graduate Enrollment**

    a. The graduate enrollment data are available at S:\UNIVERSITY-WIDE-SHARED\00 Graduate School\Enrollment Data.

    b. If you would like to have access to graduate student data in Visual Analytics, please contact Dr. Tuesdi Helbig, Director of Institutional Research.

4. **Graduate Records** (Jamie DeYoung, Assistant Director of Graduate Operations and Lisa Meyers, Graduate Records Specialist)

    a. There were approximately 197 degrees conferred for the Summer 2023 term, with 25 theses/dissertations submitted.

    b. The thesis submission deadline for Fall 2023, is November 17th.

    c. Grades should be final and Capstone Forms submitted by December 12th.

    d. Reminder: We are now using DocuSign forms rather than PDF forms. The forms can be found at https://www.wku.edu/graduate/documents.

5. **Graduate School Events**

    a. The new Graduate student Orientation was held on Friday, Aug.18. A recording of the orientation is available at the link, https://www.youtube.com/watch?v=EtKhEg3l_tA.

    b. A virtual JUMP session is scheduled for Thursday, September 14. The zoom link is https://wku.zoom.us/j/98314079941.

6. **Graduate School Staffing**

    a. None

7. **Graduate Recruitment** (Dr. Scott Gordon, Manager, Graduate Recruitment & Retention and Ms. Elizabeth Doerr, Office Coordinator)

    a. Fall in-person recruitment events are being scheduled, see https://www.wku.edu/graduate/recruitment.php for details

    b. Fall virtual recruitment events are being scheduled, see https://www.wku.edu/graduate/recruitment.php for details

    c. Slate campaigns for Fall 2023 are ongoing

        i. Contact Scott Gordon for assistance with marketing your program through Slate.

8. **Graduate Student Research and Travel Grant** (Renee Purdy, Budgets & Resources Manager)

    a. The call for Fall 2023 deadline is Tuesday, October 10.

9. **Other Information**

    a. None