



Graduate Council
Minutes - October 12, 2017, 3:00 p.m.
Academic Affairs Conference Room WAB 239

Members Present: Kirk Atkinson, Martha Day, Carl Dick, Dominic Lanphier, Richard Dressler, Laurie Branstetter, Amy Cappiccie, Kristie Guffey, Ron Mitchell, Scott Lyons, Kristin Wilson, Justanun Tillman, Divya Gangavelli, Clarissa Lighsy, Allie Crume, Mercy Ebusetse, Eric Reed, Wes Berry, Ann Ferrell, Molly Kerby

Members Absent: Carl Myers, Leyla Zhuhadar, Alex Lebedinsky, Chris Groves

Guests: Sylvia Gaiko, Scott Gordon, Colette Chelf, Laura Burchfield, Lance Hahn, Cathleen Webb, Danita Kelley, Andrea Pasanelli, Veletta Ogaz, Bob Hatfield

1. Call to Order *Wilson
2. Consideration of September 14, 2017 minutes
*Atkinson/Guffey motion to approve; amendment to include Steve Winger, Carl Myers, and Mercy Ebusetse to attendance list; passed.
3. Graduate Enrollment Report (see attached pdf)
*Lyons reported that there would still be more students to register before Census and that we will likely be down 60 students primarily due to the Geopolitical climate.
4. Committee Reports
 - a. Policy Committee
*No Report.
*Mitchel commented that the Dean would like the Policy Committee to take back up the Admission's Policy; Lyons has Mitchell's draft, will make suggestions, and the Policy Committee can look it over at next month's meeting; Atkinsons inquired about the policy regarding students who already have a degree vs undergraduate gpa and it falls under the same policy.
 - b. Curriculum Committee (Appendix B)
*Atkinson discussed utilizing Courseleaf and it worked quite well in its transitional period; commented that it will be time consuming to click and approve each one.
*Atkinson makes a motion to approve agenda as sent electronically.
*Atkinson addressed concerns that the strike through is not in different colors.
*Chelf explains that rollback is if it is voted down and it goes back through workflow; If it is approved then it will go to Senate; shows approval screen and

how you can see where a proposal is in the approval process; Atkinson explains how he will try to make friendly amendments at the current level in order to keep it moving; Wilson says it will be rolled back for substantial changes; The two links are separate; The courses feed straight to banner and program changes go to the catalog; Chelf states that the way they see on their approval screen is the packet. It is just no longer on paper; Dressler asks if he is a reviewer for the curriculum committee how he can make notes; Chelf explains that the program does not have a way to make notes on the proposal. Wherever the proposal is you can click the yellow button and it will email whomever it needs to go to.

*Kristin moves to vote on the consent agenda; approved.

*Dick inquired about duplicated learning outcomes and Wilson informed him it had been fixed.

*Chelf announced the report was successfully sent to the Senate.

c. Student Research Grants Committee

*Berry stated that the deadline for student research grants is coming up.

5. Report from Dean of the Graduate School

*Lyons reports on Lunch & Learn events; Cocktail hour with Graduate Advisors on October 26th; Graduate School IMPACT Speaker Series on November 2 with President Caboni; Tentative tailgating on Friday, November 17; Graduate School twitter chat with Corie Martin; launched rotating Facebook ad campaign; addressed part-time status for summer GAs and that they still only have to be registered for one hour in the summer; addresses how undergraduates planning to take graduate courses did not graduate in the spring as expected but they still managed to start taking classes this fall.

*Lyons reported on the appeals which have been reconciled from 2014 to the present; there were 680 appeals and 93% have been approved; 340 of the appeals came from two colleges; Dr. Reed suggests the council takes up how the departments use appeals to prevent having to change their curriculum and Lyons agrees.

*Lyons reported on the Program of Study which is in testing and bugs were found; it has been fixed and is back in testing for a second go round; testing will also be taking place within The Graduate School.

*Ogaz asked if courses would have to be put in the Program of Study and they will be. Branstetter asked if it could be pre-populated and Chelf stated that it is not possible; Branstetter asked if the program of study can be edited and requests it be made editable; Lyons will pass on the request to IT.

*RFP for enrollment management software is still active and the deadline is November 1; three will be invited to campus to show their products.

*Every GA agreement submitted by the deadline was done by the first day of the semester; Lyons is working on how the GA process will be paperless

*Reported that Laura Upchurch has taken another job and to have patience with records.

*GA was hired in the Graduate School to work on PR and Marketing.

6. Public Comments

*None

7. Announcements & Adjourn

a. Regent Election Thursday, October 12,2017

- b. President Caboni will address the new budget and funding model for WKU at the next Senate meeting at 3:45 pm on Thursday, October 19th.