

Graduate Council Agenda – 3:30 Thursday, October 17, 2024
Gail P. Gunter Room, John C. Fant Memorial Library

Present: Marty Brock, Beth Turner, Chrystal Hodges, Chad Murphy, Shahara'Tova Dente, Brian Anderson, Kelly Woodford, Marty Hatton, Amanda Clay Powers, Dee Larson, Irene Pintado, Kendall Dunkelberg, Catherine Cotton, Rachael Damms, Shannon Lucius

Absent: Kelly Ballard, Alena Groves, Hunter Manasco, Jennifer Pounders, Brandy Larmon, Bob Fuller, Shonda Phelon, David Carter, Scott Tollison

I. Faculty Credentials

- School of Education

- Dr. Kennetra Smith

- Marty Hatton presented her credentials. She holds a terminal degree and a specialist degree as mentioned by Marty Brock. A motion to approve Dr. Smith was put forward by Amanda Clay Powers, seconded by Kelly Woodford, all were in favor and none opposed.

II. Other/Discussion

- Marty Brock welcomed everyone and gave a Slate update explaining that is the reason for most of the discussion items in the meeting today. The Slate software implementation is about a week out and is being piloted for the Spring 2025 semester with the MFA Creative Writing program and the MBA being the first two programs being tested. Slate will be able to automate some of the things we are discussing today which will eliminate some of the paper. Everyone will be using Slate for the summer and fall 2025 admission process.
- Approve September minutes-The evote for the faculty, new curriculum and new courses was approved all the way through the president.
- WF discussion- WF is not listed in the bulletin for expulsion/exclusion, only D, F. Also, should WP/WF be done away with? Marty Brock asked Shannon Lucius if graduate studies can do away with WP/WF and Shannon said yes, it can be done. Kendall Dunkelberg noted that there have been times were a WF has been warranted and needed as opposed to a W to keep the student from coming back. With an option of WP, a faculty member could give this grade in the case of a life event even if the student is failing. It is at their discretion. It was agreed to keep WP/WF. A motion was made to include WF as an exclusion grade in the bulletin by Amanda Clay Powers. It was seconded by Marty Hatton. All were in favor. None opposed.
- Informational item: Program admissions letter revamp Slate will have a communication module that will be able to send out letters when students inquire, apply, have been admitted or are missing documents. What do you want those letters to say? There is already a generic admissions letter that we will send to the programs. Now is the time to update it if you would like. Slate will allow the programs to automatic a lot of the processes, even the rubrics, so now is the time to look at your processes and see what is working and what is not so it can be built into Slate.
- Bulletin 7.8 time limitation discussion Bulletin language is vague-You have 6 years to complete the program. Define six years (academic years, calendar years, six years worth of terms, does it begin at the start of the semester of entry, etc). Do some courses expire? There was a situation where a student enrolled for one semester and came back 4 years later, how does that factor in? How do transfer credits factor in? Whatever is decided will not go into effect until Fall 2025. Marty Brock is going to look into other college's language and bring examples to next meeting. Does any program have a form for when a student needs a time extension? No. No one was opposed to Marty Brock drafting a form.
- International Student Admissions Discussion-Once Slate is up and running, all the needed documents will be able to be uploaded by the student into Slate. Until then, who gets it all has been the question. In order to be admitted, the student must have their English literacy proficiency test or letter from an English speaking university, transcripts transcribed by WES or spantran and their immunizations (TB and MMR). Their financial backing paperwork must go to Jessi in admissions. It was proposed that two separate pathways be created. One for solely online only international students and one for online international students who will transition to face to face once they get their visa. Also have to build into Slate an additional \$40 international student fee for those students. Marty Brock will research language from other universities and present to the council.

- **Immunization records-Informational item-**This will end up being part of the admissions packet that the student will be able to upload through Slate. In the interim, immunizations should be included with the admissions pack itself or email sent from the Health Center.
- **Review Curriculum Forms** The current form does not ask for program outcomes. IHL appendix A asks for program outcomes for graduate programs. It was determined that certificate programs need it as well because that is how graduate council and IHL vet it. No one opposed Marty Brock amending the form and bringing it before graduate council.
- **Other:**
 - Shannon mentioned that T-Subs are now electronic.
 - Shahara'Tova Dente asked about a student who was admitted but declined to attend, attended another school, and now would like to come back here. Do they need to fill out another application? They will need to submit their transcript from the school they attended so it can be evaluated. If they were gone over a year they will need to submit a new application.
 - Dee Dee Larson asked Shannon if they still had to fill out the clearing students for graduation form. No, it is through Degreeworks.
 - Marty Brock said next meeting and going forward there will be a zoom option for Graduate council.
 - She will send out documents electronically to look at as she can.
 - We will try to meet in November, will get back with everyone on a date.

There was a motion to adjourn made by Marty Hatton and seconded by Dee Dee Larson. All in favor.