

# Graduate Council Minutes

April 13, 2017

Welty Boardroom

---

**Present:** Irene Pintado, Monica Riley, Johnnie Sue Wijewardane, Scott Tollison, Marty Brock, Brian Anderson, Kendall Dunkelberg, Mark Bean, Dee Larson, Lorraine Gaddis, Teresa Hamill, Peppy Biddy, Lynn Dobbs, Amanda Clay Powers, Thomas Richardson, and Marty Hatton

1. **Call to Order and Review of March 9, 2017 Minutes-** Dr. Marty Hatton called the April 13, 2017 Graduate Council meeting to order. The March 9, 2017 minutes were reviewed. It was moved and seconded to approve minutes as presented.

## 2. Faculty Credentials

- Paulette Boudreaux – Dr. Dunkelberg introduced to the group a proposed MFA Creative Writing Faculty Member. See CV below.
- John E Williams – Dr. Brock introduced to the group a proposed MBA Accounting Faculty Member. See CV below. He has 30 years of experience, is a CPA, and has Community College experience. Dr. Richardson ask that the department send a memo for justifying his credentials.

Both candidates were moved and seconded by Graduate Council. All were in favor of the proposed faculty members.

## 3. Programming - Proposed Suspension of Admission for the Following

- MAT- The Masters of Arts and Teaching program has been on the low-enrolled list with IHL for a period of time. Dr. Richardson noted that the program has zero enrollment. He would like to give the College of Arts and Sciences' secondary education faculty a chance to review the program in hopes that the program can return. Dr. Hatton proposed that we suspend admissions to the MAT program. The proposal was moved and seconded by Graduate Council. All were in favor of the suspension of admissions to the MAT.
- Gifted Studies- Gifted Studies is also on the IHL low-enrolled list. Dr. Richardson is concerned with the combination of courses and its ability to sustain the enrollment in the courses. Dr. Richardson explained that IHL is looking closely at the low-enrolled programming as the budget situation continues. EDL and RL has enrollment. Dr. Riley explained that most students wanting to teach Gifted are taking the gifted certification and adding it on to their licenses instead of enrolling in the Master's degree. She suggested that the gifted certification and the Master's degree merge. She also mentioned that MDE has approved the request to consolidate EDL, Gifted, and RL. Dr. Hatton proposed that if IHL will not approve the consolidation Graduate Council moves to suspend admissions to the Gifted Studies program. IHL allows a time period of 3 years for a program to be reinstated. IHL will allow the program to stay active to allow enrolled students to complete their degree. The proposal was moved and seconded. A majority of Graduate Council voted in favor (14) to approve the proposal except for Dr. Riley (1) abstained.

## **New Business**

- **Continuous Enrollment, Readmission, and Withdrawal from Graduate Programs:** *Students who wish to return to graduate a program within a year after withdrawing from classes will not need to re-apply for graduate study or pay another fee. However, they should notify the Office of Graduate Studies and the individual graduate program office that they wish to continue in their program so that their files can be re-activated. They will also have to complete a new abbreviated application form to update personal data and provide transcripts for any classes that were taken at another institution in the interim. This form is available from the graduate director of the program. Students who wish to return to a graduate program a year or more after withdrawing from classes will have to re-apply for admission to that program using the application form for new applicants. Readmission will not be automatic. Application for readmission may be made only once, and the student will be held to the requirements effective at the time of readmission. A student choosing to leave a Graduate Program and enroll as an undergraduate must submit a letter to the Graduate Office stating her or his intentions.*

Dr. Wijewardane noted for the minutes that the MSN-DNP will be a continuous enrollment.

**Comments:** Form needs a name, how long the start file is maintained, and arranging the paragraph to be clear on readmission. Dr. Dunkelberg will continue the work on the policy and will send out an email to the group for a vote. Dr. Hatton propose that Graduate Council table the text and approve by e-mail.

- Transcripts for W Undergraduates Applying to W Graduate Studies-remain the same. No change. All students must request and pay for transcripts.

## **Other Business**

- Graduate Admissions Criteria and Classifications- the Application for Readmission form was moved and seconded with editorial changes. All were in favor of the new form.
- The UPDATE-Graduate PDF form for Graduate Admission Request was moved and seconded with adding the Director of Graduate Studies signature line. All were in favor of updated form.
- Final text of proposed changes- correction to move the GPA from a min of 2.75 to 3.0, and adding “of” in the last paragraph (receipt of these materials)-Graduate Council moved and seconded with approved text changes. All were in favor of final text.
- FE-RED Update- nothing new to offer for an update.
- Please send electronic versions of each program’s Admissions Rubric (with key) and any changes you have made to the program rubrics, and admission considerations that are

program-specific, to Lisa Lawrence by May 1<sup>st</sup> for electronic review and vote by Graduate Council in the first week of May.

Our next meeting is *scheduled* for May 11, 2017, at 3:30 pm. Proposals will be due by noon May 3, 2017.