

**Graduate Council Committee Meeting**  
**November 7, 2016**  
**Location: Heart Institute Conference rooms A-D**  
**3:00 – 5:00 PM**

**Present Members:** Aziz, Shahnaz; Bagley, Rebecca; Donica, Denise; Prividera, Laura; Ding, Qin; Dingfelder, Michael; Franklin, Rich; Knight, Sharon; Harris, Susie; Hodgson, Jennifer; Lamson, Angela; Luo, Huabin; Mott, Vivian; Reaves, Rita; Richardson, Mark; Preston, Ron; Raedeke, Tom; Reisch, John; Scavo, Carmine; Smith, David; Stellwag, Ed; Trujillo, Leonard

**Absent Members:** Eble, Michelle; Hardin, Sonya; Justiniano, Edson; Keiper, Brett (excused); Lesko, Charles; Schmidt, Steve; Schwager, Paul (excused); Wentz, Laurel.

**Guests:** Cox, Kathy; Flint, Lori; Hayes, Grant; Johnston, Liz; Latham, Marquerite; McConnell, Tom; Puckett, Heidi

**Agenda – All supporting documents are in [Sharepoint link](#)**

1. Call meeting to order at 3:30pm
2. Minutes
  - a. [9/19/2016](#) GC minutes – approved electronically
3. GCC business – Leonard Trujillo
  - a. GCC [9/7/2016](#) Organizational meeting minutes – The GCC held a short orientation organizational business meeting. The GCC reviewed editorial errors and approved corrections to a proposal previously submitted by Physiology.
  - b. GCC [9/21/2016](#) meeting minutes – The GCC approved as amended a proposal from the College of Business, School of Hospitality Leadership, to revise a degree title from Sustainable Tourism to Sustainable Tourism and Hospitality to Sustainable Tourism and Hospitality, revise the CIP code, and discontinue the thesis option. The BSOM Public Health second concentration of the doctoral program was reviewed, tabled, and sent back with significant changes requested.
  - c. GCC [10/5/2016](#) meeting minutes –The Provost presented a rationale for the discontinuation of graduate programs in the department of Business and Information Technologies. GCC accepted this information report. The College of Business discussed un-banking of a course – approved as amended. The College of Allied Health changed a degree title and proposed a new speech and language concentration – approved as amended.
    - i. Motion to approve all three GCC minutes. Seconded and approved by GC.
4. [Delegated authority](#) for Graduate Curriculum Committee on routine curriculum matters – for presentation to GC – Rita Reaves / Paul Gemperline. Reaves and Gemperline proposed that approval of Level I graduate curriculum items be delegated to the GCC. Reaves noted the proposed change will speed approval time for curriculum changes thus facilitating faculty and departments' needs to keep their curricula up to date. Level 1 changes were defined as course proposals and routine academic requirements. Other more significant programmatic changes will continue to follow the established approval process, such as GC, EPCC, and Academic Council, Chancellor for approval, and UNC-GA approval as appropriate. Gemperline gave an example of approval of Level I delegated authority. For example, if someone wants to propose a

new course, and if course is approved by the GCC, the course can go to Diane Coltraine for immediate and official entry into the ECU Catalog.

- a. GC members shared their concerns. Who and what determines Level I proposals? What if GCC approves a proposal that GC may disapprove after reviewing.
  - b. Suggestion to add unit program liaisons to the list for informing of proposed changes, to ensure “other” affected units are aware of course proposals
  - c. Suggestion that if GCC has any questions about level 1 proposals, that they consider pushing the proposal to GC for input before approving
  - d. Motion to approve delegated authority to the GCC for Level I proposals. Seconded and Approved by GC.
5. [Catalog change](#) – course drop policy for doctoral students  
The GCEC advises that doctoral programs may continue to require their students to seek permission to drop courses by documenting this in their student handbooks; however, the GCEC does not recommend retaining this as a university-wide policy-
- a. Motion was made, seconded and approved to add the statement “Students contemplating withdrawal due to extenuating circumstances should contact the Dean of Students.”
  - b. Motion to the revised catalog change was made, seconded and approved by GC.
6. [Discontinuation of BITE graduate programs](#) – Hayes – Dean Hayes shared information about graduate programs in BITE (Business and Information Technologies Education). The ECU Fiscal Sustainability committee had made a recommendation noting that the BITE program wasn’t meeting the productivity level required by UNC, and the BITE program had a significant decline in degrees awarded, along with declared majors, in the last 6 - 7 years. GCC recommendation was to discontinue program with students currently enrolled having the opportunity to graduate. The Provost met with all the BITE Faculty and all the tenured track faculty were interviewed and asked their preference of which department they wanted to be reassigned in order to complement their individual research interests and academic qualifications. No tenured or probation tenured faculty will be terminated.
- a. Motion to approve BITE discontinuation. Seconded and approved by GC.
7. Use of GRE scores
- a. [Combining scores for screening](#) – Admit by Exception (AE) guidelines – Gemperline restated the standards for regular admission to the Graduate School, a threshold of 30th percentile average quantitative sections of the GRE or other standardized graduate admission exam; minimum GPA of 2.7. Some challenges and concerns of programs admitting a high percentage of AE students into their programs include taking significantly more faculty time and effort to help those students be successful, which may affect time available for faculty scholarly, service, and teaching productivity. Liz Johnston from the Office of Disabilities Support Services spoke about students with disabilities and advocated for data-driven additional documented standards for AE decisions. Johnston suggested having technical standards in place which are important nonacademic characteristics needed to successfully matriculate and complete the program. Johnston offered to help assist departments with forming their own technical standards. Puckett asked faculty to provide a statement when admitting AE student into their program stating the reason for the request to admit the student who has not met the admissions requirements and include the reason the GPD believes that student will be successful in their program, along with their academic qualities. Gemperline also strongly recommended that faculty admission committees conduct some type of interview whether via phone or in person for students with low academic credentials to

ensure that the student is able to speak the jargon of the discipline, and construct rational argument on a topic(s) related to the discipline, and demonstrate the ability to reason.

- b. Test score waiver report – Puckett
  - c. Assistant expenditure data and student performance for AE students –Gemperline presented data that in Fall 2016, 3,200 students applied to Graduate school and of that total 1600 students (51%) were offered admissions and 18% were AE students; 300 out of 1600. Data for the past three years was also presented. He noted that the average GPA for AE students were higher for those with assistantships than those without assistantships. The GPA of AE students were .177 lower than students with regular admit, and the GPA of AE students without assistantships is .0167 lower than AE students with assistantships.
    - i. Meeting with GPD on Nov. 28 to discuss the above data. Will take feedback to January GC meeting.
    - ii. Recommended process: Dean will ask for justification for AE students for full assistantship, will continue implementing standards for admission and ask for AE justifications.
    - iii. It was suggested that data specifically on program completion and correlation with AE would be important information for SACS. GC members requested a report of their department AE students and what is the program completion rate of AE students. The Graduate School can provide a BIC report which lists AE students for each department to ensure Associate Deans can readily identify these students and meet requirements for AE requests.
8. Announcements
- a. Seat deposits for high-demand clinical programs – Gemperline mentioned the high demand programs in Allied Health are being considered by ECU administration.
  - b. Research report – Gemperline has data on a research project regarding time to degree, retention, etc., and is happy to share it with anyone if interested.
  - c. Faculty Mentor Award – McConnell asked for nominees to serve on committee. McConnell will send out an email. Dr. Mott volunteered to serve.
  - d. Date of Removal of Incompletions – McConnell asked for input from GC about date of incompleteness removal. Two possible dates were 1) the same day as the undergraduate date (approximately a week before the last day of classes each semester) or 2) the last day of regular classes, before finals begin.
    - i. GC voted for last day of regular classes each semester as the official last date for removal of an Incomplete by a graduate student.

Meeting adjourned at 5:10pm

Respectfully submitted,

Marquerite Latham