

## **Graduate Council Minutes**

September 20, 2011

Dr. Whatley called the meeting to order at 11:00 a.m. In attendance were Dr. Belvin, Dr. Clement, Dr. Cochran, Dr. P. Englis, Dr. Tapia, Dr. Bressette, Dr. Grout, Ms. Mercer, Mr. Kennedy, Dr. Kurz, Dr. McDowell, Ms. Specht, Mr. Taylor and Ms. Tennant.

The minutes from the March 22, 2011 meeting were approved with corrections.

### **Old Business**

#### **Charter School of Education and Health Sciences**

##### **18 hour rule for Graduate Assistants –**

This was postponed until the October meeting.

##### **10-day rule proposal – presented by Dr. Bressette**

To help ensure that all new admitted students may be entered, processed, registered and have a chance to pay their bill without undue stress to the various offices involved all new graduated students must be admitted and have paid their enrollment deposit no later than 10 business days preceding the beginning of an academic semester or the beginning of the cohort.

Discussion followed. It was noted that graduate students do not have a required deposit fee or application fee.

Dean Kennedy: for fall 2011 there were no problems from the procedural perspective. This process protected us from students starting the process the day before the deadline. Admissions needs some indication the student is planning to enroll.

Dr. Kurz: this is an issue with the leadership cohort which is a 2-step process for the cohort individuals.

Dr. Clement: 10 days is a very fair amount of time to apply.

Dean Kennedy: handles graduate students personally – this is relatively easy to manage.

Dr. McDowell: why is there no enrollment deposit or admissions fee?

Dean Kennedy: prefer the on-line application. There is no fee to encourage students to use the on-line application. Enrollment deposit is required of all at the UG level but refundable up to May 1.

Dr. Whatley: the enrollment deposit lets you know they are planning on coming.

Dr. Kurz: would need some way to apply the deposit toward tuition.

Dr. Whatley: common practice – enrollment deposit applies to next semester tuition. We would not be out of line to establish an enrollment deposit as security that they are coming.

Ms. Mercer: could this go toward the graduation fee?

Dean Kennedy: we could design the process for graduate students. We have the ability to take Master Card to pay.

Dr. Tapia: or they could use Pay Pal

Dr. Whatley formed a subcommittee to look at other programs. The committee consists of Dr. McDowell, Ms. Willingham and Ms. Mercer.

Dr. Grout: we need a timeline to indicate what happens in 10 days.

Dr. Kurz: from completed application to Dean Kennedy's sign off to ADRE transfer to registration and payment.

Dean Kennedy: 10 days is a consistent policy.

Dr. Bressette will look at the big picture to see what happens in the 10 day semester process. Fee processes and enrollment deposit will be reviewed.

The following subcommittee will report back to Graduate Council with a review of the admission to registration process at the January meeting: Dr. Bressette, Dr. Grout, Ms. Mercer, Ms. Willingham, Ms. Tennant and the admissions staff.

## **New Business**

### **Addition to Graduate Faculty**

Dr. Nancy Edwards was presented for faculty status for both the undergraduate and graduate level. Her degrees more than meet SACs requirements for faculty. For the fall 2011/spring 2012 academic year

Dr. Edwards is teaching: EDU330, EDU331, EDU430, EDU489, EDU499, EDU612 and EDU615.

The motion was approved and seconded. Dr. Edwards was approved for faculty status.

### **Graduate Catalog**

Preregistration for summer and fall occur in March. Any revisions must be cleared by January.

Dr. Kurz: PSC changes will become law in January. The Curriculum and Instruction (CMI) program is being restructured. Secondary education certification at the graduate level is also changing.

2013 the Undergraduate is going to an annual catalog. If graduate programs are going to this, December would be the deadline in order to have the catalog on-line by May 1. Graduate school could go to an annual catalog fall 2012.

Dr. Whatley: it would make sense to start a new catalog June 1.

Dr. Kurz: the summer 2011 cohort must complete the program by the specified date. No new cohorts will begin until the changes have occurred. The current cohort is 2 years. Education Leadership cohort is also changing.

When should the new catalog start May 1 or August 1?

### **Announcements**

Next meeting – October 18, 2011

Meeting adjourned at 11:40 am

Chair: Katherine Whatley

Secretary: Linda Tennant