 **MINUTES**

**UNCP Graduate Council Meeting**

Monday, March 19, 2018, 3:00 p.m.

UC Annex 203

**Present: Irene Aiken (chair), Nick Arena, Michael Baker (GSO President), Kirill Bumin (secretary), Ki Chae, Serina Cinnamon, Leah Fiorentino, Karen Granger, Roger Guy, Rita Hagevik, Ann Horton-Lopez, Shenika Jones, Mary Klinikowski, Roger Ladd, Lisa Mitchell, Jeff Warren, Joe West, Summer Woodside**

**Absent: Julie Harrison-Swartz, Karen Helgeson, Kim Sellers, Velinda Woriax**

**Guests:** Dennis Swanson, Michael Alewine, Robert Arndt, Jodi Phelps, Emily Oxendine

* Approval of the Agenda
* Introducation of Emily Oxendine
* Approval of the Minutes from February 19, 2018 Meeting
* Proposal from Library – Robert Arndt, Michael Alewine, and Dean Swanson discussed proposed 3-credit hour *LIB 5000: Introduction to Graduate-Level Academics Research* course to enhance students ability to utilize academic resources effectively. The Graduate Council was very receptive to the idea and recommended that the Library take the proposed course through the curriculum process.
* The following Graduate Faculty Nominations were approved:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last** | **First** | **Degree** | **Dept** | **Program** | **Nomination Status** |
| Locklear | Tiffany | EdD | El Ed | El Ed and MAT | Adjunct |

* **COURSE PROPOSALS**

the following MPA course changes were approved, adding the following respective prerequisites.

1. **PAD - 5010 - Organizational Behavior:** Add Prerequiste - PAD 5000.
2. **PAD - 5080 - Quantitative Analysis I:** Add Prerequiste - PAD 5000.
3. **PAD - 5310 - Governmental and Not-for-Profit Accounting for Managers:** Add Prerequiste - PAD 5520.
4. ELE - 5800 - Advanced Elementary Mathematics and Science**PAD - 5500 - Public Institutions and Processes:** Add Prerequiste - PAD 5000.
5. **PAD - 5520 - Principles of Budgeting and Finance:** Add Prerequiste - PAD 5080.
* **PROGRAM PROPOSALS**

The following program proposals were approved from the **CMHC** program:

1. **PROGRAM REVISION: Clinical Mental Health Counseling**: Add the following three courses (approved by Graduate Council in February) to program electives list (noted in catalog as “**Select two elective courses from”)**

CNS 5860 Contemporary Issues and Special Population in Addiction

CNS 5880 Diagnosis and Treatment in Addiction

CNS 5890 Psychopharmacology and Addiction

* **Graduate School Items/Report**
1. Applications and recruitment
	1. Jodi Phelps discussed marketing efforts and explained how her office tracks prospective student interest in the Graduate School and specific programs. She mentioned that it is critical that program information on departmental, program-specific, and Grad School websites is accurate.
	2. Dr. Aiken discussed program enrollment information for summer and fall terms. We are 166% in applications initiated in comparison to the same time in 2017.
	3. Dr. Aiken noted that if applicants are still in UG program, they MUST be provisionally admitted.
	4. Dr. Aiken asked Council members to reconsider their processes for quicker admissions

(system will now contact you as soon as application is waiting) and to make sure PDs stay in contact with those they’ve admitted.

* 1. Dr. Aiken discussed a possibility of personalizing emails to prospects from the Grad School. If they put MSW, send MSW email, so may contact you for information, and asked PDs if there are any items they want us to consider to facilitate the admission process.
1. Dr. Aiken reminded the Council about the importance of research Symposium and encouraged PDs to encourage their students to participate. The Symposium is **Wednesday, April 4**.
2. Dr. Aiken noted that an application is official. Ex. If they apply for MPA, then want to switch to MBA, they must reapply.
3. Dr. Bumin advised the Council members to utilize current GA application and noted that the Grad School will not process contracts that utilize the old forms.
4. Dr. Bumin passed around a list of faculty members that are up for Grad Faculty Status renewal and asked program directors to get those forms and CVs to Dr. Bumin by March 31st.
5. GA’s
	1. For summer (one or two positions), submit statement of need to Dr. Bumin.
	2. For next year: Dr. Aiken noted she’s asked about funding for GAs for 2018-19 but has not heard back.
* Unfinished/New Business
* Announcements/Reminders
1. Announcements
2. Grad Council Meetings remaining for 17-18 academic year (UC Annex room 203 at 3:00 pm): **Apr. 16**.
3. Application Deadlines:

October 1 for spring 19 graduation

1. Graduate School Spring Commencement: May 4, 2018

Next Meeting: Monday, April 16, 2018, 3:00, UC Annex Room 203

Meeting was adjourned at 4:00 pm.