

Bowman Gray Campus, Babcock Auditorium, Hanes Building
Dean Lorna Moore, Chair of the Meeting

Meeting called to order: 4:00 PM

I. GENERAL BUSINESS

- 1. News/Announcements:** Dean Moore announced several awards or recent activities of graduate students in our various programs. Amanda Perry just returned from presenting a paper on the Northern Irish poet Nick Laird for a National Endowment for the Arts-supported book to be published by the WFU press. Joshua Rapp and Kyle Luth recently participated in conferences in South America dealing with biodiversity and parasitology, respectively. Of the top 12 finishers at the recent NC Biotechnology Fair, six were from WFU and all four of the prizes were awarded to WFU students. These students and their graduate programs were Paulina Siperinski (Molecular Medicine and Translational Sciences), Neelima Sukumar (Microbiology & Immunology), Sriram Ramanan (Biomedical Engineering) and Jenna DuMond (Chemistry). Our congratulations to them, their advisors and their programs for these noteworthy accomplishments!
- 2. The Minutes from the April 21, 2008 meeting of the Graduate Faculty were approved by unanimous vote of the Graduate Faculty in attendance.**
- 3. Issuance of Annual Report** – The annual report of the Graduate School for the 2007/08 academic year is available at: http://graduate.wfu.edu/shared_documents/annual_reports/AnnualReport_07-08.pdf

The Graduate School is close to meeting all of the goals stated in the strategic plan; these should be completed by the end of this academic year.

3. Report on the activities of the University Senate:

Greg Kucera reported on the three Senate meetings held this fall (the next Senate meeting is to be held Feb. 2009). The Resource Committee (Umit Akinc, Chair) has been involved with monitoring, evaluating and participating in the University's program planning, capital planning and other long-range planning processes. The Senior University Appointments Committee (Brad Jones, Chair) has begun the solicitation process for honorary degree nominations and will begin working on standardizing senatorial elections and academic & nonacademic professional titles across schools. The Fringe Benefits Committee (Anne Boyle, Chair) has been involved in discussions with the administration regarding an onsite child care facility, health benefits, the change in retirement age on the Reynolda Campus, parental and adoption leave policies. The Executive Committee (Derrick Boone, Chair) has made faculty handbook revisions a top priority, and believes that ancillary organizations (e.g. WFDD, Museum of Anthropology) should have senate representation via ex officio membership; has established senate representation on the Dean's Advisory Council, Fringe Benefits Committee, and Research Advisory Council at the medical school; and will conduct a survey to measure the "climate" of the university on the Reynolda campus. The Provost's Planning Committee (Derrick Boone, Chair) is working on standardization of promotion and tenure processes, especially within the undergraduate college, and the elevation of certain members of the library

staff to faculty status. The University Integration Committee (Neal Walls, Chair) is gathering information and seeks to promote cross-campus morale and initiatives. SVP-CFO Nancy Suttentfield gave an update on the financial status of the university: the university's priorities (faculty/staff job security, faculty/staff salaries, scholarships and financial aid, and strategic priorities in the Master Plan) will remain unchanged, and we have fared well relative to many institutions during the recent market crisis.

4. Report on the activities of the Graduate Council:

Christa Colyer reported that the Graduate Council met on three occasions since the last (04/21/2008) Graduate Faculty meeting: Sept. 15, Oct. 14, and Nov. 17, 2008, and welcomed new Associate Dean Randy Rogan; new Council members Carol Milligan & Greg Shelness; re-elected Council members Christa Colyer (secretary) & David John. Staff Assistant Sheila White is increasingly assuming responsibilities for the Graduate Council as Wanda Duncan shifts her responsibilities to the MALS program. The GSA continued its active schedule through the fall semester (with monthly volunteer activities, fund raising events, and social events). GSA president is Christine Carlisle (Physics); but GSA is seeking to fill vacant co-president position (Bowman-Gray campus). Erika Klorig (GSA Insurance Rep) conducted a survey of grad students regarding the new Reynolda campus mandatory health fee. Plans are underway for the spring Graduate Forum event. Students from both campuses are enjoying the new Graduate Student Lounge in the Z. Smith Reynolds library. The Curriculum Committee reviewed a number of course changes, additions, and deletions, which are recommended to the Graduate Faculty today for approval. A number of new policy statements were proposed by the Graduate School and developed by the Policy Committee before discussion by the Graduate Council, including those to be presented today as per the Revised Agenda, General Business Item 7. The Credentials Committee reviewed and recommended a number of nominations for Graduate Faculty status, which were approved by Dean Moore acting on behalf of the Board of Trustees, and these are to be presented to the Graduate Faculty today. The Credentials Committee is also working on a re-credentialing process that will be suitable for faculty members from both campuses (to occur every 5 years after initial nomination to the Graduate Faculty. Currently there are 540 grad faculty members in total. Recently (Nov. 18 & 19), the Graduate School hosted a visit by Dr. Bryan Noe (University of Alabama at Birmingham). The "Hot Topics" forum, "Career Pathways in Clinical and Population Translational Science," was held on Oct. 28. A handbook for graduate program directors, begun by Cecilia Solano, is nearly complete and will be available & maintained online by the Graduate School. Open Houses for new Grad School offices were held today (Nov. 24) at the Bowman-Gray campus and on Dec. 12 at the Reynolda campus.

5. Course Additions, Deletions, Changes:

The following course changes/additions/deletions were reviewed by the Curriculum Committee and recommended to the Graduate Faculty by the Graduate Council:

From the Fall 2008 Council Meetings:

<u>COURSE NAME</u>		<u>TYPE OF CHANGE</u>
ACC 691	Professional Accounting Internship	ADD
ACC 797	Individualized Reading and Research	ADD
ACC 798	Individualized Reading and Research	ADD
BICM 706	Intracellular Signaling	CHANGE
BICM 717	Principles & Practice of Teaching Biochemistry	CHANGE
BICM 740	Seminars in Drug Discovery – Concept to Clinic	ADD
BICM 745	Introductory Drug Discovery Virtual Laboratory	ADD
BMES 624	Biomechanics of the Cardiovascular System I	DELETE
BMES 671	Biomedical Microdevices	ADD

CABI 705	Molecular Targets of Cancer Therapeutics	DELETE
CABI 714	Cancer Biology Tutorials	CHANGE
CABI 717	Advanced Cancer Cell Biology	ADD
CHM 740	Seminars in Drug Discovery – Concept to Clinic	ADD
CPTS 703	Ethics & Responsibility in Clinical & Population Translational Science I	ADD
CPTS 704	Ethics & Responsibility in Clinical & Population Translational Science II	ADD
EDU 664	Secondary Student Teaching	CHANGE
HMN 661	Dante I	DELETE
HMN 662	Dante II	DELETE
HMN 683	Italian Fascism in Novels and Films	DELETE
HST 650	World Economic History: Globalization, Wealth & Poverty, 1500-Present	CHANGE
MMTS 711/712	Translational Science Seminar Series	CHANGE
MOME 721	Molecular Basis of Human Disease	DELETE
NUSC 712	Introduction to Neuroscience	CHANGE
NUSC 713	Introduction to Neuroscience II	CHANGE
PATH 717	Pathobiology of Atherosclerosis & Cardiovascular Disease	CHANGE
PHI 660	Ethics	ADD
REL 605	Ethnography of Religion	ADD
REL 606	Ritual Studies	ADD
REL 704	Conceptions of the Ultimate	ADD

The proposed course changes, additions, and deletions were moved for approval by the Curriculum Committee. A vote in favor of the motion by the Graduate Faculty in attendance was unanimous.

6. Additions to the Graduate Faculty:

There are currently 540 members of the Graduate Faculty, not including the six nominees presented here. A quorum is present at this meeting. 480 graduate faculty members need re-credentialing; the Credentials Committee (David Ornelles, Chair) has a draft form ready for re-credentialing, which will be presented to the faculty at a future meeting.

The following nominations for Graduate Faculty status were reviewed by the Credentials Committee and recommended to the Graduate Council and Graduate Dean for approval. The Dean of the Graduate School, acting for the Board of Trustees, approved these nominations, which are presented to the Graduate Faculty for information.

From the Fall 2008 Council Meetings:

<u>NAME</u>	<u>DEPARTMENT</u>
Susan Appt, DVM	Pathology/Comparative Medicine
Lindsay Comstock, Ph.D.	Chemistry
Patricia Dos Santos, Ph.D.	Chemistry
B. Diane Lipsett, Ph.D.	Divinity
Timo Thonhauser, Ph.D.	Physics
Patricia Wilson, Ph.D.	Regenerative Medicine

7. Policy Committee Business:

- (a) Program name change for Molecular and Cellular Pathobiology: a proposal from the program to change the name to “Molecular Pathology,” to be in keeping with other similar programs and to improve visibility and web search access, was considered.

The proposed program name change to “Molecular Pathology” was moved for approval by the Policy Committee. A vote in favor of the motion by the Graduate Faculty in attendance was unanimous.

- (b) Honor Code Revisions:

The Graduate School Honor Code has been in effect for just over one year and has dealt with one case, which illuminated the need for several operational changes, including: (i) allowance of reports to be filed more than 5 days following the offense if special circumstances prevent earlier filing; (ii) clarification of to whom the report of an offense is made and when the Dean is to be notified; (iii) clarification of the roles and composition of pre-hearing and hearing panel members and other attendees. The University legal office has reviewed and approves of the revised honor code.

The proposed changes to the Graduate School honor code (as per attached document) were moved for approval by the Policy Committee. A vote in favor of the motion by the Graduate Faculty in attendance was unanimous.

The Dean responded to a question to indicate that the revised policy would be in effect for students who matriculate in the fall (2009).

- (c) Graduation Fees:

The goal is to create a uniform fee for students on the Reynolda and Bowman Gray campuses to cover the cost of cap & gown rental, and the filing/binding of the archival copy of the thesis. Previously, there has been a cumbersome fee process in place with inequities between the campuses. 80% of students participate in graduation ceremonies. The proposed fee is \$50 for M.S./M.A. students (no archival copy of the thesis is required); \$100 for Ph.D. students (although the actual cost to the Graduate School is slightly greater than this). The number of copies of the thesis required by the Graduate School has been reduced to one.

A question regarding a required departmental copy of the bound thesis was raised. Although the Graduate School only requires one copy, departments and programs can require additional copies, as deemed appropriate (although the Graduate School will facilitate additional copies they will not pay for these; copies are \$7.50 per binding).

The proposed new graduation fee (as per attached document) was moved for approval by the Policy Committee. A vote in favor of the motion by the Graduate Faculty in attendance was unanimous.

- (d) Certificate Programs:

Although two certificate programs exist (Structural & Computational Biophysics and Medieval Studies), there is no policy for certificate programs. There has been a large increase in the number of certificate programs nationally. The template approved last year for proposing new degree programs can be extended to cover certificate programs. The policy approved by Graduate Council defines certificates as requiring less graduate credit than a degree program and being either (a) an interdisciplinary “addition” to an existing program, not requiring Graduate School support, or (b) a free standing program that will charge tuition to meet additional costs.

Discussion followed regarding summer school scholarships; concern was raised regarding the fact that the proposed policy would preclude an interdisciplinary (or cross-campus) program that might require some Graduate School support for initiation.

A motion to amend the proposed certificate policy – to remove all references to financial support - was made and seconded. Discussion followed. Dean Moore emphasized that the Graduate School does not want certificate programs to compromise existing graduate programs. A certificate is recognized with a piece of paper and on the student's transcript; removing references to financial support in the motion would leave open the possibility of having individuals in certificate programs who are not graduate students; bioethics certificate would be "part of a free-standing program," and so the wording of the amended motion should reflect this more general terminology.

Vote on the amendment to the motion – unanimous, in favor of the amendment.

Vote on the amended motion – *"Certificate programs are offered to enhance inter-disciplinary Graduate School training. They require less graduate credit and hence a shorter time commitment than a master or doctoral degree program. A certificate will be granted in a specialized study accompanying a degree program that serves to link content across disciplines or provides additional training in a secondary field; or as a free standing area or part of a free-standing area of specialized, postgraduate study. The procedures for proposing a certificate program must follow those outlined in the "Template for Submitting a New Graduate Program" available at the WFU Graduate School website"* - unanimous, in favor of the amended motion.

(e) Term of Office and Review Process for Graduate Program Directors:

Dean Moore summarized the proposed policy, which was taken to Reynolda campus Department Chairs and was on agenda for FEC on Bowman-Gray campus (but that meeting was cancelled). Discussion clarified that recognition may not be monetary and acknowledged differences between the campuses; Department Chair has primary responsibility for the appointment; 4-yr appointment is renewable; a range of assessment processes are possible; concern about stipulation of faculty rank.

A motion to amend the proposed policy – to include wording "... must be a member of the Graduate Faculty and should have the rank of associate or full professor status..." – was moved and seconded.

Vote on the amendment to the motion – unanimous, in favor of the amendment.

Discussion continued regarding mechanisms for acknowledgement of service (a summary of compensation or support for current directors is not available); and concern over methods for evaluation.

A motion to table the amended motion was moved and seconded.

Vote on the motion to table the amended motion regarding "Term of Office and Review Process for Graduate Program Directors" – majority, in favor of the motion to table.

A motion to pursue agenda item (g) next (before item (f)) was made and seconded.

Vote on the motion to pursue agenda item (g) next – unanimous, in favor of the motion.

(g) Tuition-Return Policy:

Dean Moore presented a summary of this proposed policy: to create a uniform policy for Reynolda and Bowman Gray campuses whereby tuition is requested on external grants supporting graduate students (currently in practice on Reynolda campus and Biomedical

Engineering program); cap tuition requested on grants at 5% TDC for grants less than \$100k/yr or at 20% of current Board of Trustee-approved tuition for grants greater than \$100k/yr. Exemptions could be given. A rolling 3-yr average of tuition revenue would be returned to programs to be used in support of graduate education. Dean Moore emphasized that this would provide resources for growth; similar policies are in effect in every public institution and most of our peer private institutions. NIH approves such a policy for RO1 grants; this would be phased in for new grants only; this would not cut into the Graduate School's contribution to corresponding graduate programs. Concerns were expressed regarding the reduced differential between the cost of a grad student with required tuition charged on a grant compared to a technician or postdoc and how this might affect a faculty member's willingness to train graduate students; and also, how this might affect students after reaching candidacy or with "grad fee" status; or how this might affect tuition waivers. Differences between student responsibilities on the two campuses were noted and so the need for a uniform tuition-return policy was questioned.

A motion to table the tuition-return policy (in order to provide an opportunity for further discussion and to consider the impact on Bowman Gray programs) was made and seconded.

Vote on the motion to table the tuition-return policy – majority, in favor of the motion to table.

A motion to table item (f) (program discontinuance policy) and other business was made and seconded due to the late hour.

Vote on the motion to table item (f) and other business – unanimous, in favor of the motion to table.

Dean Moore urged the faculty to review upcoming initiatives and events as specified in the agenda.

Meeting was adjourned at 5:39 PM.

Submitted by:

Approved by:

Christa L. Colyer, Ph.D.
Secretary to the Council

Lorna G. Moore, Ph.D.
Dean of the Graduate School of Arts & Sciences