GRADUATE COUNCIL MEETING  
November 11, 2014  
10:00 a.m.  
H.T. Sampson Library Auditorium

The Graduate Council meeting was called to order at 10:00 a.m. by Dr. Dorris Robinson-Gardner. The following persons were present:

Dr. David Akombe, Department of Music  
Dr. Millard Bingham, College of Life-Long Learning  
Dr. Darcie Bishop, Interim Associate Dean, Division of Graduate Studies  
Dr. Walter Brown, EPh.D. Program in Urban Higher Education  
Dr. Thomas Calhoun, College of Liberal Arts  
Dr. Alfred Duckett, Department of Music  
Dr. Johnny Gilleylen, Department of Public Policy and Administration  
Dr. Tatiana Glushko, Richard Wright Center  
Dr. Kathi R. Griffith, Richard Wright Center  
Dr. Rickey Hill, Department of Political Science  
Dr. Mukesh Kumar, Department of Urban and Regional Planning  
Dr. Sophia Leggett, Public Health Program  
Dr. Jeton McClinton, At Large  
Dr. Natarajan Meghanathan, Department of Computer Science  
Dr. Bryman Williams, Department of Clinical Psychology  
Dr. Glenda Windfield, Department of Special Education  
Dr. P.C. Yuan, Department of Technology  
Ms. Regina Sutton, Graduate School, Recorder

Opening Remarks

Dr. Gardner reported the following:

- Graduate School enrollment is at its highest level for the 2014 Fall Semester.
- Applications for admission for the 2015 Spring Semester are down due to the rolling admissions policy.
- Transmittal forms should be returned to the Graduate School as soon as possible so that students can be notified of their admission status.
- Congratulations to Dr. Thomas Calhoun for receiving the Mid-South Sociological Association’s Distinguished Career Award.
- Congratulations to Dr. Darcie Bishop for finishing the 26-mile New York City Marathon.
- Dr. Jeton McClinton was acknowledged for her contribution, with Dr. Henry Frierson of the University of Florida, to a book on undergraduate research at Historically Black Colleges and Universities.
• The Urban Higher Education Program was acknowledged for hosting a refereed national journal in higher education and student affairs.

• A Fall Graduate Newsletter is in production. Articles and pictures (in JPEG format) should be submitted to Ms. Sutton.

Reports from Standing Committees

Graduate Faculty Status Committee (GFSC)

Dr. McClinton presented the Graduate Faculty Status Committee report. (See Attachment 1.) Thirty applications were reviewed for graduate faculty status. Twenty-three applications were approved, five were denied and two were tabled. She explained the approval process which includes approvals by the Graduate Council, Graduate School and Provost. Letters to new graduate faculty members are sent from the Provost’s office. The current graduate faculty application can be accessed on the Graduate School website. Creative works are taken into consideration in certain areas (e.g. music) in lieu of a terminal degree. All applicants should be mindful of including all publications, presentations and other professional endeavors on their applications.

A motion was presented, seconded and approved that the GFSC recommendations be accepted with the following correction: Dr. Catherine Clark Wells, who was approved for adjunct graduate faculty status, is assigned to the Public Health program and not the Department of Epidemiology (per Dr. Sophia Leggett).

Additional discussion:

• Dr. Gardner solicited recommendations for a representative from the College of Liberal Arts to serve on the GFSC.

• Dr. Gardner stated that the Provost Office has requested that a recertification of graduate faculty be completed. Records will be reviewed to ensure that all graduate faculty members have letters of approval on file. Departments should contact the Graduate School if a letter is missing from their files.

• Dr. Calhoun expressed the need to resolve the issue of what constitutes the nine hours that graduate faculty can teach as well as the twelve hours that non-graduate faculty member must teach, i.e., all graduate courses or a combination of undergraduate and graduate courses. The Graduate Faculty Status Committee will work with the Faculty Senate to resolve this issue.
Dr. Calhoun emphasized that the faculty handbook has a number of gray areas that must be resolved. Dr. Winfield stated that the Faculty Senate is working to resolve issues related to rank, workload and released time. However, the Faculty Senate does not act independently and input must be received from the colleges. Requests have been made to department chairs to provide the names of their Faculty Senators and to the college deans to provide the names of representatives to serve on the University Grievance Committee. The names will be placed on the Faculty Senate webpage and chairs will be contacted if the senator does not attend meetings. Faculty senators should be held accountable so see that concerns are brought to the Faculty Senate for discussion with the administration.

Graduate Curriculum Committee (GCC)

Dr. Walter Brown reported that the GCC met on November 10, 2014, but no recommendations to bring forth.

Graduate Admissions Committee

Dr. Bishop reported the following:

- The 2015-2017 Graduate Catalog is in preparation. Thanks were expressed to all departments that responded to the request for updates. Departments will be able to review a catalog draft prior to final printing. The new on-line catalog will be more visible and searchable.

- Only 18% of the 168 transmittal forms sent to the Departments have been returned to the Graduate School. Additional transmittals will be prepared today and the 2015 Summer and Fall Semester transmittals process will began after the Thanksgiving break.

Graduate English Competency Examination Preliminary Report (GECE)
Graduate Area Comprehensive Examination Preliminary report (GACE)

Dr. Bishop reported:

- One hundred and seventy seven (177) students took the GECE. Of this number, seventy eight (78) were not successful with the multiple choice section. Essay results are in preparation.

- GACE scores are due in the Graduate School by November 17. A number of students anticipating graduation this semester were slated to take the GACE. Doctoral students are eligible to take the GACE once they have completed 80% of course requirements. Scores must be posted on their records before clearance for graduation.
December 2014 Graduate Clearance and Tentative Graduates

One hundred seventy two (172) students have applied for graduation and sixty (60) have been cleared to date. The deadline for final clearance for graduation is December 5.

EEO/Affirmative Action Diversity Initiatives

Attorney Thomas Hudson reported that this semester his office has dedicated significant time to:

- Updating EEO and gender harassment policy;
- Updating women hiring policy;
- Completing an affirmative action plan;
- Reviewing how search committees are formed and searches are carried out;
- Completing plans for on-line mandatory sexual harassment training for employees;
- Developing required sexual harassment training for students.
- An updated diversity hiring plan has been submitted to the State Institutions of Higher Learning. Dr. Calhoun suggested that the diversity plan be read by faculty. Mr. Hudson will see that the diversity plan is placed on the Division of General Counsel website.

The Richard Wright Center (RWC)

Dr. Kathi Griffin, Richard Wright Center Director, and Dr. Tatiana Glushko, Center Coordinator, discussed their activities. During the 2014 Fall Semester, 493 students visited the center of which 76 were graduate students. The center offers feedback to students in their creative and research processes. They have the opportunity to interact one on one (and round table discussions) with trained tutors as they develop written, oral and visual representations of their ideas for an academic audience. Workshops are offered throughout the week and are posted on the Richard Wright Center website. Assistance is also given to international students for which English is not their primary language. In addition, local and international research is being conducted by the Center. The Center is open on Wednesdays and Thursdays until 7:00 p.m. to accommodate graduate students. (See Attachment 2 for Richard Wright Center activities.)

Dr. Kumar suggested that, if possible, initial student research papers be reviewed at the beginning of the semester (for methodology, etc.) and final papers at the end of the semester may be improved.

Dr. Gardner reminded members that students who go directly into a doctoral program with a bachelor's degree should take the GECE in order to enhance their writing skills.
Reports of Graduate Program Directors

Graduate program director reports should be sent by November 20, 2014 to Dr. Gardner or Ms. Sutton for reporting in the minutes.

The meeting adjourned at 11:45 a.m.
Graduate Faculty Status Committee Meeting
November 6, 2014 at 1:00 PM
College of Business Graduate Program Conference Room
COB Building, Suite 351
Presiding Dr. Jeton McClinton

Members Present:
Dr. Jean-Claude Assad (College of Business)
Dr. Dal Didia (College of Business)
Dr. Ibrahim O. Farah (College of Science, Engineering and Technology)
Dr. Jeton McClinton (Member at Large)
Dr. Jean D. Chamberlain (College of Liberal Arts)

I. Call to Order:
   a. The meeting was called to order at 1:00pm, quorum met.
   b. Dr. McClinton presented 30 applications for review.

II. Old Business:
    a. Two applications tabled during the April 6, 2014 meeting were revisited.
    b. Neither applicant had presented new information.

III. New Business:
    a. Dr. McClinton introduced Mrs. Deborah Washington, who will serve as clerical support.

IV. Committee Recommendations
    a. After the committee reviewed the applications; 23 applicants will be recommended to the Graduate Council for consideration and approval.

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<thead>
<tr>
<th>Reviewed/Recommended</th>
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<tbody>
<tr>
<td>Full Graduate Faculty</td>
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<tr>
<td>Associate Graduate Faculty</td>
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<tr>
<td>Assistant Graduate Faculty</td>
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<tr>
<td>Adjunct Graduate Faculty</td>
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<tr>
<td>Denied</td>
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<tr>
<td>Tabled/Incomplete/Returned</td>
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<tr>
<td>Total</td>
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</tbody>
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V. Adjourned:
   a. There being no further business, the meeting was adjourned at 2:30pm.
November 11, 2014

Our Mission: The Richard Wright Center for Writing, Rhetoric, and Research is a site of academic inquiry and research that provides an environment for intellectual engagement for JSU students and faculty outside the classroom. At any stage of the creative and research processes, all writers have the opportunity to interact with trained tutors using technology as they develop written, oral, and visual representations of their ideas for an academic audience.

Best practices: One-to-one tutorial sessions focused on the writer and the process.

Sept-Oct. 2014 Student Appointments - numbers exclude class-presentations, workshops, roundtables, and faculty:

<table>
<thead>
<tr>
<th>College of Liberal Arts</th>
<th>138</th>
<th>Only 28%</th>
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<tbody>
<tr>
<td>College of Science, Engineering, and Technology</td>
<td>133</td>
<td></td>
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<tr>
<td>College of Education and Human Development</td>
<td>76</td>
<td></td>
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<tr>
<td>College of Public Service</td>
<td>74</td>
<td></td>
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<tr>
<td>College of Business</td>
<td>68</td>
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<tr>
<td>College of Lifelong Learning</td>
<td>4</td>
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<tr>
<td>Overall Total</td>
<td>493</td>
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Graduate students: 31 appointments, 45 walk-ins 76 15%

Scope While we strive to engender a culture of writing across our campus, our current resources limit our ability to meet the needs of JSU students:

Fall 2014 JSU Enrollment 9,508

Number of tutors 7

Tutor-student ratio 1:1,358

Max capacity for student visits 770

Fall 2013 total number of visits 993

- Even beyond full capacity, we can only support 8% of JSU students.

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1 Based on the 1 student/hour ratio, 7 tutors can meet individually with 55 students/week, or 770 students/14-week semester.