GRADUATE COUNCIL MEETING
October 13, 2015
10:00 a.m.

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

Dr. Darcie Bishop, Graduate Studies
Dr. Walter Brown, EPh.D. Program
Dr. Thomas Calhoun, Division of Academic and Student Affairs
Dr. Daning Chen, Department of Mathematics
Dr. Nicholas Hill, Doctoral Program in Business Administration
Dr. Rickey Hill, Department of Political Science
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Jeton McClinton, (At Large)
Dr. Jessica Murphy, Department of Technology
Dr. Candis Pizzatta, Department of English and Modern Foreign Languages
Dr. Mohammad Shahbazi, (At Large)
Dr. Bryman Williams, Department of Clinical Psychology
Ms. Regina Sutton, Graduate School, Recorder

Opening Remarks

Dr. Gardner welcomed all to the first Graduate Council Meeting of the 2015-2016 Academic Year. She acknowledged Dr. Calhoun’s return to JSU and expressed appreciation for his support of graduate programs and activities. She also recognized Dr. Nicholas Hill from the Doctoral Program in Business Administration.

Dr. Gardner reported that, according to the Institutions of Higher Learning (IHL), JSU has had an enrollment increase for the past three years. University enrollment has also increased as follows: Tentative numbers, Fall 2015 – 9802, Fall 2014 – 9508. Graduate School enrollment has also increased. The Office of Institutional Research will release final enrollment numbers. She expressed appreciation to the Graduate School staff and academic departments for their exemplary efforts in handling the rolling admissions process.

Dr. Gardner discussed the handout, Assessment of Graduate Degree-Seeking Student Enrollment: Enrollment Management Quality Performance Indicators. (See Attachment 1.) She reported that JSU has one of the largest graduate schools among the 106 HBCUs and the fourth largest among graduate schools in the State of Mississippi. She emphasized that continuing focus should be on student quality in addition to quantity. Further, she reported that over 900 students were admitted for Fall 2015 (574 fully-admitted, 350 conditionally admitted).
It was suggested that departmental committees should meet to discuss each conditionally admitted student to determine if the student is eligible for continuation in the program. Documentation should be on file for each student. Dr. Calhoun stated that the documentation of student eligibility is critical as we prepare to start the planning process for the reaffirmation of SAC accreditation.

Dr. Hill asked a question regarding financial aid eligibility for conditionally admitted students. Dr. Gardner stated that a student must demonstrate satisfactorily academic progress in 67% of courses in which he/she is enrolled in order to continue to receive financial aid. She further stated that she will request that the Financial Aid Director attend the next Graduate Council meeting to answer additional financial aid questions.

Dr. Gardner stated that academic degree plans are no longer required by the Graduate School. CAPS in Banner has been activated in the student information database. Copies of all academic degree plans should be on file in the appropriate office of the department.

**Program Reviews**

Dr. Gardner reported that Sports Science and Political Science reviews were held during the 2015 Fall Semester. Computer Science and Urban & Regional Planning reviews will be held during the 2016 Spring Semester.

Dr. Calhoun emphasized the following: Development of the self-study document should include engagement by all graduate faculty members in the department. Arrangements should not be made for the review team site visit until the self-study document has been approved by the Office of Academic Affairs and Graduate School. Emphasis should be on (1) full participation, (2) organization and (3) documentation. Assessment must be a critical part of the self-study. Websites must be up-to-date, current and informative.

Dr. Gardner also stressed that the university-wide mission should be a primary focus of the self-study as well as programmatic and student learning outcomes.

Dr. Gardner reported that a Degree Completion Conference was held on September 28-29, 2015. The conference emphasis was primarily on student success. Department chairs and directors should see their College Deans regarding the ‘game changers’ document that was distributed. IHL is requesting focus on intrusive and professional advisement and documentation of the same.
Reports from Standing Committees

Graduate Faculty Status Committee – Dr. McClinton

Dr. McClinton presented the Graduate Faculty Status Committee (GFSC) report. (See Attachment 2.) Fourteen applications were reviewed for graduate faculty status. Four applicants were approved for assistant graduate faculty status, one for adjunct, four were tabled and five were denied.

A motion was presented, seconded and unanimously approved that the GFSC recommendations be accepted.

Dr. Gardner recommended that applicants with new terminal degrees and limited experience be considered for adjunct faculty status only. Also, Dr. Calhoun asked that the faculty handbook be reviewed and suggestions made for clarification of guidelines. In addition, he suggested searches for new graduate faculty hires be extended more often to include graduates of other institutions and not just JSU graduates.

Drs. Shahbazi and Pizzetta were recognized by Dr. McClinton for their work on the GFSC.

Graduate Curriculum Committee – Dr. Brown

Dr. Brown reported that the Graduate Curriculum Committee (GCC) met on October 1 to approve one curriculum proposal submitted by the Department of History. (See Attachment 3 for the GCC report.) The committee approved a change in credit hours for History 591 (Research and Writing) from three credit hours to variable credit of one to six hours to allow students to continue who did not complete their project after the initial three hours.

A motion was presented, seconded and unanimously approved that the GCC recommendations be accepted.

Graduate Admissions Committee – Dr. Bishop

Dr. Bishop distributed the Graduate Admissions Reports for Fall/Summer 2015. (Report on file in Graduate Studies Office.) Students who have been admitted, but not yet enrolled, should be encouraged to enroll for Spring 2016. Admissions approval is valid for twelve months. She reported that over 900 students were admitted for Fall 2015. A significant number of students were conditionally admitted. Dr. Bishop urged chairs and directors to send e-mails to the Graduate School acknowledging that conditionally admission requirements have been met so that academic holds can be removed prior to pre-registration for Spring 2016.

Dr. Bishop stated that the new electronic transmittal process will be piloted for the College of Business.
Dr. Gardner recognized and expressed appreciation to Dr. Bishop for her efforts as Associate Dean of the Graduate School.

2015-2017 Graduate Catalog
Dr. Bishop reported that the 2015-2017 Graduate Catalog is now on the Graduate School website. Changes to the catalog can be updated on the website, as required. Two-thousand (2,000) hard copies of the 2015-2017 Graduate Catalog will be printed for distribution.

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

Dr. Bishop reported that the GECE and GACE preliminary reports have been e-mailed by Ms. Wallace to the respective departments. The GECE registration roster shows that of 500 students enrolled, only 108 have registered for the GECE. She encouraged the chairs and advisors to review the report and determine if other students should be added.

Dr. Kumar suggested that students be automatically enrolled to take the GECE. Dr. Gardner will send this recommendation to the GECE Committee.

Dr. Gardner said that GECE exemptions, recommended by departments, should be sent in writing to the Graduate School for proper posting to student records. The GECE exemptions should be forwarded to Charlotte Wallace, Assessment and Retention Coordinator.

December 2015 Graduation Clearance

Dr. Bishop reported that 175 students have applied for graduation clearance, including 35 doctoral students. The last day to submit the graduation clearance application was October 6. Late applications must be forwarded through the Office of Academic Affairs by College Deans for consideration. Committee Reports of Defense Results are due in the Graduate School by October 16. Corrections on dissertations must be completed before the student is eligible for graduation.

Dr. Calhoun said that faculty members are required to participate in commencement exercises. They are also required to attend the Founder’s Day activity on October 22 in academic regalia.

Reports of Graduate Program Directors

Technology – Dr. Murphy

- Casey Randolph has been appointed to serve as a student representative on the Board of the Association of Technology, Management and Applied Engineering (ATMAE). She will co-present with Dr. Buck at this conference.
- Dr. Buck will be presented the Women of Excellence in Technology award at the upcoming ATMAE conference.
- Dr. Gardner announced that the Technology Department was acknowledged for its excellent website during the Department’s program review.

Political Science - Dr. Hill

- The Department recently underwent a program review. Written recommendations are anticipated. The Department is prepared to respond.

EPh.D. - Dr. Brown

- Cohort 11 had a 96% pass rate on the GACE.

Public Health – Dr. Shahbazi

- A reception is being planned to promote the new School of Public Health.
- Student and faculty will present papers at an upcoming professional meeting in Chicago.

Psychology - Dr. Williams

- The self-study for reaccreditation by the American Psychological Association has been submitted. A site visit will be held during the 2016 Spring Semester.

Additional Remarks

Dr. Gardner

- National Council of Accreditation of Teacher Education (NCATE) evaluators will be on campus next month for a review of education programs.
- Faculty interested in serving as internal evaluators on program review committees should contact her.
- The Graduate School is currently auditing satisfactorily academic progress toward completion of dissertations.

Dr. Calhoun

- A visit to China is being planned to discuss establishing a Confucius Institute at the University.
- Thanks to all who attended the recent Promotion and Tenure Workshop.

The meeting adjourned at 11:40 a.m.
Assessment of Graduate Degree-Seeking
Student Enrollment: Enrollment Management
Quality Performance Indicators

2014-2015

Graduate Studies

Jackson State University
Introduction

Graduate admission policies are among key indicators that shape the quality and character of a university in areas such as recruitment, retention, academic quality and diversity. Selecting students for admission is a major undertaking by graduate faculty. Scholars accepted for admissions in graduate education are quality students as defined by best practices in graduate admissions. Scholars must continue those same quality standards throughout their matriculation including being highly motivated to learning advanced discipline-specific concepts, research techniques and genuinely interested in developing as a professional in their program of choice.

Graduate program directors assess whether graduate scholars are properly motivated to continue to make a commitment to pursue graduate education after being admitted as a scholar. Graduate scholars may continue in graduate education as long as they can demonstrate that they are highly motivated, understand the rigor of graduate education, and recognize that they have a significant responsibility for determining the direction of their success. Graduate degrees are not obtained based on time and effort expended, but on achieving significant contributions as evaluated by graduate faculty. Assessment of these objectives occurs throughout the graduate education process, from entry to mid-level to exit.

Monitoring Graduate Degree-Seeking Enrollment

Graduate degree-seeking enrollment has grown tremendously in the last five years, culminating with a record of two thousand three hundred and nine (2,309) students in Fall 2014. Graduate enrollment represented 24.28% of the total university enrollment.

Innovative recruitment initiatives have included five major components: (1) restructuring the Graduate Enrollment Team (GEMT); (2) marketing innovative graduate programs; (3) targeted recruitment activities for low-producing programs; (4) Graduate Second Chance Program implementation; and (5) granting out-of-state waivers for selected populations. The five (5) largest enrolled programs at the master-level are social work (183), early childhood education (158), public health (103), technology (86) and public policy and administration (84). The five largest enrolled doctoral programs are educational administration (127), public health (113), public administration (84), urban higher education (82), and urban and regional planning (53).

Outcomes:

Fall 2014 culminated with an enrollment of 2,309 students. The five-year average is 2,168 students. Graduate enrollment represents more than 24% of the university’s total enrollment. Table 1 documents the five-year average of degree-seeking students enrolled in graduate programs.

| Table 1: Degree-Seeking Graduate Student Enrollment, 2010-2014 |
|-----------------------------------------------|---|---|---|---|---|
| Academic Year | 2010 | 2011 | 2012 | 2013 | 2014 | Average |
| Enrollment     | 2095 | 2059 | 2144 | 2232 | 2309 | 2168 |

Source: Office of Institutional Research and Planning, Enrollment Profiles, 2014
Monitoring Enrollment of First-time Entering Graduate Students

Six-hundred and forty-five (645) first-time entering graduate students enrolled for Fall 2014. This enrollment represented a modest increase over Fall 2013. The five-year average is 578 first-time entering students.

**Outcomes:**

The five-year average enrollment of first-time entering students was five hundred and seventy eight (578).

**Table 2: First-time Entering Graduate Student Enrollment, 2010-2014**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>568</td>
<td>483</td>
<td>568</td>
<td>628</td>
<td>645</td>
<td>578</td>
</tr>
</tbody>
</table>

Source: Office of Institutional Research and Planning, Enrollment Profiles, 2014

Monitoring Enrollment of Returning Graduate Students

The retention of graduate students has significantly improved over a five-year period. Fall 2014 indicated a record of one thousand six hundred and sixty (1,660) returning graduate students as compared to Fall 2010 with one thousand five hundred and eighteen (1,518).

**Outcomes:**

Fall 2014 represented the largest number of returning graduate students, consisting of one thousand six hundred and sixty students (1,660). The number of returning graduate students has increased significantly since 2010. The five-year average is one thousand five hundred and eighty-five (1,585) and is documented in Table 3.

**Table 3: Returning Graduate Student Enrollment, 2010-2014**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>1518</td>
<td>1569</td>
<td>1576</td>
<td>1602</td>
<td>1660</td>
<td>1585</td>
</tr>
</tbody>
</table>

Source: Office of Institutional Research and Planning, Enrollment Profiles, 2014
Leading Enrollment Among Graduate Programs

**Doctoral Programs**
- Educational Administration (127)
- Public Health (113)
- Public Administration (84)
- Urban Higher Education (82)
- Urban & Regional Planning (53)

**Master Level Programs**
- Social Work (183)
- Early Childhood Education (158)
- Public Health (103)
- Technology Education (86)
- Public Policy and Administration (84)

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**Graduate Enrollment Percent by Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Enrollment Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>26.9</td>
</tr>
<tr>
<td>2006</td>
<td>21</td>
</tr>
<tr>
<td>2008</td>
<td>24.8</td>
</tr>
<tr>
<td>2010</td>
<td>23.1</td>
</tr>
<tr>
<td>2012</td>
<td>24.3</td>
</tr>
<tr>
<td>2014</td>
<td>24.28</td>
</tr>
</tbody>
</table>

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**Graduate Studies**
Dr. Dorris R. Robinson-Gardner, Dean

**Office of Graduate Admissions**

Dr. Darcie Bishop
Mr. Cedric Casher
Ms. Fatounatta Sisay
Mr. Byron Quick

**Associate Dean**
Senior Program Manager - International
Program Manager

**Program Manager - Domestic**
Graduate Faculty Status Committee Meeting
October 8, 2015 at 2:00 p.m.
College of Business – Department of Management and Marketing Conference Room
Dr. Jeton McClinton, Presiding

MEMBERS PRESENT:
Dr. Jeton McClinton
Dr. Candice Pizzetta
Dr. Mohammad Shahbazi
Dr. Farshad Amini
Dr. Glenda Windfield
Dr. Jean-Claude Assad

VISITOR:
Dr. Darcie Bishop

CALL TO ORDER:
Meeting called to order at 2:09
Dr. McClinton presented 14 applications for review

OPEN DISCUSSION:
Dr. McClinton brought to the attention of the committee that five applications were not date stamped by the Graduate School. Ms. Washington confirmed that the applications were received though the Graduate School office but were inadvertently not dated. Dr. Bishop assured that all GFS applications forward will be stamped by the Graduate School.

Dr. Amini asked “If an applicant is approved for graduate faculty status in one department can the same status be used to teach in another department?” Dr. McClinton stated that there is not a written policy and more research on the question is needed. She will report her findings at the next meeting.

Dr. Amini also questioned the correlation with faculty rank and faculty status. Drs. Assad and McClinton and Windfield stated that there is no correlation between the two. (Ex: An Assistant Professor can have Full Graduate Faculty Status) Graduate faculty status is based on review of the applicant’s credentials and the university grants rank to the faculty member.

Dr. Assad stated that the faculty rank needed to be verified when an applicant is hired as a Visiting Professor and requests any category other than adjunct graduate faculty. There was a question posed “Who are responsible for verifying faculty rank? Dr. McClinton stated that the department chairs and deans are responsible. Dr. Bishop stated the Graduate School would verify faculty rank.
October 13, 2015

To: Dr. Dorris Robinson-Gardner  
   Dean, Division of Graduate Studies

From: Dr. Walter A. Brown  
      Chair, Graduate Curriculum Committee

Subject: Committee Meeting Results:  
         Department of History

The Graduate Curriculum Committee met on Thursday, October 1, 2015 at 2:30pm. The results from the meeting are as follows:

**Department of History**

- Approved change in credit hours for **History 591 (Research and writing)** from **three hours** to **one to six hours** to allow students who did not complete their project after the initial three hours to continue.

Please feel free to contact me if you have any questions.