GRADUATE COUNCIL MEETING
November 8, 2016

The Graduate Council meeting was called to order at 10:00 a.m. by Dr. Darcie Bishop, Associate Dean of the Graduate School. The following persons were present:

Dr. Luis Almeida, School of Journalism and Media Studies
Dr. Russell Bennett, School of Public Health (Initiative)
Dr. Gloria Billingsley, Public Policy and Administration
Dr. Juette Bingham, College of Education
Dr. Darcie Bishop, Graduate School
Dr. Thomas Calhoun, Division of Academic Affairs
Dr. Daning Chen, Mathematics
Dr. Johnny Gilleylen, Public Policy and Administration
Dr. Nicholas Hill, Ph.D. Business Administration Program
Dr. Ali Abu-El Humos, Computer Science
Mr. Christopher Lane, Division of Research and Federal Relations
Dr. Dion Porter, Department of Counseling, Rehabilitation and Psychometric Services
Dr. Kenneth Russ, College of Business
Dr. Paul Tchounwou, College of Science, Engineering and Technology
Dr. Thea Williams-Black, Elementary and Early Childhood Education
Dr. P.C. Yuan, Technology
Ms. Regina Sutton, Division of Graduate School, Recorder

Reports from Standing Committees

Graduate Curriculum

In lieu of Dr. Brown’s absence, Dr. Bishop reported:

- A curriculum proposal was received from the Department of History. The curriculum committee chair has communicated with the department chair regarding changes prior to approval.

- A meeting will be scheduled to discuss a recently received curriculum proposal from the Department of Counseling, Rehabilitation and Psychometric Services.

Graduate Faculty Status Committee

Dr. Bishop stated that the GFSC has not yet met to review several graduate faculty applications. A new chair will be chosen at an upcoming meeting.
Graduate Admissions Committee

Dr. Bishop reported that a new committee chair will be chosen at an upcoming committee meeting. She said that a proposal to increase the graduate school application fee will be considered. Feedback regarding this proposal increase can be sent to the new committee chair, once chosen.

Dr. Bishop also noted:

- A 2016-2017 listing of all committee members is posted on the Graduate School website.
- For Spring 2017: 8 admissions, 63 decisions pending, 12 denials, and 324 incomplete applications.
- Please review and complete the applications of JSU graduates who have applied to graduate school.
- An on-line Graduate School newsletter is being developed using Constant Contact. Please send information and pictures of program activities.
- Departments may send email addresses of potential graduate students to Dr. Bishop for contact through Constant Contact.

Dr. Calhoun emphasized the following:

- It is important that enrollment goals are met for the Spring Semester, not just for the Fall, to make up for graduating students. It must be noted that there is a difference between student admission and student enrollment.
- Research proposal applications must include graduate student support.
- Some department websites must be updated. Activities should be highlighted on the websites to attract new students.
- A revision of the faculty handbook is planned.

Tracking the Progress of Master Level Students

Dr. Luis Almedia discussed the School of Journalism and Media Studies’ efforts to track current students’ progress, as well as attract new students. He discussed ways to ensure that JSU is featured at the top of search engines, e.g., through power words. Dr. Bishop requested that Dr. Almedia discuss the strategy to drive JSU websites to the top of website search lists at the next Graduate Council meeting.

Dr. Almedia has developed a flow chart clearly showing the “admission to graduation” process. His research of student progress indicated that some students have as many as 90 credit hours, have worked on a graduate degree for six years, and have not completed a degree. A new system of accountability has been developed. This system includes a clear path of achievement through open communication/weekly conversations, quantifiable progress meetings, tight
advising and course selection. A graduate student progress database has been created and a graduate student progress committee has been formed. The graduate student progress database includes categories such as years in the program, GPA, total number of hours, GECE and GACE passing, thesis year, thesis and non-thesis classes, classes out of order, and graduating status. Dr. Calhoun expressed approval of this plan and asked that it be sent to Dr. Bishop for distribution. He stressed that accuracy of data is paramount.

Dr. Calhoun also suggested that the committee chair and the student sign progress reports.

**Graduate English Competency Examination (GECE)**

Dr. Bishop reported:
- The GECE was given on October 29, 2016. Results: 204 applied, 128 passes, 51 failed, 25 no-shows
- A proposal is being developed to have students register for the GECE, and the fee assessed, at the time of registration for classes. (See attachment 1.)
- A GECE pretest is being considered.

**December 2016 Graduation Clearance**

Dr. Bishop reported:
- One hundred ninety five (195) students have applied for graduation. Forty two (42) are doctoral students.
- JSU is nearing the 100 mark of Ph.D. graduates.
- Candidacy forms are missing from the files of some students who apply for graduation clearance. Before approving a student’s application for graduation, please check the student file for the candidacy form so that approval will not be denied.

**Reports of Graduate Program Directors**

**College of Education – Dr. Juette Bingham**
- St. Dominics Hospital will hold a recruitment event on November 15, 2016. Please contact Dr. Bishop if interested in doing recruiting or marketing of programs.

**College of Business – Dr. Kenneth Russ**
- The MBA and MBA online programs have full cohorts.
- The college is recruiting students into the MPA program for the 2017 Spring Semester.

**Department of Counseling, Rehabilitation and Psychometric Services – Dr. Dion Porter**
- A proposal has been submitted to establish a doctoral program in counseling.
Department of Elementary and Early Childhood Education – Dr. Thea Williams-Black
  • The department is working on two conferences.
  • Faculty and students will participate in JSU Passport to the World.
  • Recruiting plans are being developed.

Division of Research and Federal Relations – Mr. Christopher Lane
  • Departments can contact Mr. Lane for IRB training.
  • The IRB application will be updated.
  • IRB policies and procedures will be revised.

Department of Computer Science - Dr. Ali Abu-El Humos
  • A NASA conference is planned for April, 2017.
  • Grant proposals are in preparation.

School of Public Health – Dr. Russell Bennett
  • A national public health conference will be held in Denver, Colorado. A record number of students are presenting presentations and posters.

Department of Public Policy and Administration - Dr. Gloria Billingsley
  • A self-study for re-accreditation is in process.

Department of Public Policy and Administration - Dr. Johnny Gilleylen
  • A dual degree program is planned.

Division of Academic Affairs – Dr. Thomas Calhoun
  • A list of employees with Banner access has been provided to the Deans for elimination of people who should not have access.
  • The faculty handbook revision committee will provide online portals so that revision recommendations can be made.
  • Preparations are in progress to launch Credit for Prior Learning.
  • Academic Affairs will present a proposal to IHL for establishment of the Confucius Institute on campus.
  • A proposal for an interdisciplinary Ph.D. in English is in preparation.
  • Faculty applying for promotion and tenure should be advised by chairs to reconsider if they have additional data to submit.

Department of Environmental Science – Dr. Tchounwou
  • Two students will graduate in December.
  • Three new programs: Ph.D. and M.S. in Computational and Data Enabled Science and Engineering, and Ph.D. in Engineering.
School of Journalism and Media Studies - Dr. Luis Almeida
- Faculty members have produced publications.
- The Mississippi Communications Association conference will be held in the Spring 2017.

Additional Notes:
- Dr. Bishop would like feedback on Degree Works as an advising tool.
- Graduate Commencement Speaker, Dr. Jerry Young, Pastor of New Hope Baptist Church and President of the National Baptist Association.
- Undergraduate Commencement Speaker, Dr. Mark Henderson, Chair, JSU Department of Speech Communications and Theatre.
- Graduate Commencement practice will be held on December 8, 2016
- A link to the Council of Graduate Schools can be accessed on the Graduate School website.

The meeting was adjourned at 11:45 a.m.
GRADUATE ENGLISH COMPETENCY EXAMINATION (GECE)

This test is taken prior to registration or during the first term when the student begins work beyond the undergraduate level at Jackson State University. It is designed to show the strengths and weaknesses of each student in the areas of grammar and usage, logic, organization and content. Students unsuccessful on the English Examination must pass English 500-Advanced Laboratory Writing. The examination can be taken only once. It is expected that students who must take English 500 will do so no later than their second semester of enrollment. A final grade of “B” or higher is considered passing in English 500. ENG 500 does not earn credit in graduate degree programs. Information on specific dates can be obtained from the Division of Graduate Studies, the Graduate website and academic departments.

Eligibility

- A first-time master’s student in their first semester of enrollment.
- A currently enrolled student with a GPA> 3.0 and no incomplete (I) grades.
- The student must be registered for at least one credit hour in the semester which the examination will be given. An audited course will not meet this requirement.

Administration of GECE

All students who intend to take the Graduate English Competency Examination must register through the prescribed university registration process. The GECE is offered three times a fiscal year. Once during each semester: Fall, Spring and Summer. A fifteen dollar ($15) assessment fee will be added to the student’s account after registering for the GECE. A late fee is assessed each semester thereafter for those registering for the examination and not taking the examination during the appropriate registration period.

- Please register with your advisor. **Use this opportunity to confer with your advisor.**
- Your advisor will verify your GPA is >3.0 and there are no incomplete (I) grades.
- **YOU WILL RECEIVE AN EMAIL** at your JSU student address with additional examination information

What to bring to the exam

- No. 2 pencils for the multiple choice section.
- Blue or black ink pens for the written section.
- A pocket dictionary
- “Blue Book”, available in the JSU Bookstore.
- Photo ID, for example a JSU Supercard or Driver’s License.
Policies and Procedures

- Students may not take the exam as a walk-in.
- Students who miss the registration deadline must apply to take the examination at the next scheduled date.
- Students failing to take the examination on the date, must re-apply by the deadline on a subsequent test date.
- Students may attempt the examination only once.
- Students unsuccessful on the examination must complete ENGLISH 500 with a grade of "B" or better.
- Students will not be declared eligible for the Graduate Area Comprehensive Examination (GACE) until this requirement is met.

Exemptions

- Students in selected degree programs may meet this requirement by obtaining appropriate scores on the following examinations: GRE, GMAT and PRAXIS.
- JSU undergraduate students may meet this requirement by entering the Division Graduate Studies immediately after graduation.
- Please contact your department chair or graduate program advisor for eligibility. The Division of Graduate Studies must receive written notification of students meeting the requirement via exemptions.

Online GECE – JSU Blackboard

- The online-GECE is a timed test consisting of two parts: Objective and Essay. You will be allowed approximately two hours to complete the two parts of the exam. For additional information, please review the online-GECE orientation file (below).
- Online GECE Orientation (pdf file)
- Online Proctor Agreement