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

Dr. David Akombo, Music
Dr. Luis Almeida, School of Journalism and Media Studies
Dr. Jean-Claude Assad, College of Business (At-large)
Dr. Gloria Billingsley, Public Policy and Administration
Dr. Darcie Bishop, Graduate School
Dr. Walter Brown, Urban Higher Education
Dr. Daning Chen, Mathematics
Dr. Johny Gilleylen, Public Policy and Administration
Dr. Barbara Graham, Environmental Science
Dr. Nicholas Hill, Ph.D. Business Administration Program
Dr. Ali Abu-El Humos, Computer Science
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Mr. Christopher Lane, Research Division/IRB
Dr. Sophia Leggett, School of Public Health Initiative
Dr. Isiah Marshall, School of Social Work
Dr. Benjamin Ngwudike, Educational Leadership
Dr. Mohammad Shahbazi, School of Public Health
Dr. Bryman Williams, Clinical Psychology
Dr. Thea Williams-Black, Elementary and Early Childhood Education
Dr. Glenda Winfield, Special Education
Dr. P.C. Yuan, Technology
Ms. Regina Sutton, Division of Graduate School, Recorder

Dr. Gardner thanked everyone for attending this last Graduate Council Meeting of the academic year. She acknowledged that this is a very busy time for all.

**Reports from Standing Committees**

**Graduate Faculty Status Committee (GFSC)**

Dr. Gardner reported that 8 to 10 applicants have been approved for graduate faculty status. She stressed that faculty members selected to teach graduate courses must be qualified. Vitae should be reviewed for expertise in teaching a particular course.

Dr. Benjamin Ngwudike volunteered to serve as chair of the Graduate Faculty Status Committee.

**Graduate Curriculum Committee (GCC)**

Dr. Brown distributed the Graduate Curriculum Committee Meeting Report of February 29, 2017. He said that a new course has been approved for Music, a course credit change for History and a new concentration in Special Education. (See Attachment 1 for GCC Report.) A motion was presented and
seconded that the GCC recommendations be approved. The committee will meet within the next two weeks to consider additional proposals.

Dr. Gardner expressed appreciation to Dr. Brown and the GCC for their hard work in reviewing proposals.

Graduate Admissions Committee (GAC)

Dr. Bishop presented an overview of AdmissionPros, an application and admissions software to be implemented for admitting graduate students beginning with the Spring 2018 application process. She emphasized the urgency of providing requested feedback of program admission criteria for uploading to the AdmissionPros software. Dr. Bishop must provide this information to AdmissionPros within the next twenty-four hours. She noted that some departments’ admission criteria does not align with the criteria in the graduate catalog. Any admission changes must be submitted to the Graduate Admissions Committee and then to the Graduate Council.

Dr. Bishop provided AdmissionPros application demo slides which outlines the step-by-step application process. (See AdmissionPros application demo slides on Graduate School website - Annual Reports section.) Dr. Bishop also noted the following:

(1) The new application process is anticipated to go live on May 1, 2017.
(2) The status of individual applicants, e.g., documents missing, can be viewed by all involved with the process.
(3) AdmissionPros should eliminate duplicity of admission requirements between the Graduate School and programs.
(4) AdmissionPros should eliminate the need for supplemental applications, in most cases. Supplemental applications should only include additional information required.
(5) Letters of recommendation will now be submitted electronically. E-mails will be sent to the recommender automatically. The prospective student will provide names and contact information. The process should allow for the uploading of paper letters of recommendation.
(6) Video requirements and other large files will be placed in the Slidroom system and then to LinkedIn.
(7) E-mails will be generated to the prospective student showing missing requirements.
(8) Test scores will be uploaded electronically in AdmissionPros, e.g., GRE, TOEFL. GMAT scores will be uploaded if the university supplies electronic delivery.
(9) The application process is the first part of the total process. Portals will be shared which will show admission decisions.
(10) Point persons for admissions process, including student support personnel, must be trained.
(11) Each program should review its individual requirements for placement in AdmissionPros. Instructions should be defined for each upload.
Dr. Gardner stated:

- Students should be encouraged to view their JSU emails, rather than personal ones, for JSU related information.
- Updated admission requirements must be included in the Graduate School online catalog.
- Dr. Bishop should be contacted for additional questions about the new admissions process.

**Graduate English Competency Examination Report (GECE)**

Dr. Gardner reported that two hundred and fifty-two (252) students took the GECE. There was a high absentee rate partially due to a change in date for the examination following a water crisis in the City of Jackson. An additional scheduled date for the examination also did not yield a good turnout. The next administering of the GECE will be in Summer, 2017.

A report on the Graduate English Competency Examination Results for 2015-2016 was provided. Dr. Gardner noted a correction on the ‘outcomes’ portion of the report. Two hundred sixty-one students passed the examination. (See Attachment 2.)

**Graduate Area Comprehensive Examination (GACE)**

Dr. Gardner reported that two hundred and fifty-two (252) students sat for the GACE. Three departments have not yet submitted their results.

**Spring 2017 Candidates for Graduation**

Dr. Bishop reported that 60% of graduate students have been cleared for graduation. Fifteen doctoral students are still in other queues awaiting approval. Ten percent of the 290 students anticipating graduation are still in other queues awaiting approval. She asked for the Council members’ assistance in getting these names cleared through to the Graduate School.

Dr. Gardner announced the following:

- Graduate Student Appreciation week will be held on April 18-21, 2017. Activities include the Alpha Epsilon Lambda Induction ceremony and a graduate assistants’ recognition luncheon.
- The Doctoral Scholars Recognition reception will be held on April 28, 2017 from 4:00-5:00 p.m. prior to the 6:00 p.m. Graduate Commencement. Graduating doctoral students should be encouraged to attend.

**Reports of Graduate Program Directors**

She asked that reports of Graduate Program Directors be e-mailed to her for placement on the Graduate School website.
Additional Comments

Dr. Gardner acknowledged Dr. Shahbazi and the School of Public Health for the outstanding ribbon cutting ceremony held on April 3, 2017.

She noted that the Department of Communicative Disorders had a 100% pass rate on the PRAXIS.

The meeting adjourned at 11:10 a.m.