

GRADUATE COUNCIL MEETING

October 9, 2018

10:00 AM - H. T. Sampson Library Auditorium

Minutes

Presiding: Dr. Preselfannie W. McDaniels

Called to Order: 10:06 a.m.

Present:

Dr. Brandi Newkirk-Turner
Dr. Mary Shaw
Dr. Joyce Buckner-Brown
Dr. Bryman Williams
Dr. Dion Porter
Dr. Walter Brown
Dr. Jessica L. Murphy
Dr. Nicholas Hill
Dr. Gloria Billingsley
Dr. Kristie Kenney
Dr. Joan Wesley
Dr. April Tanner
Dr. Nicholas Hill
Dr. Isiah Marshall

Graduate School Staff:

Deborah Washington, Coordinator of Graduate Support
Anissa Hampton, Administrative Assistant

Graduate Assistant:

Kenneth Newsome

I. Opening Remarks

Dr. McDaniels welcomed everyone to the first council meeting of the year and asked the faculty to reintroduce themselves as she introduced herself, Ms. Hampton, Ms. Washington and Mr. Newsome. She also informed the Council that the meeting would be recorded to help submit the minutes as accurately as possible.

II. Reports from Standing Committees

Graduate Curriculum Committee – Dr. Walter Brown, Chair

No information was submitted for Fall 2018 but he has submitted information for Summer 2018. Currently, he is still looking for more committee members.

Graduate Faculty Status Committee – Dr. Jeton McClinton, Chair

In Dr. McClinton's absence, Ms. Washington provided a report from the Graduate Faculty Status Committee. Dr. McDaniels stated that she attended and observed the process but was not a voting member. Council was given a moment to review, ask questions and approve. Dr. Billingsley wanted to know, with no specifics, what were reasons for denials. McDaniels stated no publications or presentations, and a few were tabled for inconsistencies and they were given an opportunity to resubmit and will be notified this week by Dr. McClinton. A motion to approve was submitted by Dr. Brown and seconded by Dr. Billingsley.

Graduate Admissions Committee-(not chair) Dr. Newkirk-Turner

McDaniels stated no information has been sent out as of today. Dr. Newkirk-Turner suggested a template should be used to look more uniform when presenting proposals. There was discussion about the difference between Jackson State University's proposals versus other universities and how they are submitted. Dr. Billingsley asked, "What is the timeline for submitting information to the Graduate committee." Dr. Brown's response was a semester in advance.

**III. Graduate English Competency Examination Preliminary Report
Graduate Area Comprehensive Examination Preliminary Report
2017-2018 Graduate English Competency Examination Results**

Dr. Billingsley asked how are the students being notified about GECE results? McDaniels answered that the students are contacted via their JSU email and Canvas through Institutional Research. Other questions could be asked of Dr. Shemeka McClung.

IV. Fall 2018 Graduates Admissions Report

Admission numbers were short about 80 students for the Fall 2018 semester, not a 10 percent deficit, as stated for the university, applied to the Graduate School. Dr. McDaniels requested a waiver of late fees for all graduate students because of efforts to increase enrollment numbers. It was granted.

V. Admission Pros Report

December 2019 will end the contract with Admission Pros. We have had issues with the program, especially with it not being user friendly. Dr. McDaniels mentioned instances in which students had two J-numbers or someone else's J-number, and Mr. Byron Quick or Mrs. Sisay had to correct them in the system. The new Chairs' names were updated in the system, and the password to log-in to the system is the same for everyone, so when you enter the system anyone can use your J-number. Those are just some of the glitches. Dr. Hill asked if there is conversation about a new system to replace Admission Pros once the contract is over, and McDaniels answered yes and that they are hoping to utilize Banner 9.

Dr. Williams says he did a mock Admission Pros application and the education section was a problem; after he completed all fields, he tried to save and kept getting a notice that stated please select a school but there was no list or drop down arrow and it was still limited to one attachment. He contacted Mrs. Sisay and she directed the message to Admission Pros. Dr. Newkirk-Turner asked about the application fee proposed last year. McDaniels stated she wasn't in that meeting an asked who was in that meeting. Dr. Billingley stated that Dr. Darcie Bishop said it was a common practice to have a \$25 fee across the country and some concern was the competition and what that might mean for some programs when it comes to accreditation and enrollment numbers. Dr. Hill mentioned that the application fee really impacts the international students and to let them know that there are options when they search for a school. Dr. Billingsley says the letters had to be uploaded in the system as part of their application and that it should be taken into consideration that according to the catalog, that is not the case which is good. She asks also is there a way for whomever the representative is from each department to input information instead of having the student to do it all over again. McDaniels answered that some have come to the department for input into the system themselves. Dr. Williams mentioned it was

embarrassing but he had to apologize and ask the students to send their information to him so he could reenter their information for them.

VI. Fall 2018 Candidates for Graduation Clearance

If you miss the deadline you will need to contact Dr. Everett and all students have to be cleared by November 15th. A council member asked what are the requirements for intern and clinical students? The answer was still November 15th, at that time. McDaniels says she asked about the graduate students who were in an 8-week online class, internship, clinical rotations and undergrads with student teaching and was told in the Dean's Council by the Provost that all questions have been asked and consideration will be made for all students and they were aware of these students with special cases, and the deadlines were for the bulk of students as they were still pressing for the deadline of November 15th which will be before the Thanksgiving Break, but she will ask again. Dr. Porter mentioned to date for Fall 2018 applicants: 39 doctorate applications, 176 specialist and master's applications, and 433 undergraduate applications which totaled 648. Fall 2018 commencement applications: 825 applicants; Summer 2018 applicants: 26 doctorate applications, 58 graduate applications, and 93 undergraduate applications, which totaled 177.

VII. Commencement Information

Fall commencement will be Friday, December 7, 2018, at 10:00am with a combined undergraduate, graduate, and hooding ceremony. There will still be a graduate reception for the doctoral students the night before and information will be sent out. McDaniels had a meeting with Dr. Buckner-Brown about getting students through the process. She included the memo with suggestions based on her own experiences as a Chair (memo in hand to council) and asked the council to send her any information as well so she can compile and send out because there may be some questions or feedback from academic deans or chairs in your areas. There were questions asked of McDaniels about the handout she gave them. Marshall asks who do we talk to about Degree Works and making sure everything is correct? McDaniels says Kenya Washington in Undergraduate Studies and everyone should have a designated person in their area to handle that.

VIII. New Chairs and Best Practices in Departmental Graduate Procedures

Self-studies have begun to take place in certain areas.

IX. Reports of Graduate Program Directors

Announcements:

University of Arkansas Visit	October 12, 2018 11:00am
Black Doctoral Network Conference/Graduate Fair	October 25-28, 2018

GRADUATE COUNCIL MEETING

November 13, 2018

10:00 AM - H. T. Sampson Library Auditorium

Minutes

Presiding: Dr. Preselfannie W. McDaniels

Called to Order: 11:01 a.m.

Present:

Dr. Ingrad Smith	Dr. Thomas Kersen
Dr. Joan Wesley	Dr. Dion Porter
Dr. Isiah Marshall Jr.	Dr. Jeton McClinton
Dr. Daning Chen	Dr. Jacqueline Jackson
Dr. April Tanner	Dr. Tor Kwembe
Dr. Bryman Williams	Dr. Brandi Newkirk-Turner
Dr. Walter Brown	Dr. David Akombo
Dr. Li-Jing Chang	Dr. Tracy Harris
Dr. Elayne Anthony	Dr. Jessica Murphy
Dr. Nicholas Hill	

I. Welcome

Dr. McDaniels asked members to review the Graduate Council list and send corrections to Ms. Anissa Hampton. Also, the minutes from the last meeting were sent by email for their review. If there are any corrections, send them to Ms. Hampton as well.

II. Reports from standing Committees

Graduate Curriculum Committee (Dr. Walter Brown)-They have one proposal, and they are still in the process of finding more committee members.

Graduate Faculty Status Committee (Jeton McClinton)-Thanked Graduate Council for working with the committee and Deborah Washington for her support. A report was given to the Council that showed five (5) applications were reviewed and two (2) were tabled. She asked the council to accept their recommendations. A motion to accept the report was made by Dr. Walter Brown and seconded by Dr. Tor Kwembe.

Graduate Admissions Committee (Dr. McDaniels)-Last number reported for Fall 2018 graduation clearance for Doctorate, Specialists, and Masters is 219 and 3 were added. Out of 219 who applied, only 75 had reached McDaniels' queue for clearance and the deadline is tomorrow. There was a process sent to the Academic Deans to add students who may have been left out of the graduation clearance process due to a problem. Dr. Porter reported the Fall commencement applicants update: 219 graduates and 443 undergraduates=662; Summer: 88 graduate candidates and 93 undergraduates=181. 843 is the total combined for Summer and Fall 2018.

III. Graduate English Competency Examination/Graduate Area Comprehensive Examination

Institutional Research Update: GECE results are almost complete and will be added to transcripts. GACE examination-Graduate Studies tries to stay within the two week time

frame but was pushed because of graduation. PDFs of students' theses and dissertations were asked to be emailed to Graduate Studies. A question was asked if the Graduate School needed the final copy of the dissertation with the signatures, and Dr. McDaniels answered no, but did say your Academic Deans will need to have final copies. Please send Mr. Quick a copy of your GACE scores as soon as possible.

IV. Spring 2019 Graduate Admission Report/Director of Graduate Admission Position

75 applications are ready for review for Spring 2019. McDaniels asked the Academic Deans to review Admission Pros portals. 657 applications are incomplete. If the students have one item missing, they are contacted by text messages, Admission Pros, and email which has been a great success. If there are students who need to be removed from the system for any other situation, send an email to Mrs. Fataoumatta Sisay. The contract with Admission Pros will end December 31, 2019. Once the old system ends, the plan is to use Banner 9 capabilities for Graduate Admissions, but there is not an exact time frame. Mrs. Fataoumatta Sisay will be the new Director of Graduate Admissions, and she will be the 1st line of communication. Interviews are taking place to replace Mrs. Sisay as the Senior Program Manager and a decision will be made within the week.

V. Commencement Information

(Drs. Dion Porter and Brandi Newkirk Turner) Commencement is set for December 7th at 10am. One ceremony with 843 students and 68 to be hooded. A video will be sent to the Deans to show them how to hood. Invitations were sent to doctoral students for the Exemplary Doctoral Scholars Reception on Dec 6th at 4pm at the E-Center in the Convention Hall. The Council thanks Dr. Porter for a great job.

VI. Recruitment Events

There is no budget for recruitment but Dr. McDaniels was able to work with Enrollment Management VP, Mr. Warren Johnson. Two Graduate Assistants assisted Mr. Quick with recruitment in Charlotte, N.C. McDaniels recruited at the McNair Scholars State Conference in Cleveland, MS, and asked everyone to send their printed materials to Graduate Studies so when it is time to recruit for Spring 2019, we will have more than enough. McDaniels thanked Chairs and Program Directors who came to the Innovate Room in the library on October 12, 2018, for the recruitment informational sessions with students from the Univ. of Arkansas, Pine Bluff. They called to say they really enjoyed their visit, they were very informed and shocked they were there to discuss their various programs in person. Graduate Fair information will need to be sent to Communications for approval. A statement was made by a Council member that Graduate Studies needs a Graduate Fair that profiles all of our graduate programs, in the evening, for working adults or professionals.

VII. Reports of Graduate Program Directors

Interim Chair, Dr. Leniece Smith says the Political Science program was restored. McDaniels said a recommendation to end that program was rejected by IHL.

Adjourned: 11:07am

GRADUATE COUNCIL MEETING

February 19, 2019 @ 10:00 AM
H. T. Sampson Library Innovate Classroom

MINUTES

MEETING CALLED TO ORDER: 10:01am

I. OPENING REMARKS-DR. PRESELFANNIE MCDANIELS, PRESIDING

II. REPORTS FROM STANDING COMMITTEES

Graduate Curriculum Committee – Dr. Walter Brown

The last time the committee met was on December 8, 2018. The committee received a proposal from the Department of Computer Science, and they approved the proposal credit hours from 24 to 18 to take the GACE. Chemistry, Physics, Environmental Sciences' proposal was approved for an additional two new courses for courses CHEM 746 and CHEM 748. A motion to approve was made and seconded by Drs. Mark Bernhardt and Jessica Murphy.

Graduate Faculty Status Committee – Dr. Jeton McClinton

Items #4-10 adjunct and regular faculty applications were reviewed and submitted according to the handout provided to the Graduate Council. If anyone needs to see the applications, Mrs. Washington will have them in her office for review. A motion to approve was made and seconded by Drs. Leniece Smith and Tor Kwembe.

Graduate Admissions Committee – Dr. McDaniels

Update from last meeting: Admission Pros concerns and issues discussed. Dr. Bryman Williams and Dr. Jessica Murphy spoke about issues given to Mrs. Fatoumatta Sisay, Director of Admissions in Graduate Studies. Drs. Deborah Dent and McDaniels have been discussing back and forth about the University's plan to use Banner 9 (Recruiter) once Admission Pros' contract ends on December 31, 2019; everyone will have to be trained to learn the new system. Sisay asked specific timeline and individual program set-up questions at the last enrollment management meeting a few weeks ago.

III. GRADUATE DEAN'S SEARCH

McDaniels thanked everyone who attended her presentation during the interview process for Dean of Graduate Studies. The recommendation was made by the Provost for her to become the permanent Dean, and it will be placed on the agenda for IHL for the month of March for approval.

IV. GRADUATE ENGLISH COMPETENCY (GECE) & GRADUATE AREA COMPREHENSIVE EXAMINATIONS (GACE)

The reminder dates were placed on today's agenda. Mr. Byron Quick is reviewing students who were enrolled to take the GACE and will send

approval/disapproval lists as soon as possible. Some requests were sent asking if an exam can be earlier; the reply is “yes, but not later.”

V. DISSERTATION ADVISOR RELEASE TIME COMMITTEE

The Provost has convened this committee, and it is chaired by Dean Daniel Watkins. The committee is reviewing the handbook for recommendations to rewrite or revamp and put an updated policy in place by Fall 2019. The addition of “Recitals” (Dr. David Akombo) from the Music Department would have to be discussed further. Other questions from faculty can be sent to McDaniels.

VI. GRADUATE FACULTY RANK VS. GRADUATE FACULTY STATUS LEVEL INQUIRIES

Drs. McDaniels and McClinton spoke a great deal on this subject about who is or who is not eligible to chair or co-chair a dissertation committee, according to the handbook and Graduate Studies guidelines.

Dr. Etta Morgan requested that someone needs to put in writing to the faculty that graduate status does not inform your teaching load and that says you only teach 9 graduate course hours per semester.

VII. ADMISSION PROS REPORT-MRS FATOUMATTA SISAY

McDaniels says she will inform Sisay of all issues given to her. Admission Pros reports were provided.

VIII. COMMENCEMENT INFORMATION-DRS. DION PORTER/BRANDI NEWKIRK-TURNER

Dr. Porter- Graduate Commencement is Friday, May 3, 2019, at 4pm, and doors open at 2pm. Undergraduate Commencement is Saturday, May 4, 2019, at 8am; doors open at 6am. He sent a Cap and Gown countdown flyer to the Deans. March 1st is the deadline to purchase cap and gown, and April 5th is the deadline to rent (gradsupply.com/jsu). Students will have the opportunity to check their information on PAWs for corrections, if any.

Dr. Newkirk-Turner wants everyone to watch the hooding video, so they will know how to hood the doctoral students properly. Dr. Isiah Marshall will work on getting the hooders in line prior to the ceremony, and he mentioned that everyone should be mindful of what needs to be done so that everything will run smoothly.

*McDaniels-*Everyone needs to be at rehearsal to know how to exit the stage which was an issue at the last commencement exercises.

IX. DEPARTMENT CHAIRS WORKSHOPS WITH PROVOST AND ASSOCIATE PROVOST

Dr. Porter- There was a discussion about having a committee for graduation clearance. The recommendation will be given to the Provost. McDaniels suggested more time when it leaves the Academic Deans and has to be completed from Graduate School.

X. TITLE III FUNDING: (1) RECRUITMENT MATERIALS, (2) TEST PREP, (3) CONFERENCE TRAVEL

Recruitment Materials-McDaniels sent an email to everyone asking for their printed brochures be sent to the Graduate School for their use in recruiting and the funds will be paid through Title III. All brochures will have to go to Communications to be approved before they can be sent to Title III with a quote. If you haven't sent your information, send as soon as possible.

Test Prep-McDaniels sent an email and got responses from 3 program directors/chairs about requests for test prep (Praxis, LSAT GMAT, and GRE have been received); will be sending the email again for suggested vendors.

Conference Travel-group of students traveled to the NAAAS conference and won the overall student prize. Email will be sent with details.

Dr. Hill mentioned issues and/or concerns about how a graduate student should travel (driving or flying).

Dr. Leniece Smith: "Are there any funds for graduate assistantships?" She was referred to Ms. Deborah Washington in Graduate Studies.

X. REPORTS OF GRADUATE PROGRAM DIRECTORS

Dr. Leniece Smith informed the group that since Political Science has been reinstated, they have two (2) new graduate students and 2 or 3 students that are interested in the department.

ANNOUNCEMENTS:

March 1, 2019: Deadline for Students to apply for Graduation Clearance and for departments to apply for the Graduate School Recruitment Fair

March 8, 2019: Deadline to submit Report of Defense Results

March 9, 2019: GECE and GACE administered

March 21, 2019: All-JSU Graduate Fair, MS E-Center @JSU, 3:00-7:00p.m.

March 31, 2019: IRB Application Deadline

Present:

Dr. Etta Morgan

Dr. Tor Kwembe

Dr. Locord Wilson

Dr. Jacqueline V. Jackson

Dr. Millard Bingham

Dr. Christopher Foster (representative for Dr. Candis Pizzetta)

Dr. Nyabarg Buom

Dr. Mary Shaw

Dr. Sam Mozee

Dr. Bryman Williams

Dr. April Tanner

Dr. Jessica Murphy

Dr. Dion Porter

Dr. Li-jing Chang
Dr. Sophia Leggett
Dr. Joyce Buckner-Brown
Dr. David Akombo
Dr. Elayne Anthony
Dr. Marinelle Payton
Dr. Glenda Windfield
Dr. William Cissell
Dr. Ingrad Smith
Dr. Nicholas Hill
Dr. Mark Bernhardt
Dr. Tracy Harris
Dr. Isaiah Marshall, Jr.
Dr. Brandi Newkirk-Turner
Dr. Walter Brown
Dr. Leniece Smith

GRADUATE COUNCIL MEETING

April 9, 2019 @ 10:00 AM
H. T. Sampson Library Innovate Classroom

MINUTES

MEETING CALLED TO ORDER: 10:04am

I. OPENING REMARKS-DR. PRESELFANNIE MCDANIELS

II. REPORTS FROM STANDING COMMITTEES

Graduate Curriculum Committee – Dr. Walter Brown

They didn't meet in the last two weeks but will be meeting next week because they have proposals in Counseling and Music.

Graduate Faculty Status Committee – Dr. Jeton McClinton

No report at this time. They are still reviewing and will make a report at a later time.

Graduate Admissions Committee – Dr. McDaniels

Admission Pros will be changed to Ellucian CRM Recruit. They anticipate problems, so she is asking for the Provost to get ahead of those problems. They will need to be up and running July 1st. Bernhardt asked will there be training and if 9-month faculty will be compensated. McDaniels says yes to training but Academic Affairs will have to make that decision for compensation.

III. GRADUATE ENGLISH COMPETENCY (GECE) & GRADUATE AREA COMPREHENSIVE EXAMINATIONS (GACE)

GECE- scores were submitted and are in the system. (Entered by Mr. Byron Quick)

GACE- most scores are submitted, but some are outstanding and will need to be sent as soon as possible. GACE deadline approaching; the following was discussed: Problems with Spring 2019 in reporting results. Newkirk-Turner asked whether or not we can get the Registrar to consider looking at certain dates much earlier.

IV. ADMISSION ENROLLMENT REPORT-DR. FATOUMATTA SISAY

Faculty were given a handout. Applications: 162 currently pending applications, 304 incomplete applications, and 75 applications with decisions posted for Fall 2019. The rest of the report included an update on what Mrs. Sisay reported to Dr. Burnett (current CFO), per his request.

VI. SPRING 2019 COMMENCEMENT INFORMATION-DRS. PORTER/NEWKIRK-TURNER

There are 772 Undergraduates, 282 Graduates, and 31 Doctoral Candidates.

There will be more added next week as they are input into the Graduation portal.

VII. FACULTY SENATE UPDATE-DR. JEAN CLAUDE-ASSAD

Assad came as a representative for the executive committee and informed us that Dr. Anyamele was in the president's cabinet meeting. He provided an update on the following six (6) items:

1. Faculty raises (last raise was 2014-2015)
2. Transparency from the top levels of administration
3. Closing of the Center for University Scholars and continuation of faculty travel
4. Promotion and Tenure is in 2nd review per IHL (2017-2018 and 2018-2019)
5. Budget authority restored to Departments
(Example: library budget for research resources)
6. Recruitment is everybody's job!

VIII. OTHER BUSINESS

Dissertation Release Policy Committee- McDaniels provided updates on draft being sent to the Provost for feedback. Dr. Marshall inquired about the document being sent for Graduate Council review. Billingsley asked if there was a timeline for it to come to the Graduate Council. Dr. Williams says the department guidelines will still be followed on internal matters. Dr. Assad commented that two other issues that affect this are the needs of faculty hiring and the possibility of faculty compensation for overloads. Dr. Pizzetta commented that all of these policies need to be in writing for clarity (teaching load, release time, and program coordinators). Billingsley inquired about departments that must have dissertation overloads because of the bottle neck of students. Murphy asked about program directors who receive no release time or stipend. Bernhardt suggests that our willingness to volunteer to take on more than we need to is part of the problem.

Defense proceedings for Online Students: The Department of History provides the option of face-to-face or Skype at this time. McDaniels asked what other departments are doing for Online Students Defenses. No response and no online programs were represented. She further commented that written policies need to be in place for this, as well.

Graduate faculty listing updates: McDaniels said that efforts were on the way for updated listing. Billingsley brought forth the issue of hiring new faculty, who are just finishing their programs, for graduate only programs, who do not have credentials to get Graduate Faculty Status. Dr. Assad referred her to the purpose for adding the category of Assistant Graduate Faculty Status and the opportunity to Co-Chair and learn the process. Dr. Marshall suggested that new hires apply for Graduate faculty status as soon as hired in the spring so that the committee can work with the department to get them approved.

Items from the floor: Billingsley inquired about Departmental Governance guidelines and that her accreditation agency recommended them. Drs. Marshall and Wesley are to provide copies to her.

IX. REPORTS OF GRADUATE PROGRAM DIRECTORS/DEPARTMENT CHAIRS

Newkirk-Turner-Reported 100% passing rate on Praxis by Communicative Disorder students.

Anthony-Three (3) Association Awards for Mass Communication program and plans to bring in 40 year New Orleans media veteran as speaker. She also discussed their TV and Radio features on a Liberal Arts professors' research and the positive feedback she got from it. She wants to invite researchers across the campus to take up the same opportunity. She will send the announcement to Graduate School for distribution.

Pizzetta-Tuesday, April 16th at 1pm, there will be a campus-wide presentation on the Scholarship of Teaching and Learning by expert Dr. Nancy L. Chick

Payton-Applications for Graduate students for the Jackson Heart Study Biomedical Research Program which has a partnership with the University of Michigan and Johns Hopkins University. She will also send the announcement to Graduate School for distribution.

ANNOUNCEMENTS:

April 8, 2019: University of West Alabama (Recruitment of CSET Students)

April 1-5, 2019: Graduate Appreciation Week (AEL Induction-135)

April 12-13, 2019: Margaret Walker Center Creative Arts Festival
(Come and support graduate students who are presenting)

April 15, 2019: College of Liberal Arts College Day

April 18, 2019: Final day for Graduation Clearance

Adjourned: 11:05am

Those Present:

Dr. Mark Bernhardt
Dr. April Tanner
Dr. Joan Wesley
Dr. Walter Brown
Dr. Jacqueline V. Jackson
Dr. Juetta Bingham
Dr. Locord Wilson
Dr. Tor Kwembe
Dr. Bryman Williams
Dr. Jessica Murphy
Dr. Elayne Anthony
Dr. Joyce Buckner-Brown
Dr. Ingrad Smith
Dr. Brandi Newkirk-Turner
Dr. Candis Pizzetta
Dr. Isiah Marshall Jr.
Dr. Etta Morgan
Dr. Ronald Walker
Dr. Marinelle Payton
Dr. Sophia Leggett
Dr. Dion Porter
Dr. Mohammad Shahbazi
Dr. Li-jing Chang
Dr. Gloria Billingsley