

GRADUATE COUNCIL MEETING

March 21, 2007

9:00 a.m.

Minutes

Chair, Dr. William J. Craft

Parliamentarian, Dr. Doretha Foushee

Attendees: Abdellah Ahmidouch, Arnold Barnes, Katrina Boone, Ayanna Boyd-Williams, Yongchul Chung, Vincent Childress, William Craft, Alexander Erwin, Roger Gagnon, Darius Hale, Philip Mansfield, M. R. Reddy, Keith Schimmel, Musibau Shofoluwe, Wilbur Smith, Paul Stansfield, Erika Williams, Anna Yu

I. Call to Order

- Meeting called to order at 9:04

- Provost Brewington arrived to thank the council for their hard work regarding decisions and how we are moving forward. Dr. Brewington formally introduced Dr. William J. Craft as the new Interim Dean of Graduate Studies. Dr. Brewington also shared several of Dr. Craft's contributions he has made to the university and stated that he cares for our students.

- Dr. Brewington announced that current enrollment numbers are down; therefore, no new money will be given to the university. She urged the council to continue to ensure parents and students that we are able to provide a quality education to our students. The retention rate is at 38% which is a decrease. She has commissioned a Retention and Probation Policy committee to research what the issues are and make recommendations. The Center for Student Success will be evaluated as well to view the issues from a university wide perspective. What we do does make a difference to the university and to the students.

- Dr. Craft thanked Dr. Brewington for her assistance in his transition. His first working day was March 5. Dr. Craft is continuing to operate out of two offices by teaching courses, working on a student project, and doing his best to make time for Graduate Studies issues.

II. Roll Call

III. Approval of Minutes

- Mrs. Ayanna Boyd-Williams announced that only partial minutes from the February 21 meeting were distributed due to technical difficulties. Please view only as an informational item. Please contact A. Ayanna Boyd-Williams if you find any errors.

IV. Dean's Report

- Opening Remarks
 - There was no continental breakfast due to various circumstances. The Council would like to request that breakfast is provided.

- PARI
 - Dr. Craft referred to a new UNC Center in Western North Carolina, the Pisgah Astronomical Research Institute (PARI) that is located at Rosman (near Brevard). He encouraged graduate council members to visit their website

(www.pari.edu). Two 85 foot (26 meter) aperture radio astronomy systems are located there and we have a senior student team for the second year as part of our student capstone design project.. Mr. Don Cline, president of PARI, is encouraging additional involvement in projects and research. No A&T graduate students are involved yet, but Dr. Craft would like to develop a relationship that includes graduate activities

- NIA
 - Dr. Craft announced that he was A&T's representative to the National Institute of Aerospace (NIA) proposal writing team. Our proposal was successful in establishing the NIA, and he currently serves as our liaison professor. A&T is one of six founding universities, and Dr. David Song, an Electrical Engineering Professor serves as our Langley Professor. The first five year funding period is ending, and beginning in October, 2007, we have a new 5-eyar funding commitment. Hopefully there will be additional opportunities for involvement in NIA research and educational programs from A&T.
- Commencement Faculty Marshals
 - Two volunteers are needed for commencement marshals. Dr. Craft asked for volunteers and/or questions from the council. Dr. Craft will send emails regarding the need for marshals. It is a great way to participate in commencement and university service. Please contact Dr. Craft.
- Joint Master of Social Work Program – Dr. Robert Davis, Chair, Department of Social Work
 - Dr. Arnold Barnes reported to the council on behalf of Dr. Robert Davis. The annual JMSW Administrative Structure meeting was held recently at UNCG. The JMSW program is between A&T/UNCG and in its 10th year. The admissions process rotates every 4 years. This coming academic year will be at UNCG. The program offers Masters with 60 credits over two years. There is also a 3 year program—2 years part 3rd year full time. An agenda item at the meeting was to establish an advanced standing program to take 12 credits during summer so that students can complete their program within one year. Due to increase in social work students, the JMSW has added this option to remain competitive. They are currently accepting applications in the next admission cycle 07-08. The JMSW is the same model that will be used for the Joint Nanotechnology program as well. Dr. Craft mentioned that the enrollment numbers will rotate between the universities as well. Both universities cannot count students at the same time. We will possibly be able to split between the two.

V. Assistant Dean's Report – A. Ayanna Boyd-Williams, Assistant Dean

- Graduate School Appointment to Thesis/Dissertation Committee
 - Mrs. Boyd-Williams reminded committee concerning the doctoral dissertation committee. Please submit the forms by Friday so that the Graduate School Dean may make further appointments. Mrs. Boyd-Williams will send the committee form by email again.
- Update on Thesis/Dissertation Submission Deadlines

- April 5, 2007 is the last day to defend. April 9, 2007 is the last day to submit defended and approved thesis/dissertation. April 27, 2007 is the last day to submit the printed copy.
- Graduate Student Appreciation Week
 - April 2-5 is Graduate Student Appreciation Week. Darius Hale, president of AGS, updated the council on the week's activities and distributed a flyer with a list of activities. On April 2, a Social Reception Kick-Off will be held from 2 p.m. – 4 p.m. The 4.0 GPA Academic Achievement Banquet will be held later that evening at 6 p.m. On April 3, a panel discussion to assist students with life after graduate school will be held. The Cookout will be Thursday, April 5, 12 noon – 2 p.m. at Dudley Parade Grounds. April 5 from 2 p.m. – 4 p.m. is the Community Outreach program called from Boardroom to Ballroom to discuss professionalism and etiquette. This will help our students prepare for life after graduate school. Please encourage students to attend. Mrs. Bernice Hill has donated items for females to model. AGS needs additional models for the event. S&K Menswear will bring mannequins to display appropriate dress for professional wear for men. Please ask the graduate students to dress business casual on Thurs. April 5. Membership drives will continue throughout the week.

Mrs. Boyd-Williams also mentioned that information and invitations have been sent to students. The 4.0 Academic Achievement banquet is by invitation only.

VI. Admission Director's Report – Patty Young, Director of Admissions

- Update on Admissions
 - Mrs. Young announced that Graduate Admissions has processed JMSW for the last 4 years. Beyond the decrease of 96 applications due to JMSW, current applications have dropped by approx. 16 compared to last year. We do have time to make up the difference. It seems that each college and school is progressing at the same pace except for CAS due to JMSW. Banner Admissions did go live in October 2006, but we are still adjusting to the change. Please contact us if you have major issues regarding getting files.
 - The registration component of Banner will go live April 2, 2007. Your access to Banner is connected to Banner training. Over 500 seats have been offered for training. One last class has been added to accommodate faculty and administrative assistants. In SIS, currently students come to you for PIN numbers; however, in Banner PINS will be given as a hard copy and as a CD. If you have not received them this week, see your academic dean. Summer registration will be in SIS; fall registration will be in Banner; however, information for advising will come from SIS. The goal for the degree audit component is to be ready by the fall semester.
 - Remember that the SSN will no longer be used in Banner. Use the Banner generated ID. In Banner, SSN will not be available. If a student does not know their Banner generated ID, it can be requested online. The change will be in effect on April 2. As far as the web component, faculty will also need a Banner ID to access web for faculty.

- Dr. Vincent Childress asked what to do if a student has no PIN. In Banner, there is an automated process to create a PIN for each student. Call registrar's office for PIN problems.
- The overall PIN will be used for the fall. Without the PIN, student cannot access WEB for students. In Spring 2008, there will be an alternate PIN that students will use to register which is separate from the PIN they will use to access Web for students.

For more information, please visit www.ncat.edu/training to sign up for training class. Use your web mail username and password to log in. Mrs. Young will email the link to get the training documents. Currently, the format or length of the training will not be adjusted. If there are issues with the website, contact Mrs. Patty Young.

VII. Senate Report

- Dr. Erika Williams announced that the Faculty Curriculum meeting was held last week in Merrick Hall. There was discussion whether the "999" is appropriate for thesis courses and mentioned that she was able to explain the legitimacy of using the "999" compared to other programs that use the same format.

VIII. Committee Reports

- Dr. Roger Gagnon announced that the Assistantships and Fellowships Committee met last Monday to discuss Woodland Ellroy Hall eligibility requirements and the selection process. There will be another meeting next Monday.

IX. Association of Graduate Students

- Mr. Darius Hale provided his report earlier during the meeting. Mrs. Boyd-Williams added that Ms. Ashley Charleston, a graduate student, is currently at the National Black Graduate Student Association conference representing AGS.

X. Old Business

Dr. Craft reminded the council to look over the minutes and contact Ayanna Boyd-Williams with any corrections.

XI. New Business

- Dr. Childress happily announced that the Teacher Education program in the School of Education met all of the standards for national accreditation. All but one program met its state program approval without recommendations. Dr. Craft asked that we applaud their accomplishment.

XII. Announcements

A question was raised whether any present departments have comprehensive exam requirements. A representative from Natural Resources confirmed that they do require the comprehensive exam; however, comprehensive exam requirements will vary among departments.

XIII. Adjournment

- Meeting adjourned 10:01 am