Graduate Council Meeting Minutes  
Coastal Carolina University  
September 7, 2016

Members Present:  
**Spadoni College of Education** – Kristal Curry, **Edwards College of Humanities and Fine Arts** – Tripti Pillai, Joe Oestreich;  
**Wall College of Business Administration** – Arlise McKinney, John Mortimer;  
**College of Science** – John Hutchens, Juliana Harding, Colleen McGlone;  
**Registrar** – Dan Lawless;  
**Director of Graduate Studies** – James Luken;  
**Faculty Senate** – Richard Visko

Absent:  
**Spadoni College of Education** – Austin Hitt, Jeremy Dickerson, Emma Savage-Davis;  
**Edwards College of Humanities and Fine Arts** – Philip Whalen, Carol Osborne;  
**Wall College of Business Administration** – Janice Black;  
**Kimbel Library** – Judith Nagata (interim)

The meeting was called to order by Dr. James Luken at 11:45 a.m. in the Board Room (#164), College of Humanities & Fine Arts

**Old Business:**

A. **Approval of May 4, 2016 Graduate Council Minutes**  
Minutes were approved by Graduate Council

B. **2016-2017 Marketing**  
The 2016-2017 marketing time is now. All program directors were asked to meet with their respective Deans to see if they can get marketing funds for their programs added to the department’s operating account.

**New Business**

A. **New Members**  
Each person attending introduced themselves. The Graduate Council webpage has been updated with current members for the 2016-2017 academic year. If any changes for the colleges need to be made, contact the Office of Graduate Studies.

B. **Graduate Program Website**  
Information on the program websites should be as uniform as possible for each college. In the past there has been some inconsistency. Get with the person in your college responsible for websites and try to make them look as good and uniform as possible.

C. **Curriculum Pages**  
Prospective students have been having problems finding information on the new websites. In an effort to help with this situation, the graduate website has been updated with the curriculum for each program. Along with the link for each program we have added a “view curriculum” link which lists the courses required for each program.

D. **Perceptive Workflow**  
The new graduate online application is going live today, 9/7/16. There is one application which will be used for all programs. There is a sample application students can review to help with any questions before actually completing the real application. Once the application has been submitted and all required documents received, the application will be forwarded to the Admissions Committee queue for acceptance decision from the Committee and the Committee Chair. The Committee will be able to see the application and all related documents. Nikki Kocot from ITS had produced a training video of the application process which was shown during the meeting.
E. **Graduate Curriculum Approval Button**
   On the new website, Graduate Council’s webpage has been moved from the Graduate Studies webpage and incorporated under the Faculty Senate webpage.

F. **Graduate Internships**
   With more graduate programs adding internships to their program curricula, the question has arisen about what makes a graduate internship different from an undergraduate internship such as credits, hours, end product, etc. A sub-committee may be needed to review and determine criteria for graduate internships. This topic will be discussed going forward. Dr. Luken will try to get Robert Bulsza, Director of Internships, to a future meeting to shed more light on the internship process and associated policies.

G. **Open**
   No discussion

Meeting adjourned 1:00 p.m.