Graduate Council Meeting Minutes  
Coastal Carolina University  
March 2, 2016

Members Present:  
Spadoni College of Education – Emma Savage-Davis;  
Edwards College of Humanities and Fine Arts – Tripathi Pillai, Brian Nance, Joe Oestreich, Donald Sloan;  
Wall College of Business Administration – Janice Black, Arlise McKinney; John Mortimer;  
College of Science – Varavut Limpasuvan, Rick Peterson, Paul Gayes;  
Registrar – Dan Lawless;  
Director of Graduate Studies – James Luken;  
Faculty Senate – Richard Viso

Absent:  
Spadoni College of Education: Austin Hitt, Jeremy Dickerson, Jeanne Cobb, Linda Anast-May;  
Edwards College of Humanities and Fine Arts – Philip Whalen;  
Wall College of Business:  
College of Science – Colleen McGlone;  
Kimbel Library-No representative

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 February 3, 2016 Graduate Council Minutes
Minutes were approved by Graduate Council

New Business
A. Graduate Academic Coaching Structure Update
Dr. Luken passed out a draft of the syllabus for UNIV 500. It states within the syllabus that the training can be done through the individual college or the Office of Graduate Studies. Questions arose regarding the MAW program which offers training through their own 3 credit hour course. The question was proposed to the Registrar whether students can register for both courses but not do the UNIV 500 and earn credit. It could be done as a substitution. Also the graduate assistants in the CMWS program who teach classes already have a mechanism in place where students meet weekly with their coordinators on what is happening and how it is done. Coordinators sit in on teaching session to observe. The question was also raised as to what value this class would have if graduate assistants already have to do the training required by Human Resources. This course looks like it could be set up as an orientation session. Per the Registrar, there is already a mechanism in place for this like what is done for the R/A’s. The only reason this course was suggested is to make sure all students get together in one room for the training. Consensus was that a graduate course is not really the way to handle the training. Perhaps a better way to make sure students attend training would be to require attendance attached to their pay as part of their employment requirement. Dr. Luken will go back to Nelljean and Brianne to discuss other options.

B. Budgets for Marketing Next Fiscal Year
The budget process is approaching. Dr. Luken suggested having the Dean of each college set up a line item in their 10-fund account a budget for each program to use for marketing purposes. A question was asked why the Office of Communication and Marketing does not do the marketing. Their budget is not set up for each program but for overall Coastal marketing. They will help with marketing but each program will have to bring resources to the table.
C. **Graduate Admission Workflow**
We are currently, as we speak, meeting with the representative from Perceptive Software on setting up the online graduate application. They are building the application from the ground up. The process of reviewing applications is going to change for the Program Directors. The process will be an electronic work flow process. Applications will come in and documents added as received. Once completed, the applications will be forwarded to the Admission Committee which has been approved by the Program Director. One person will have the ability to accept or deny the application electronically. It was requested that each Program Director review all of their application items needed and determine if any are not used, then we would like to delete these as appropriate. We are no longer requiring the graduate assistantship application but there will be a block on the application to check if the student wishes to be considered for a position. The request was made for students to indicate any experience with teaching.

D. **Open**
1. A question was brought up regarding the Transitional Study process for undergraduate students to take graduate courses. Is there a way to restrict the students from doing this unless they are accepted into a program? The Program Director has the option to approve or deny any request.

Meeting adjourned 12:55 p.m.