

Graduate Council Meeting
February 27, 2025, 12:25pm
MCCC 319
Minutes

Present: Kaitlin Ensor, Dwight Heaster, JD Carpenter, Donal Hardin, Scott Beatty, Gerda Kumpiene, Connie Stout, and Kevin Evans

Absent: none

Guests: Ann Reed, Rachel Adams, and Ashley Nicholas

Call to Order

- Approval of Minutes from February 13, 2025. Kevin motioned to approve; Connie seconded. Motion passed.

Old Business

- Dismissal Policy and Procedure
 - Ann, Rachel, and Duane met to discuss updates, Mari also provided some input that included suggestions for the probation and suspension policy. Ann asked for clarification on what the Council wants updated.
 - The Council asked for a dismissal policy that is separate from the probation and suspension policy.
- Plan of Study and Course Rotations
 - Education is currently working on theirs, should be ready by the next meeting.
 - Business submitted theirs and was approved along with rize.
 - Criminal Justice said they will not be submitting anything.

New Business

- Student Representative
 - The Council discussed the best way to recruit a student representative. They discussed appointing a student versus having a representative selected by SGA.
 - The council appointed a student representative for the rest of the semester and tabled the recruitment discussion for the next academic year.
 - The council agreed to ask Robin Meadows if she can serve for the remainder of the semester. Dwight will reach out to her and ask.
- Teaching Assistant
 - There is a student who has been accepted into the MBA program starting the summer 2025 semester and expressed interest in becoming a teaching assistant.

- There is already catalog language about teaching assistants being part of the graduate assistantships. We have already had a teaching assistant in a previous semester for the Department of Business. This also brought up the question as to how the assistantship will work in these cases. The council also asked for the Graduate Assistantships catalog information to be placed on the agenda for the next scheduled meeting. [OBJ]
 - Dwight and JD agreed that they need to discuss what the student could teach and if they need a TA. They will update the Council at our next meeting.
- Looping Limit
 - Donal described a looping limit as not having the same faculty member teaching most of the classes in a program allowing for a more diverse learning experience. He also said the Criminal Justice department allows 3 course per faculty member
 - During the discussion, the council asked if we had an issue with looping or if we need more faculty.
 - Donal said he would also like to have input from our student representative.
 - The Council then asked if we know how other institutions handle looping and if it is an issue. The Council asked for volunteers to reach out to other institutions to ask how they handle looping.
 - Dwight will reach out to Fairmont State and WV Wesleyan.
 - Connie will reach out to Concord.
 - JD will reach out to West Liberty.
 - Kaitlin will reach out to Shepherd.
- Assessment Discussion
 - Reports will need to be sent to Assessment Committee
 - Connie said she has contacted Melody, and they will present in March. She said that the same template is used for both undergrad and grad.
 - Donal said Criminal Justice is working on their assessment.
 - Dwight said he has not been asked.
 - Kaitlin suggested that the Graduate Coordinators reach out to Melody and see what needs to be done and asked to be updated at our next meeting.
- Other
 - Leisa discussed marketing and recruitment with the Council.
 - She said we have been using Handshake, and it requires students to submit information for us to receive it. The student just is not following through when they are using this, so she has worked with Marketing to develop our own QR code. She has also ordered some new table tents and marketing tools.
 - She also said she was trying to look at institutions they do not offer the same programs we offer. Students tend to stay at their institutions if the offer what the student is interested in.
 - Leisa also asked for any suggestions on places we might look at recruiting.

- Dwight and Connie both suggested the Virginia and DC areas may be a good place to start.

Pamela Brown

February 28, 2025