The Graduate Council met for its quarterly meeting on Wednesday, February 6, 2013 in Room 305 of the W&J Gilchrist Education and Psychology Complex. The meeting was called to order by Dr. Paula S. Viltz, Chair, at 3:30 p.m.

Members Present: (16): Dr. Harry Bass, Dr. Kimberly Fitchett-Bazemore, Mr. Vincent Beamon, Dr. Charles Cherry, Dr. Saundra Copeland, Dr. John Dixon, Ms. Latonya Gregory, Dr. Farrah Jackson, Dr. Murel Jones, Dr. Jeanne Marquitz, Dr. Gloria Payne, Ms. Nikita Piercy, Dr. Zenobia Smallwood, Dr. Juanita Midgette Spence, Dr. W. Eric Thomas, and Dr. Paula Viltz.

Staff Present: Dr. Miles Fisher, Project Coordinator for the HBCU Masters' Degree Program Grant, Mrs. Amy Jo Spencer, Community Liaison Coordinator for Graduate Education, Mr. George Cox, Recruiter, Ms. Jannety Mosley, Social/Clinical Research Assistant, and Mrs. Ella Holley, Administrative Support Associate.

Minutes of the December 4, 2012 Meeting: A motion to approve the written minutes of the last meeting of the Graduate Council on December 4, 2012 was made by Dr. Jeanne Marquitz. This motion was seconded by Dr. Juanita Midgette Spence. The minutes were approved by a majority vote.

Social/ Clinical Research Assistant: Ms. Jannety Mosley, Social Clinical Research Assistant for the Office of Graduate Education (OGE) was welcomed to our team by Dr. Paula Viltz. Ms. Mosley began employment in the OGE January 2013. Ms. Mosley will develop and maintain a comprehensive graduate student data base that will serve to streamline graduate admission, retention, graduation, and assessment functions for more efficient service to students and other duties as assigned.

Graduate Catalog 2012-2014 Distribution: Faculty and Staff who need copies of the 2012-2014 graduate catalogs should contact the (OGE). The catalog is also available online on the ECSU website.

Graduate Student Spring 2013 Enrollment: The enrollment for Spring Semester 2013 is one hundred twelve (112) students. Mr. George Cox who is the Recruiter and Retention Coordinator for the OGE is working on retention measures and strategies to retain our students.

Graduate Point of Pride Head Count 2011 vs 2012: The percentage of increase of 25.5% in the Masters Degree enrollment at ECSU was the highest percent of increase of all the Universities in the UNC system.
Spring 2013 Graduate Student Graduates: There will be thirty-six (36) potential students completing the Masters degree programs at ECSU in May of 2013. Eleven (11) students are in the Master of Science in Mathematics Degree Program; one (1) student is in the Master of Education in Elementary Education Degree Program; sixteen (16) students are in the Master of School Administration Degree Program; and eight (8) students are in the Master of Science in Biology Degree Program. A reception honoring these students will be held on Thursday, May 9, 2013 at 5:00 p.m. in the Ballroom of the K. E. White Graduate Center.

Students are required to submit a thesis or electronic product of learning. The oral defense should be completed four (4) weeks before graduation. This early start will give the students adequate time for completion of their thesis/product of learning before graduation in May.

The Office of Graduate Education will be tracking all graduate students after they graduate. This information will be included in the graduate student database that is being created by Ms. Mosley, the OGE Research Assistant. The exit interviews and follow-up surveys that the OGE is currently using to assess student satisfaction will be updated to assist in this endeavor. The tracking will allow us to follow the students during their career and to see if any of the students will continue their education at the doctoral level.

Honors Convocation: Eleven (11) graduate students will be honored during our Annual Honors Convocation on Thursday, April 4, 2013 in the Mickey L. Burnim Fine Arts Center. These students will have maintained a 4.0 GPA in their respective program.

Graduate Faculty Submission Dates: The Graduate Faculty Application/Nomination Forms can be found on the ECSU Website under Graduate Education, Forms and Documents (http://www.ecsu.edu/academics/graduate/docs.cfm). The next Graduate Faculty Application submission is due in the Office of Graduate Education by February 22, 2013.

Graduate Education Strategic Plan Assessment: The 2010-2014 Graduate Education Strategic Plan has nine strategic goals. We have completed 61% of these goals. We would like to have completed 100% by 2014. The Chairs of each Sub-Committee were asked to meet with the members of their respective committee before our next Graduate Council meeting on April 24, 2013 to come up with recommendations to implement the strategies that have yet to be met. Each committee was assigned specific strategic goals to work on.

The Graduate Education Strategic Plan can be found on the ECSU website at the following location: http://www.ecsu.edu/academicstrategics/graduate/docs/_plan.pdf

New Degree Proposal Review Rubric: The Proposal Review Rubric was designed by UNC GA to assist as a guide in the review process for new degree proposals. An example of the Rubric which contains the criteria for student demand and the mission alignment will be put on line on the ECSU website.
MBA Degree Program Update: The MBA program at ECSU is awaiting approval from UNC General Administration. The Program is currently at the Appendix C Stage - “Request for Authorization to Establish a New Degree Program”. The Department is currently preparing a response to questions and comments related to the program from UNC General Administration.

OGE Staff Reports - Recruiter/Retention Coordinator: Mr. George Cox, will be aggressively examining ways to recruit students and bolster enrollment in our graduate programs. The following four initiatives will be utilized in our recruitment efforts:

1. Reach One Recruit One - Incentives will be offered to those faculty and staff members who rise to the challenge of assisting our efforts to recruit new students;

2. NC Peer Institution Initiative-Visits will be made to those universities that have undergraduate programs in Biology and Mathematics but do not have those programs at the Master’s level, i.e., UNC Pembroke, UNC Asheville, and Winston-Salem State University;

3. March Madness- Visits will be made to all public schools in the twenty-one county area as well as private and public institutions; and

4. Star Alumni—Students who previously graduated from ECSU's Graduate Programs will be solicited to promote our programs.

The OGE is also tracking students who have discontinued or dropped out of their respective graduate program. Mr. Cox has met with Ms. Lolita Turner, Associate Director of Retention at ECSU for undergraduate students to discuss a list of ideas for retaining our students. This information will be entered in our graduate student database to be used in determining criteria that will bolster our retention rate.

Mr. Cox is currently maintaining a database of all students interested in graduate programs that are not currently offered at ECSU. Presently, there are fifteen (15) students interested in the Master of Business Administration (MBA) Degree Program and forty (40) students interested in the Master of Public Administration (MPA) Degree Program.

HBCU Master's Degree Program Grant: Dr. Fisher, Project Coordinator, indicated that there are fifty students receiving HBCU Scholarship funding for Spring Semester 2013; Twenty-nine (29) students are in the Mathematics Degree Program and twenty-one (21) students are in the Biology Degree Program. Nineteen (19) of these students are scheduled to graduate during the Spring Semester of 2013. Approximately, twenty more Mathematics and Biology graduate students will be eligible for the HBCU grant. These students will need to enroll in their respective program by the Fall of 2013. Monies will be available for students receiving HBCU funding who enroll in classes for the Summer of 2013.

Community Liaison: Mrs. Spencer, Community Liaison, along with Ms. Mosley, Research Assistant, are working on an assessment survey for current graduate students. Mrs. Spencer will have a phone interview with each student to see what their
needs are and to find out about their experiences in their respective program. This survey will allow us to assist students who may be having problems early in the semester and to assist them in finding a solution to those problems.

Mrs. Spencer will be photo documenting graduate students who are scheduled for graduation during the Spring Semester of 2013. These pictures will capture what the students are doing in and outside of the classroom, and will be used to promote our graduate programs.

Mrs. Spencer will meet with Mr. Clifford Vanterpool, Assistant Director for Alumni Relations at ECSU, for assistance in staying connected with and contacting our graduate students after they graduate.

Social /Clinical Research Assistant: Ms. Jannety Mosley, Research Assistant for the OGE, is currently working on a process that will allow graduate students to apply for online admission. Our target date for implementing this process is the Fall Semester of 2013. Ms. Mosley will be attending the College Foundation of North Carolina (CFNC) Control Center Training at NC Wesleyan College in Rocky Mount NC on February 12, 2013 in preparation for this new endeavor. Mr. Brian Jordan from the Office of Institutional Effectiveness, Research, and Assessment is assisting Ms. Mosley in creating a comprehensive graduate student database that will contain all the necessary student data which will be used to keep track of and effectively serve our students.

Ms. Mosley is looking into the possibility of workshops and training sessions for current graduate students related to thesis/dissertation, reference and citation management, APA/MLA reference styles, and library research. Ms. Mosley is currently an alternate member of the ECSU Institutional Review Board (IRB), representing the Office of Graduate Education.

Standing Committee Reports - Graduate Faculty Review Committee: The Graduate Faculty Review Committee did not receive any Graduate Faculty Applications for this submission period. However, the Committee will be developing a renewal application that will identify those Graduate Faculty members who need to re-apply for appointment to the Graduate Faculty based upon their initial certification. Graduate Faculty must re-apply for appointment every five years, three years, or one year. The Director of Graduate Education will notify faculty members when they need to re-apply appointment to the Graduate Faculty.

Executive Committee: No Report
Graduate Grievance and Appeals Committee: No Report
Marketing and Publications Committee: No Report
Enrollment Management, Retention and Graduation Committee: No Report
New Degree Proposal Review Committee: No Report
Degree Program Updates:
Master of School Administration
Sixteen (16) students in the Master of School Administration Degree Program are scheduled to graduate in May 2013.

The Student North Carolina Association of Educators (SNCAE) is hosting their regional Professional Learning Days workshops that will benefit pre-service and in-service educators at Elizabeth City State University on Saturday, March 9, 2013. The event will be held in the Willie and Jacqueline Gilchrist Education and Psychology Complex from 10:00 am- 4:00 pm. Leaders from the North Carolina Department of Public Instruction (NCDPI) will share updates and information on North Carolina’s Instructional Improvement System.

**Master of Science in Biology**  
Department of Biology and Marine Environmental Science  
Biology Graduate Program Updates:

Eight (8) students in the Master of Science in Biology Degree Program are scheduled to graduate in May 2013 and two (2) students are scheduled to graduate in December, 2013.

**Publications/Presentations**


- **Effect of the Bacterium *Serratia marcescens* SCBI on the Longevity and Reproduction of the Nematode *Caenorhabditis briggsae KT001*** – published in Biomedical Central (BMC) Research Notes, 2012 – **Author:** **Jeremiah D Lancaster***, Budour Mohammad~ and Eyualem Abebe  
  *Graduate Student, ~Undergraduate Student*

- **Cultivable Microbial Diversity in an Acidic Temperate Lake, Lake Phelps, NC** (in press); Authors: **Vongvilay Keovilayvong***, **Jeremiah Lancaster***, Christopher Fightmaster~, William Kahan~, Roberto Frontera-Suau, and Eyualem Abebe

- Deidre Vaughn and Dr. Banerjee had an abstract accepted at the 2013 American Association for Cancer Research (AACR) meeting which will be held in Washington, DC in April 2013.

- Dr. Abebe attended the 20th Anniversary of the International Nematology Program in Gent University in November 2012. He gave four scientific presentations to Gent University students and faculty during his one month tenure in Belgium.
Collaborations – The Biology Graduate faculty will be hosting a meeting with Dr. Terry West at East Carolina University and his team to discuss entry of our students into their doctoral program in Integrative Biology along with other areas of collaboration.

Recruitment – Dr. Gloria Payne will be attending a recruitment event with Mr. George Cox at Winston Salem State University on March 7, 2013. The Department of Biology and Marine Environmental Science will hold their annual ECSU Graduate School Recruitment Event on Wednesday, March 13, 2013 from 10:00 a.m. to 1:00 p.m. in the lobby of the Jimmy R. Jenkins Science Center.

New Program – Dr. Harry Bass and Dr. Gloria Payne are researching the possibility of offering a non-thesis track in Health Science for the Biology Master's program.

Programmatic - Dr. Ronald Blackmon is currently in the process of creating the first draft for our graduate student handbook which should be ready for review by mid-March.

Fellowships/Scholarships – The biology graduate faculty will be actively pursuing funding to assist with the offering of fellowships and scholarships. The HBCU grant will be ending in two more years and we want to be prepared to remain competitive in attracting students to our program.

Master of Education in Elementary Education

One (1) student in the Master of Education in Elementary Education Degree Program is scheduled to graduate in May 2013.

Master of Science in Mathematics

- Eleven (11) students in the Master of Science in Mathematics Degree Program are scheduled to graduate in May 2013.
- Two (2) students are enrolled in the new Community College Teaching Concentration
- Two (2) new students began the Master of Science in Mathematics Degree Program in Spring 2013 including our first international student
- Three (3) graduate students will attend the 27th Annual BEYA STEM Conference on February 7 – 9, 2013; Former graduate student Jaime Powell will receive the Student Leadership – Graduate Level award at the Conference

Graduate Student Council: One hundred forty dollars ($140.00) was used to purchase toys for the “Toys for Tots” drive December 2012. Ms. Nikita Piercy, current graduate student and Graduate Student Council President, spearheaded the “Toys for Tots” toy drive to brighten the holiday season for many area children.
Ms. Piercy, along with members of the Graduate Student Council are in the process of purchasing books for some of the local Elementary School children. These books will be delivered to the schools where our graduate students are teaching.

**Open Agenda:** Several faculty members will be attending the 65th Annual Meeting of the American Association of Colleges for Teacher Education (AACTE) Conference in Orlando Florida, February 28 - March 2, 2013. The faculty members will be attending the conference in preparation for the Reaccreditation visit in 2016.

Dr. June Atkinson, State Superintendent of the North Carolina Public Schools, will be on the campus of ECSU on Monday, February 18, 2013.

**Adjournment:** The meeting adjourned at 4:45 p.m.