

**Graduate Council**  
**September 5, 2018**  
**KC 401**  
**Minutes**

Present: Bill Bailey, David Baugher, Jane Brannan, MeiLin Chang, Jeff Chastine, Jayoung Choi, Loretta Daniels, Joseph DeMaio, Mike Dishman, Yvonne Eaves, Mark Forehand, Dana Fox, Julia Fuller, Juane Greene, Tony Grooms, Sherrill Hayes, Jerry Herbel, Rebecca Hill, Brandon Lundy, Gwen McAlpine, Irene McClatchey, Hayley McCloud, Erin McGerald, Cheryl McLester, Natalia Meneses, Julie Moore, Lisa Park, Jennifer Purcell, Brian Rutherford, Deborah Smith, Linda Stewart, Kerwin Swint, Cynthia True, Michael Van Dyke, Ann Vancza, Shiphrah Williams-Evans, Wilson

Meeting called to order at 2:04pm.

1. Introductions
2. Discussion of Thesis/Dissertation: Forms, Credits Hours, Financial Aid, IRB
  - a. Forms - A recent audit of doctoral students in the last 5 years shows that only about 10% of required forms are being completed and sent to The Graduate College. The required forms are found at:  
<http://graduate.kennesaw.edu/students/forms.php>.
    - i. Suggestions for increasing the submission rates included:
      1. Splitting forms between non-thesis masters, thesis-based masters, and doctoral programs
      2. Using DegreeWorks for Program of Study form
  - b. Credits Hours - The same audit found that doctoral students that completed their degree took more dissertation credits than required for the degree, on average, by about 3 semester hours.
  - c. Credits vs Work Completed - There are severe outliers to dissertation credits, cases where students have 30-50 dissertation hours. Many of these students are taking 5 hours of dissertation each semester. This correlates to students that need financial aid. A student must be enrolled in at least 5 hours to receive aid. However, these students are not making progress towards completion, often have no required forms on file, and are receiving IP or S grades indicating they are on track.
    - i. Suggestions for "policing" this includes:
      1. not allowing students to register for dissertation hours unless appropriate forms have been filed
      2. having a "contract" with the student on what will be accomplished during each semester of dissertation and then grading against that contract at the end of the semester.

- d. Financial Aid – According to federal financial aid guidelines, our financial aid office cannot award aid for more dissertation hours than are required for the degree in the catalog. Currently, the interpretation is that a catalog statement of “9 hours minimum” for dissertation equates to 9 hours of dissertation credit being all that financial aid will cover.
  - i. We will discuss with financial aid if there are better ways to word the dissertation requirements, such as a range of hours. However, this may have an impact on curriculum so must be carefully considered.
- e. IRB – The same audit noted in item 2.a. found only about 10% of students have an IRB on file for their dissertation. It is understood that there are some dissertations and programs where IRB may not be needed, however past audits indicated that nearly 90% of our students do need IRB.
  - i. Suggestion for tracking IRB approvals is to add an IRB number as a required field on one of the required dissertation forms. It was noted that the IRB makes the decision on whether a study is exempt or not and that an exemption also receives a number.
- f. Summary – The Graduate College is bringing these items to the attention of both the GPCC and the Graduate Council with the intention of soliciting feedback as to how programs propose to correct the above items. Additional feedback will be accepted until Monday, September 17, 2018. All feedback will be taken under advisement as The Graduate College develops policies, guidelines, and procedures.

### 3. Graduate Assistantship Evaluations

- a. Each semester a link to an evaluation of graduate assistantships is sent to both the faculty member supervising the student and to the student. The faculty evaluation is to evaluate the student while the student evaluation is to evaluate their experience. Sample data is attached at the end of these minutes. The university spent \$5.5 million on both tuition waivers and stipends for GRAs and GTAs for Fall 2017 and Spring 2018. However, we are currently experiencing a roughly 50% submission rate, slightly better with students than faculty. For the last two years, the email (and follow up emails) have indicated that failure to complete the evaluation may jeopardize future assistantships.
- b. While the majority of those that complete the evaluation do so in an appropriate and thoughtful manner, there are those that treat it very carelessly.
- c. The Graduate College is seeking input on how the submission rate can be increased to 100%.
  - i. Suggestion was to enforce the right of The Graduate College to make students and faculty ineligible for future assistantships if evaluations are not submitted or submitted with inappropriate answers.

### 4. Curriculum Pause

- a. Due to the above items taking the entire hour for discussion, there was little said about the curriculum pause other than to remind of the two emails sent from the Provost office.
  - b. The main question was how long the curriculum pause will last. The answer is that the committee is reviewing curriculum processes at peer and aspirational institutions and will make recommendations on how KSU should proceed. The hope is that the pause will be lifted sometime in early Spring semester, but they want to get this correct and will not rush.
5. Graduate Program Coordinators Workshop Series
- a. Jennifer Purcell announced the Graduate Program Coordinators Workshop series. This is a series of workshops patterned after the sessions that made up the Graduate Program Coordinators Bootcamp that was held in May. The flyer is attached at the end of these minutes. The first in the series is a Strategic Marketing workshop being held this Friday, September 7<sup>th</sup>.

Meeting adjourned at 3:17pm

## **Graduate Assistantship Evaluations**

### Fall 2017:

288 Students Total

155 Student Evaluations – 53% submitted

129 Faculty Supervisor Evaluations – 44% submitted

### Spring 2018:

304 Students Total

206 Student Evaluations – 67% submitted

172 Faculty Supervisor Evaluations – 56% submitted

### Fall 2017 and Spring 2018 Combined:

\$3,190,645 in stipends to students (\$278,720 from external grants or 8.7%)

\$2,572,422 in tuition waivers to students

\$5,763,067 university commitment to graduate assistantship program

## Examples of unacceptable answers to selected evaluation questions

Please give a brief description of the work completed.

- Largely Administrative
- working on thesis research in year 1
- See thesis, digital commons
- See thesis, Digital Measures
- worked on several projects throughout the year assisting several faculty members.
- See above.
- In Progress.
- has successfully defended her thesis and is due to graduate

Please describe how this project benefited the student.

- No idea
- Master's degree completed
- The project was beneficial to the student because she lacks the interest and motivation to learn.
- very little
- Got MS degree

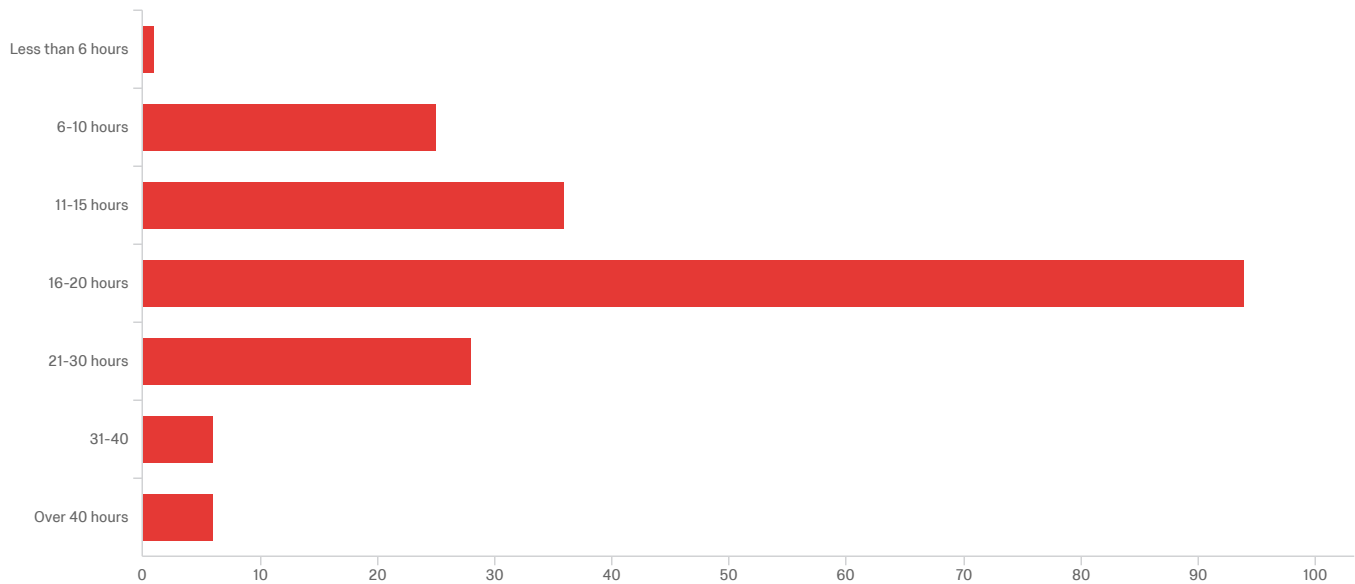
Please describe how this project benefited the university.

- The project will be renewed this August.
- The preliminary results are for project proposal.
- The work she help completed is aligned with several of our goals and strategic plans.
- supported my scholarship agenda
- Quality graduates represnting KSU in the Community

# Student Evaluations

Q14 - How many hours did you work per week, on average, in your Graduate

Assistantship position?



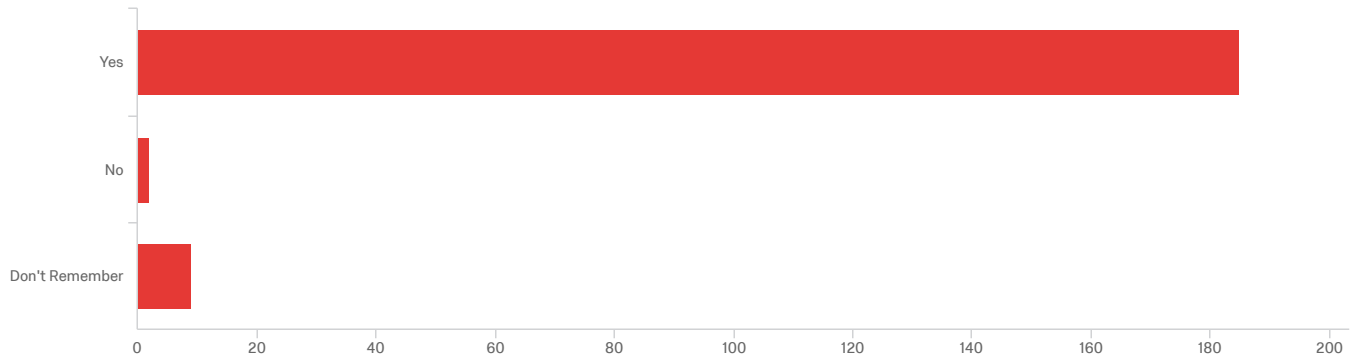
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How many hours did you work per week, on average, in your Graduate Assistantship position?	1.00	7.00	2.93	1.69	2.87	196

#	Field	Choice Count
1	Less than 6 hours	0.51% 1
2	6-10 hours	12.76% 25
3	11-15 hours	18.37% 36
4	16-20 hours	47.96% 94
5	21-30 hours	14.29% 28
6	31-40	3.06% 6
7	Over 40 hours	3.06% 6

196

# Student Evaluations

Q17 - Did you have an initial meeting with the faculty member assigned to you for your Graduate Assistantship where the faculty member described the expectations?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Did you have an initial meeting with the faculty member assigned to you for your Graduate Assistantship where the faculty member described the expectations?	1.00	3.00	1.10	0.43	0.18	196

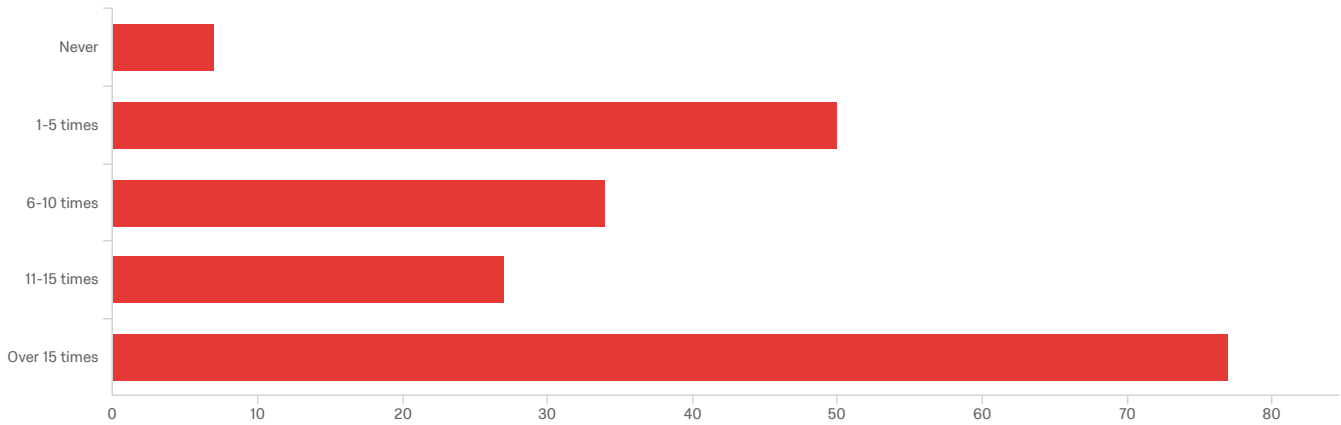
#	Field	Choice Count
1	Yes	94.39% 185
2	No	1.02% 2
3	Don't Remember	4.59% 9

196

Showing Rows: 1 - 4 Of 4

# Student Evaluations

Q18 - Beyond your initial meeting, how often did you meet with the faculty member assigned to you?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Beyond your initial meeting, how often did you meet with the faculty member assigned to you?	1.00	5.00	3.60	1.33	1.76	195

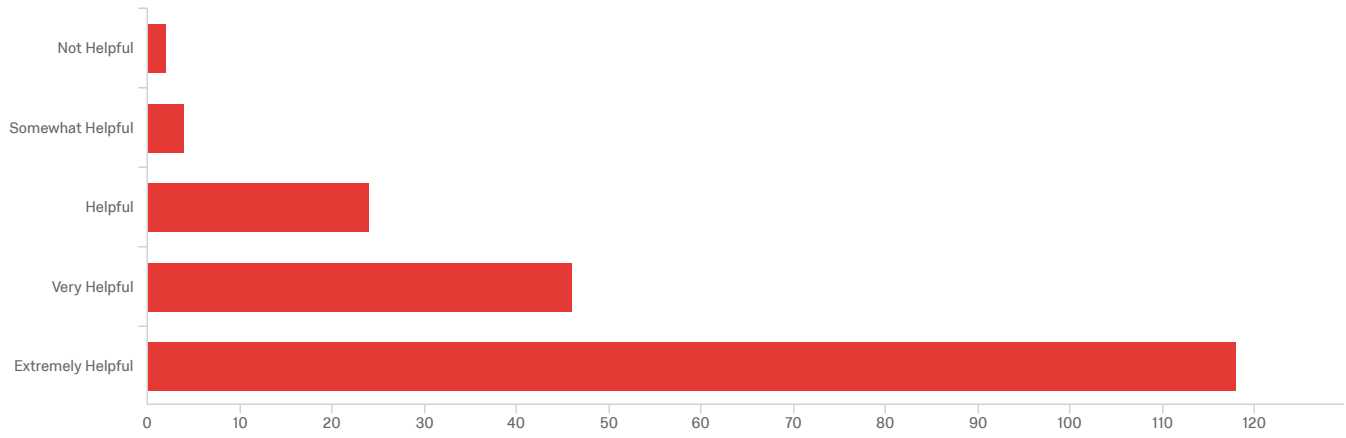
#	Field	Choice Count
1	Never	3.59% 7
2	1-5 times	25.64% 50
3	6-10 times	17.44% 34
4	11-15 times	13.85% 27
5	Over 15 times	39.49% 77
		195

Showing Rows: 1 - 6 Of 6



# Student Evaluations

Q19 - How helpful was your assigned faculty member in directing you as you worked on this project?



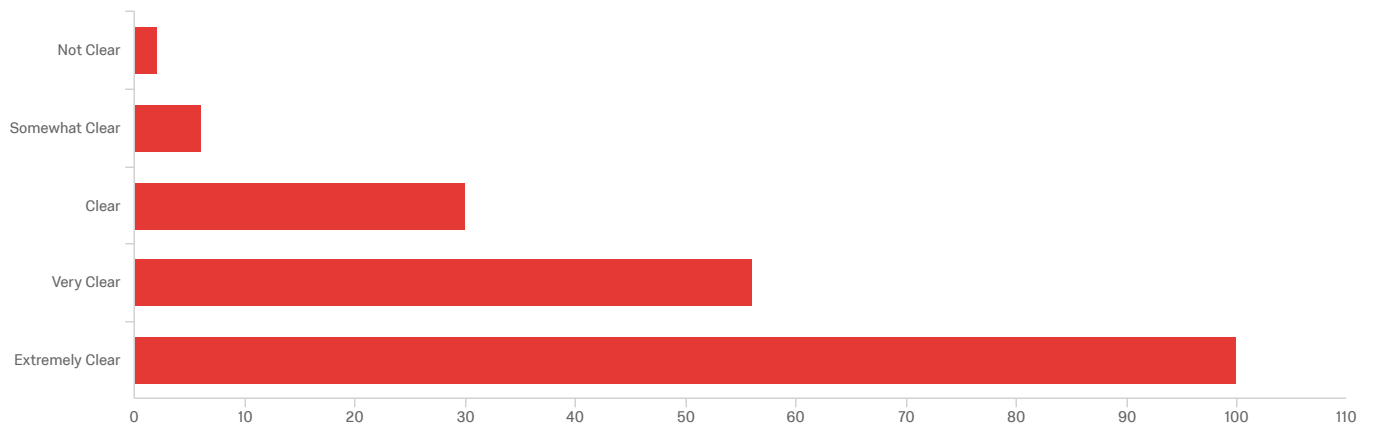
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How helpful was your assigned faculty member in directing you as you worked on this project?	1.00	5.00	4.41	0.86	0.74	194

#	Field	Choice Count
1	Not Helpful	1.03% 2
2	Somewhat Helpful	2.06% 4
3	Helpful	12.37% 24
4	Very Helpful	23.71% 46
5	Extremely Helpful	60.82% 118
		194

Showing Rows: 1 - 6 Of 6

# Student Evaluations

Q20 - How clear were the instructions given to you by your assigned faculty member?



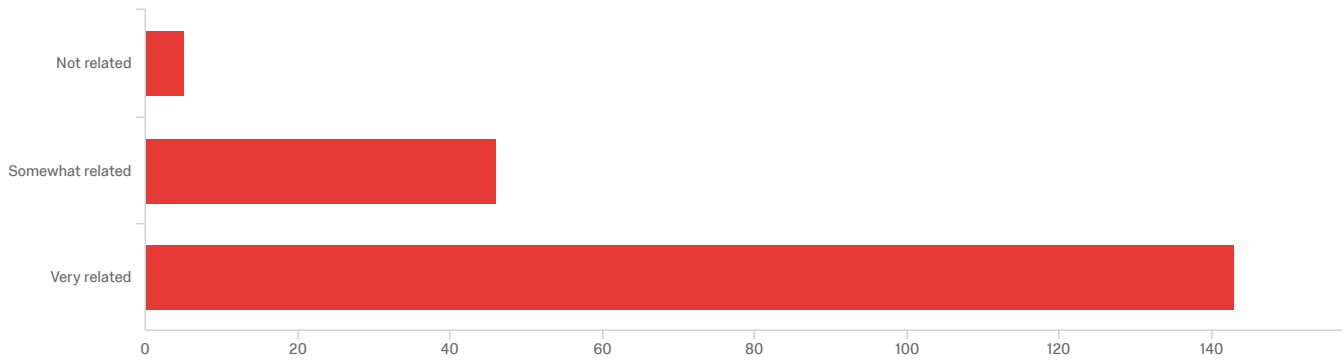
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How clear were the instructions given to you by your assigned faculty member?	1.00	5.00	4.27	0.90	0.81	194

#	Field	Choice Count
1	Not Clear	1.03% 2
2	Somewhat Clear	3.09% 6
3	Clear	15.46% 30
4	Very Clear	28.87% 56
5	Extremely Clear	51.55% 100

Showing Rows: 1 - 6 Of 6

# Student Evaluations

Q21 - How related was this project to your graduate field of study?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How related was this project to your graduate field of study?	1.00	3.00	2.71	0.51	0.26	194

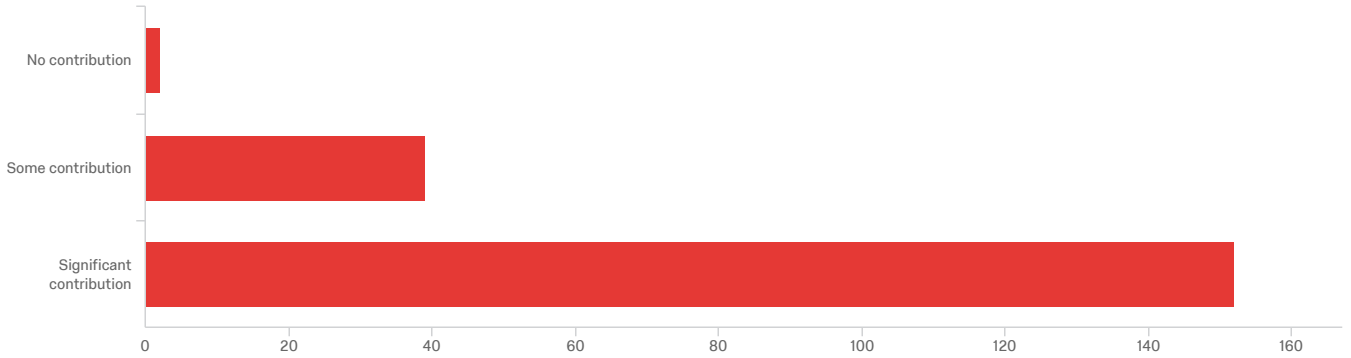
#	Field	Choice Count
1	Not related	2.58% 5
2	Somewhat related	23.71% 46
3	Very related	73.71% 143

194

Showing Rows: 1 - 4 Of 4

# Student Evaluations

Q22 - How would you rate the contribution of this project during the semester to your development as a researcher/scholar?



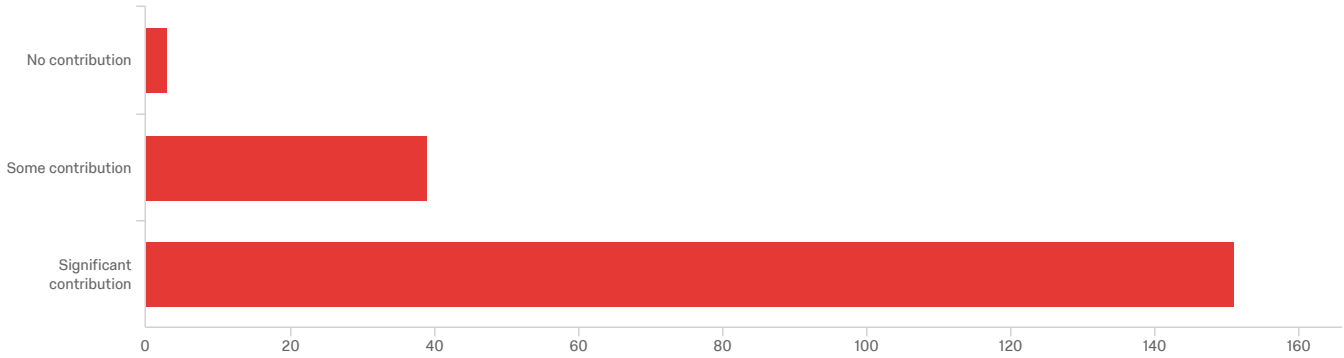
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How would you rate the contribution of this project during the semester to your development as a researcher/scholar?	1.00	3.00	2.78	0.44	0.19	193

#	Field	Choice Count
1	No contribution	1.04% 2
2	Some contribution	20.21% 39
3	Significant contribution	78.76% 152
		193

Showing Rows: 1 - 4 Of 4

# Student Evaluations

Q23 - How would you rate the contribution of this project during the semester to the University?



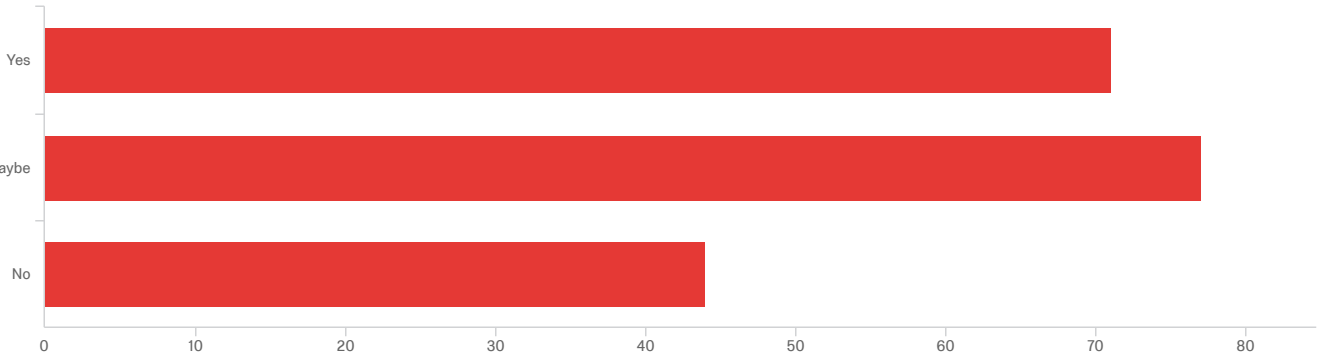
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How would you rate the contribution of this project during the semester to the University?	1.00	3.00	2.77	0.46	0.21	193

#	Field	Choice Count
1	No contribution	1.55% 3
2	Some contribution	20.21% 39
3	Significant contribution	78.24% 151
		193

Showing Rows: 1 - 4 Of 4

# Student Evaluations

Q24 - If given the opportunity, would you display your research as a poster paper or give a short talk about your research findings at a symposium held at Kennesaw State University?



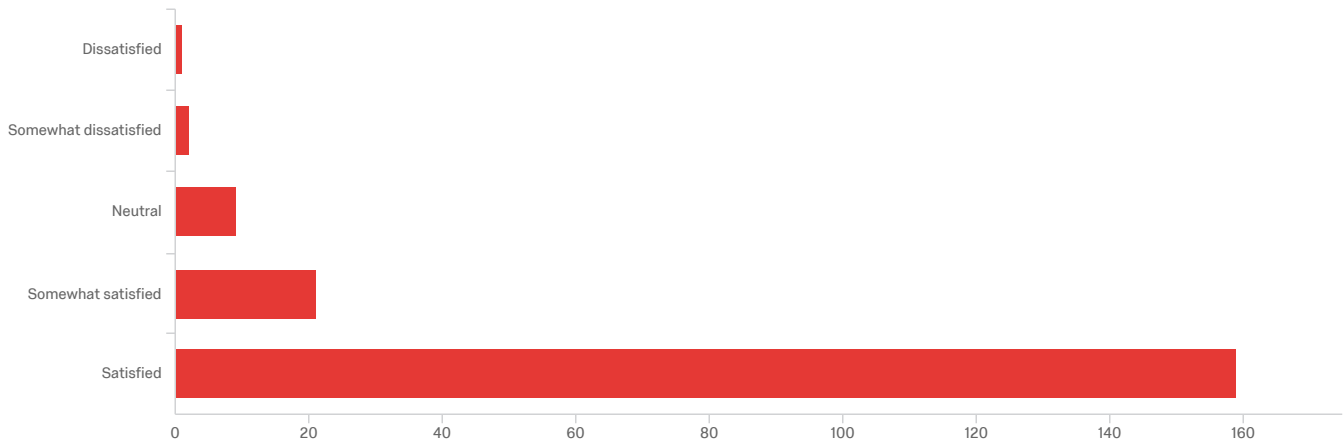
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	If given the opportunity, would you display your research as a poster paper or give a short talk about your research findings at a symposium held at Kennesaw State University?	1.00	3.00	1.86	0.76	0.58	192

#	Field	Choice Count
1	Yes	36.98% 71
2	Maybe	40.10% 77
3	No	22.92% 44
		192

Showing Rows: 1 - 4 Of 4

# Student Evaluations

Q25 - Rate your overall experience as a Graduate Assistant:



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Rate your overall experience as a Graduate Assistant:	1.00	5.00	4.74	0.64	0.41	192

#	Field	Choice Count
1	Dissatisfied	0.52% 1
2	Somewhat dissatisfied	1.04% 2
3	Neutral	4.69% 9
4	Somewhat satisfied	10.94% 21
5	Satisfied	82.81% 159
		192

Showing Rows: 1 - 6 Of 6

**End of Report**

# Faculty Evaluations

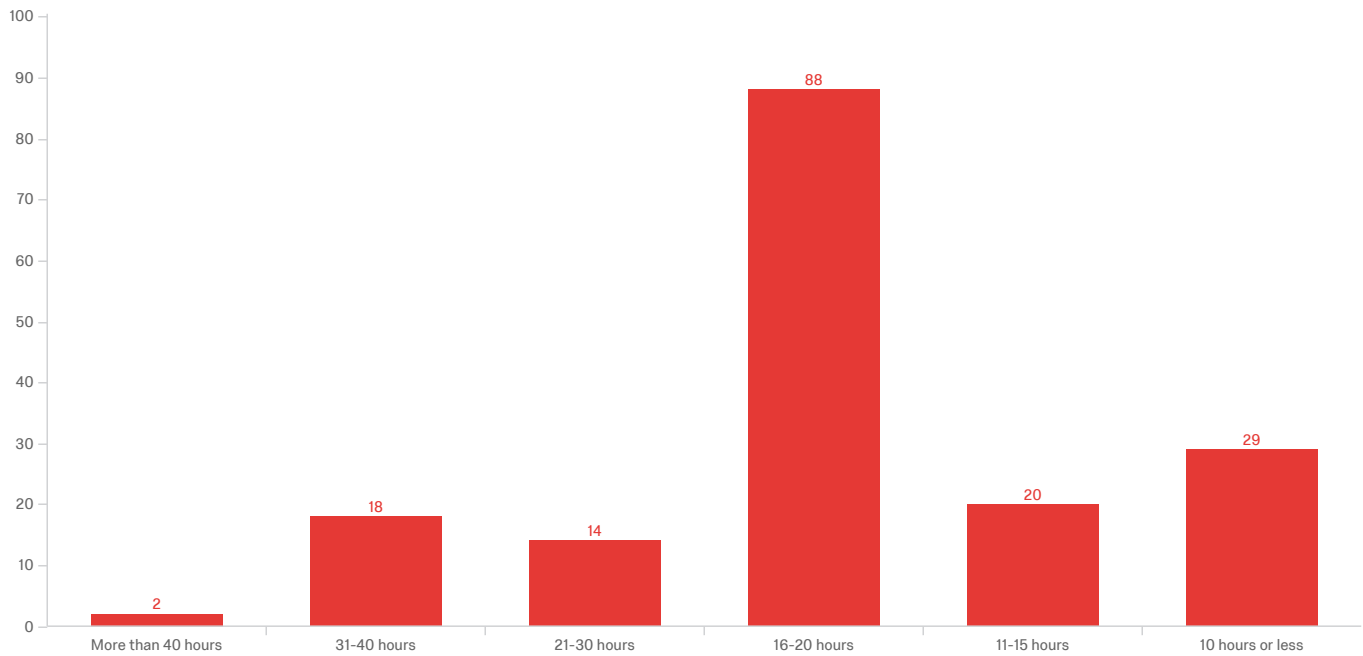
## Initial Report

Graduate Assistantship Supervisor Evaluation - Spring 2018

September 5, 2018 9:45 AM EDT

Q12 - On average, how many hours a week did you require your graduate student to

work?



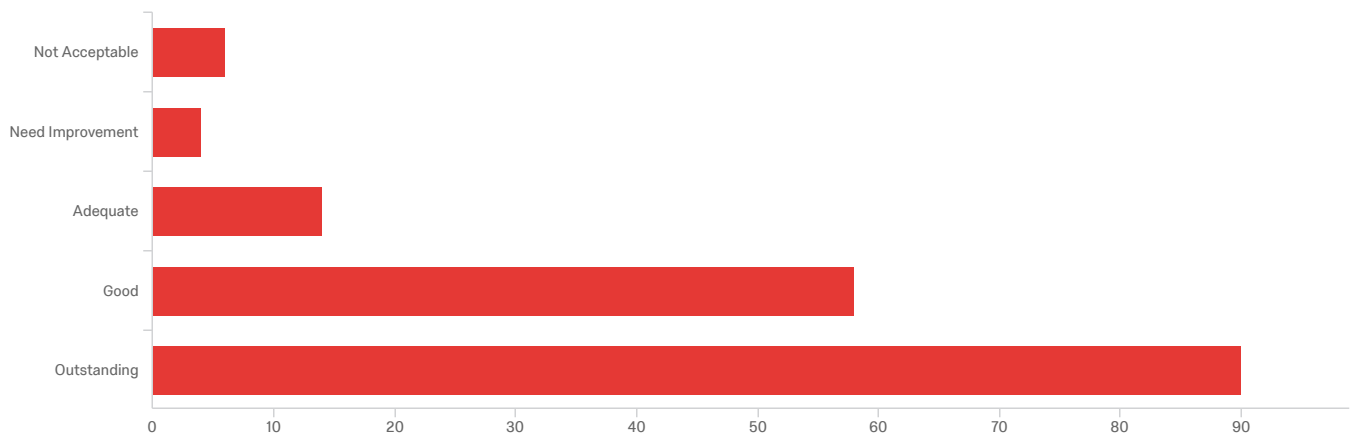


# Faculty Evaluations

Q6 - Please rate your overall satisfaction of the performance of your graduate assistant for this semester.

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Please rate your overall satisfaction of the performance of your graduate assistant for this semester.	1.00	5.00	4.29	0.96	0.93	172

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Please rate your overall satisfaction of the performance of your graduate assistant for this semester.	1.00	5.00	4.29	0.96	0.93	172



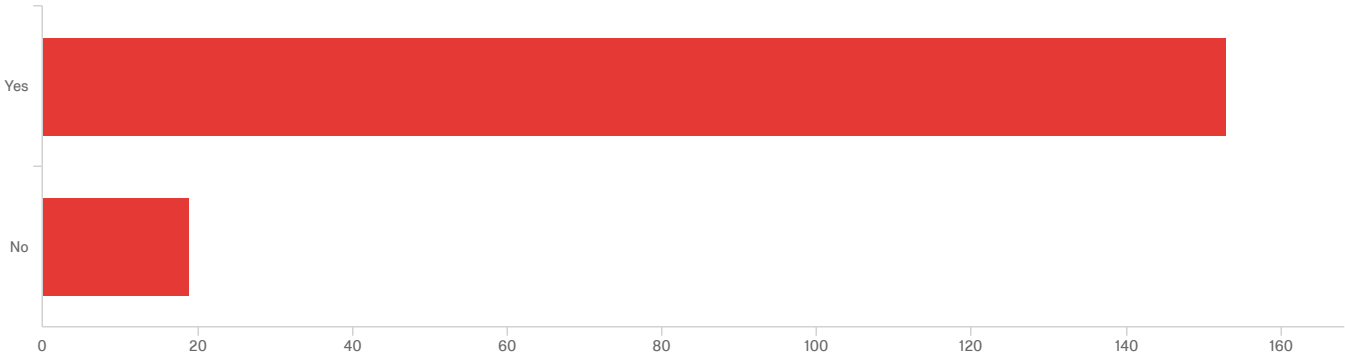
# Faculty Evaluations

## Q8 - Would you hire this student again?

#	Field	Choice Count
1	Yes	153
2	No	19
		172

Showing Rows: 1 - 3 Of 3

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you hire this student again?	1.00	2.00	1.11	0.31	0.10	172



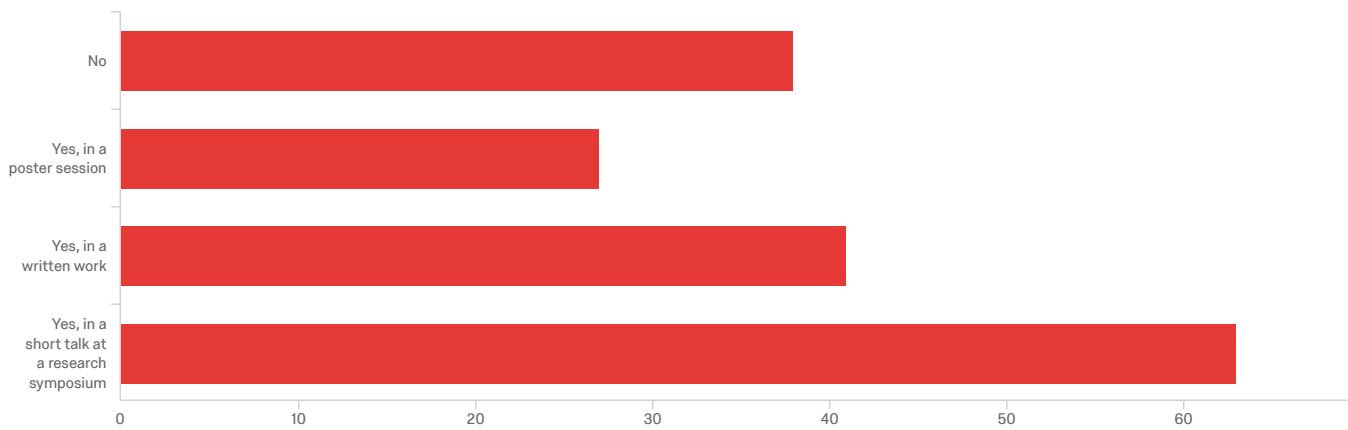
# Faculty Evaluations

## Q18 - Would you be willing to present this project?

#	Field	Choice Count
1	No	38
2	Yes, in a poster session	27
3	Yes, in a written work	41
4	Yes, in a short talk at a research symposium	63
		169

Showing Rows: 1 - 5 Of 5

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Would you be willing to present this project?	1.00	4.00	2.76	1.17	1.38	169



# Faculty Evaluations

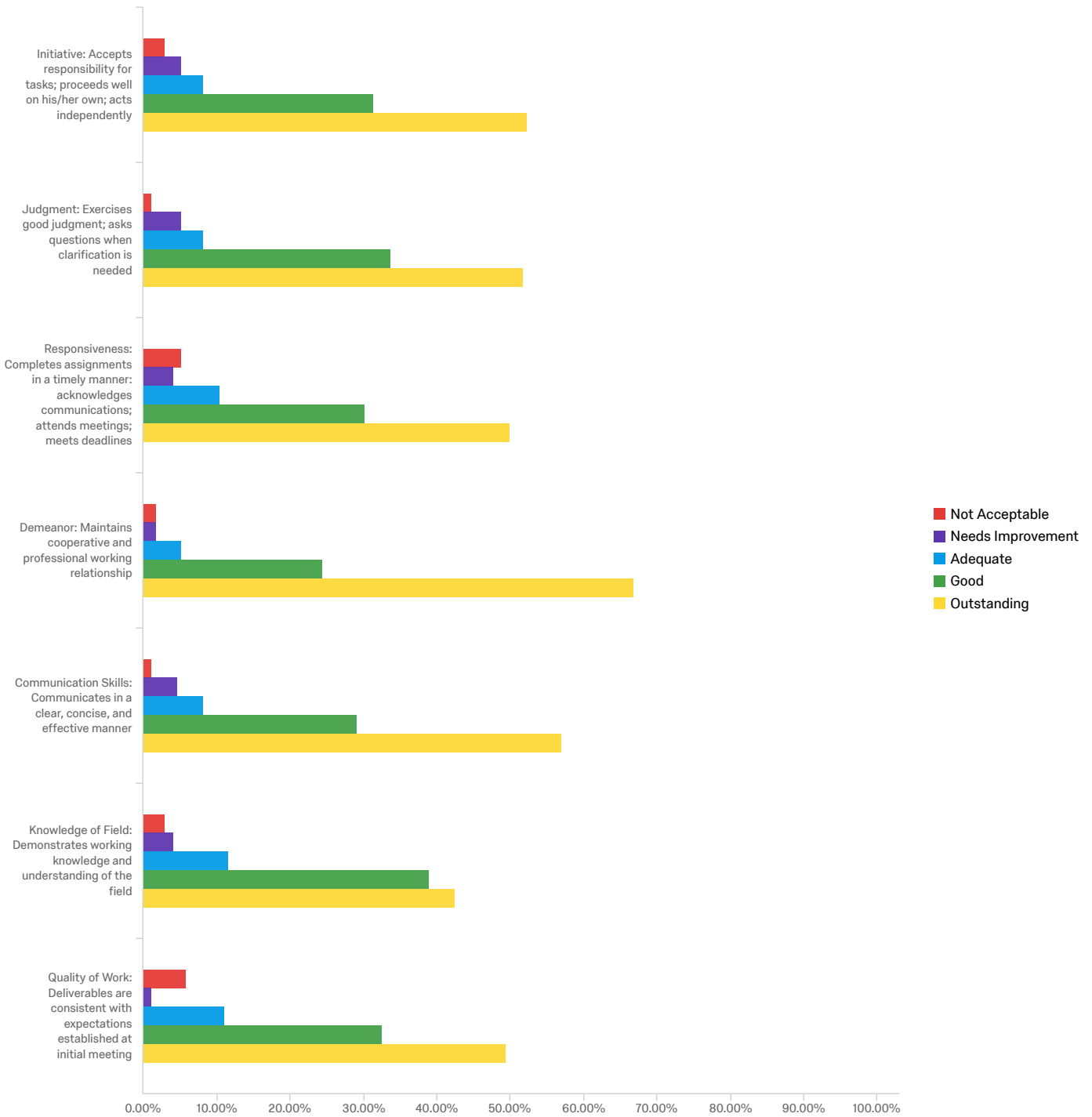
Q21 - Please rate the student in the following areas.

#	Field	Not Acceptable	Needs Improvement	Adequate	Good	Outstanding
1	Initiative: Accepts responsibility for tasks; proceeds well on his/her own; acts independently	5	9	14	54	90
2	Judgment: Exercises good judgment; asks questions when clarification is needed	2	9	14	58	89
3	Responsiveness: Completes assignments in a timely manner; acknowledges communications; attends meetings; meets deadlines	9	7	18	52	86
4	Demeanor: Maintains cooperative and professional working relationship	3	3	9	42	115
5	Communication Skills: Communicates in a clear, concise, and effective manner	2	8	14	50	98
6	Knowledge of Field: Demonstrates working knowledge and understanding of the field	5	7	20	67	73
7	Quality of Work: Deliverables are consistent with expectations established at initial meeting	10	2	19	56	85
		36	45	108	379	636

Showing Rows: 1 - 8 Of 8

#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Initiative: Accepts responsibility for tasks; proceeds well on his/her own; acts independently	1.00	5.00	4.25	1.01	1.01	172
2	Judgment: Exercises good judgment; asks questions when clarification is needed	1.00	5.00	4.30	0.91	0.82	172
3	Responsiveness: Completes assignments in a timely manner; acknowledges communications; attends meetings; meets deadlines	1.00	5.00	4.16	1.10	1.21	172
4	Demeanor: Maintains cooperative and professional working relationship	1.00	5.00	4.53	0.82	0.67	172
5	Communication Skills: Communicates in a clear, concise, and effective manner	1.00	5.00	4.36	0.90	0.81	172
6	Knowledge of Field: Demonstrates working knowledge and understanding of the field	1.00	5.00	4.14	0.97	0.95	172
7	Quality of Work: Deliverables are consistent with expectations established at initial meeting	1.00	5.00	4.19	1.07	1.14	172

# Faculty Evaluations



End of Report

## GRADUATE PROGRAM COORDINATOR PROFESSIONAL DEVELOPMENT SERIES

11:30am-12:30pm

Kennesaw Campus, Clendenin Building, Room 1009

Dates	Topic	Facilitator
September 7	Strategic Marketing Workshop	Loretta Daniels
October 5	Graduate Student Services, Forms, and Processes	Nikki Palamiotis
November 2	Graduate Program Assessment	Dr. Jen Wells
January 4	How to Use Radius Effectively	Dr. Mark Forehand and Lisa Park
February 1	The Graduate Research Assistant Program	David Baugher
March 1	Funding the Graduate Enterprise	Dean Mike Dishman

RSVP via email to [hhedgepe@kennesaw.edu](mailto:hhedgepe@kennesaw.edu) or phone at (470) 578-6738



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