

Meeting of February 18, 2015, 2:00-3:30 p.m.  
Adamany Undergraduate Library, Community Room

**Agenda**

**I. Approval of Minutes:** January 21, 2015\*

**II. Report of the Dean**

**III. Committee Reports**

- A. Executive Committee
- B. New Programs Committee
- C. Academic Standards Committee
- D. Graduate Admissions Office\*
- D. Academic Senate Liaison

**IV. Old Business**

- A. Other Old Business

**V. New Business**

- A. Dr. Jeffery Kuentzel, Director Counseling and Psychological Services (CAPS)
- B. Dr. David Strauss, Dean of Students Office
- C. Other New Business

**VI. Adjournment**

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**Minutes of the  
Regular Meeting of February 18, 2015  
2:00 p.m., Adamany Undergraduate Library, Community Room**

Members Present: E. Ash, A. Biswas, C. Chow, H. Dillaway, J. Dunbar, D. Dungee-Anderson, A. Feig, W. Gibson-Scipio, C. Giurgescu, J. Green, K. Jackson, S. Lean, D. McGrann, S. Ng, K. Paesani, D. Patterson, P. Sopory, D. Walster, A. Yaprak, D. Yingst

Members Absent with Notice: C. Bell, R. Benkert, K. Braunschweig, M. Clark, P. Dubinsky, R. Holley, J. Martin, A. Mathur, J. Pruchnic, P. Samuel, S. Terlecky,

Members Absent: S. Brown, S. Firestine, T. Gates, B. Haynes, G. Kapatoss, J. Moldenhauer

Also Present: P. Beavers, J. Kuentzel, J. Granberry, K. McMullen, C. Ofiara, D. Strauss

The meeting was convened at 2:05 p.m. by Dr. Joe Dunbar on behalf of Chairperson, Dean Mathur.

**I. APPROVAL OF MINUTES**

MOTION was made, seconded, and passed to approve the minutes of January 21, 2015.

**II. REPORT OF THE CHAIR**

There was no report due to Dean Mathur's absence.

**III. COMMITTEE REPORTS**

**A. EXECUTIVE COMMITTEE**

Dr. Pradeep Sopory, Chair of the Executive Committee, reported that the committee considered a request from the Office of Graduate Admissions to change the method of review for international transcripts. Under the current process, Graduate Admission staff members evaluate international transcripts, while the proposed method would involve the services of a credential evaluation service. Dr. Sopory said that the Executive committee believes that this change will help to streamline the admissions process, and that they are in favor of the changing the process.

**B. GRADUATE ADMISSIONS OFFICE**

Due to the discussion generated about Graduate Admissions during the Executive Committee Report, this report was moved up in the agenda

Ms. Jameshia Granberry, Director of Graduate Admissions, discussed procedures in her office and planned changes with regards to the intake of international transcripts. Currently, the Office of Graduate Admissions directly receives international transcripts, documents, and mark sheets. Data analysts review these for authenticity and convert the GPAs to the 4.0 scale. Ms.

Granberry stated that the current process is labor intensive, and moreover, the staff lacks proper training which could lead to calculation errors.

World Education Services (WES) and Educational Credentialing Services (ECS) are two well-known, certified, foreign credential evaluation services. Applicants would be able to upload their documents directly to these companies, so they do not have to send paper documents. Then, Graduate Admissions staff will be able to upload and attach transcripts to the applications. This could help us reduce the time of processing down to five to seven days, instead of taking two to three weeks to calculate and upload transcripts to the application.

Undergraduate Admissions will be switching to this process and has already posted notification of the coming changes. Graduate Admissions would not be looking to implement a similar procedure until Winter 2016 at the earliest, but paper transcripts would still be accepted during the transition phase.

Applicants will pay an estimated \$100-160 fee for the course-by-course evaluation. Costs will vary by country, number of documents, etc. Applicants can send this report to multiple institutions, so it should not be an added financial burden. According to Ms. Granberry, other Michigan schools such as Eastern Michigan University, U of M – Dearborn and Oakland University are using credentialing services.

Some council members were concerned about the extra costs leading to a reduced number of applications. Ms. Granberry said that Wayne State has removed the graduate application fees and Wayne State pays the I-20 fees for students. This will help to defray the costs incurred by the credentialing service. Dr. Sharon Lean pointed out that I-20 payments only benefit admitted students, and she added that there have been discussions to reinstate the application fee. Dr. Lean continued that she is worried that this extra cost will lead to influx of requests to provide unofficial transcript evaluations. According to Ms. Granberry, applicants will have the opportunity to unofficially evaluate their transcripts through a free system on the WES website.

Ms. Granberry added that the Office of Graduate Admissions will only except credential evaluations from the two services: WES and ECS. While there are as many as fifteen companies offering this service, Ms. Granberry believes that WES and ECS are the best options as Wayne State already has access to them and all Michigan universities accept documents from these services. She added that it is possible that evaluations would be accepted by exception from other services as long as the service provided a course-by-course evaluation.

Ms. Granberry invited council members to contact her with further questions or to discuss arrangements specific to a college or department.

**C. NEW PROGRAMS COMMITTEE**

Associate Dean Heather Dillaway reported that the committee is currently reviewing a proposal for a new master's program involving the College of Engineering and the School of Business Administration. The committee is waiting for the proposers to respond to comments and questions. Additionally, a proposal to review the admissions process for the MSW with a dual-title in Infant Mental Health was tentatively approved pending a small revision.

**IV. OLD BUSINESS**

**A. OTHER OLD BUSINESS**

- Graduate Exhibition
  - Associate Dean Ken Jackson said that this year's exhibition would take place on Monday, March 24. In addition to the poster presentations, Ms. Karen Weist, Graduate Career Services Director, will be hosting an employer panel. Dr.

Jackson also asked council members to spread the word that volunteers are still needed to judge the posters.

- Individual Development Plans
  - Associate Dean Andrew Feig stated that an electronic IDP submission process is being tested. The process will utilize a pipeline workflow, and there will be a series of automated messages and required approvals. This process should be launched in the beginning of March.
- Master's Office
  - Dr. Dillaway introduced the new program director for the Master's Office, Ms. Katherine McMullen. Additionally, she announced that Master's Showcase is being developed that parallel the Graduate Exhibition. The event will be Wednesday, April 8, and abstracts to participate are due on Monday, March 1. The event will include everything from basically an elevator pitch competition to more traditional research paper presentations.

## V. NEW BUSINESS

### A. Dr. Jeffrey Kuentzel, Director Counseling and Psychological Services (CAPS)

CAPS is counseling center that enhances the wellness and success of students and the university community by providing research-based, ethical, collaborative and caring counseling, consultation and education tailored to meet the needs of our urban, diverse, multicultural and international student body. It is accredited by the International Association of Counseling Services.

The main service is providing counseling to registered, current students; they do not provide services to the community. Among the services they do offer are individual and group counseling, outreach, crisis intervention, and consultations with faculty and parents. Students come in with a variety of diagnoses. The most common of these include generalized anxiety disorder and other anxiety disorders, major depressive disorders and other mood disorders, adjustment disorders, PTSD, phase of life problems or academic problems. CAPS is unable to provide long-term treatment, and likewise, unable to treat students with autism spectrum diagnoses like Asperger's.

Students do not need to make appointments with CAPS for individual counseling services; they can simply go to the office during normal business hours. Students are screened, and then CAPS counselors determine the best course of action. Group counseling is also widely available, spanning a variety of issues including graduate education.

Dr. Kuentzel said that CAPS will present to departments and even individual classes as requested. Presentation topics generally include: test taking anxiety, stress management, emotional self-care, grief and loss is a common issue that our students are dealing with, anger issues, mindfulness. They will also tailor presentations to specific needs.

Dr. Dian Walster asked if CAPS was available to work with online students. Dr. Kuentzel replied that while they do get requests from remote students, they are unable to provide services to them at this time. CAPS counselors are only licensed to work in the State of Michigan., so they are not comfortable providing services to students outside of this state.

### B. Dr. David Strauss, Dean of Students Office (DOSO)

Dr. Strauss introduced four topics that he wished to cover: 1) the care report 2) the code of conduct system 3) Title IX and the Violence Against Women Act 4) the Cleary Act and clear reporting.

The care report is available on [doso.wayne.edu](http://doso.wayne.edu). The report is easy to complete and should be used for non-emergency situations. DOSO staff will prioritize care reports once they are

submitted, and they work as team to determine the best course of action. DOSO's goal with the care report is to provide the resources, assistance, and labor necessary to address the disruption, so that faculty can teach and students can learn in a safe and successful atmosphere.

The student code of conduct is also available on the DOSO website. Dr. Strauss believes that code of conduct should be less of an issue with graduate students; however, he still gave a basic overview of how this information could be useful in relation to graduate students.

Dr. Strauss, Linda Gilanti (Associate General Counsel), and Christopher Jones (Director of Office of Equal Opportunity) will provide presentations on Title IX as requested. He stated that information about Wayne State's handling of Title IX issues is available on the Office of General Counsel's website.

In the interest of time, Dr. Strauss ended his presentation at this point and invited questions from council members. He offered to return a later date to further discuss Title IX and the Violence Against Women Act, as well as the Cleary Act.

## **VI. ADJOURNMENT**

The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

David McGrann  
Manager of the Graduate Council