The second meeting of the Graduate Council for 2017-2018 year was held on Tuesday, October 3, 2017 at 3:30 pm in Wake Downtown, Room 4503. Brad Jones chaired the meeting.

Present: Tim Howard, Ellie Rahbar, Nichole Allred, Ellen Kirkman, Abdou Lachgar, Christian Waugh, Leah McCoy, Ananda Mitra, Brad Jones, Dwayne Godwin, Debbie Newsome, Erik Brady, Sarah Lafferty, David Luo (GSA Co-Chair)

Absent: Robert Hampson, Bill Conner, Hui-Wen Lo, Jason Grayson

Guests: Dr. Laura Veach, Dr. Elizabeth Shilling

GENERAL BUSINESS
1. Minutes from the September 5, 2017 Graduate Council Minutes (Attachment).
   Minutes from the September 5, 2017 meeting were discussed. A motion was made to approved the minutes, seconded, and approved unanimously.

2. GSA Report (David Luo)
   a. Grad school mixer was held last month in conjunction with the Student Wellness Committee (Medical School Student Association). It was well organized and well attended. GSA plans to continue such events that include all student groups from graduate and professional schools.
   b. Hosted a tailgate Saturday Sept 30, 2017. ~30-40 attended. Another tailgate will be hosted.
   c. Next GSA Meeting will discuss volunteer and social projects (e.g. visit to Ronald McDonald house).
   d. Graduate students on BG campus can use the gym on the E-floor of Hanes for free.
   e. Intramural sports/team-based activities fee for graduate students is something the GSA is investigating. Perhaps the institution should support health and wellness activities for graduate students.

3. Committee Reports
   A. Curriculum (Robert Hampson, Chair)
      1. Course Change Proposals

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIE 702</td>
<td>Biomedical Research Ethics</td>
<td>CHANGE</td>
</tr>
<tr>
<td>BIE 705</td>
<td>Clinical Ethics</td>
<td>CHANGE</td>
</tr>
<tr>
<td>GRAD 705/ BMSC 705</td>
<td>Problem Based Learning</td>
<td>CHANGE</td>
</tr>
<tr>
<td>BMSC 795</td>
<td>Project</td>
<td>CHANGE</td>
</tr>
<tr>
<td>CNS 776</td>
<td>Assessment and Treatment Planning in Addictions</td>
<td>ADD</td>
</tr>
<tr>
<td>CNS 777</td>
<td>Addictions Counseling Skills</td>
<td>ADD</td>
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<tr>
<td>CNS 778</td>
<td>Addiction and Family</td>
<td>ADD</td>
</tr>
<tr>
<td>DOC 703</td>
<td>Internship</td>
<td>ADD</td>
</tr>
<tr>
<td>DOC 718</td>
<td>Social Media and Marketing in the Creative Arts</td>
<td>ADD</td>
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<tr>
<td>DOC 726</td>
<td>Advanced Sports Storytelling</td>
<td>ADD</td>
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</tbody>
</table>
There were questions about the following courses:

- IPP 718 & GRAD 706 potential content overlap: these courses will be tabled.
- DOC 726, and CNS 776/777: will be approved contingent on verification of “pre-reqs”.
  
  **UPDATE 10/24/17:**
  - CNS 776/776: the pre-req’s are the same for both courses (CNS 765)
  - DOC 726: the pre-req is DOC 717 Fundamentals of Documentary Editing

A motion was made to approve all other courses, was seconded and approved unanimously.

**B. Credentials Committee (Abdou Lachgar, Chair)**

1. **Nominations for Graduate Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Graduate Program Affiliation</th>
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<tbody>
<tr>
<td>Elizabeth Hodges Shilling, PhD</td>
<td>Integrative Physiology and Pharmacology</td>
</tr>
<tr>
<td>Heather Hatcher, PhD</td>
<td>Integrative Physiology and Pharmacology</td>
</tr>
<tr>
<td>John Lukesh, III, PhD</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Justin Moore, PhD</td>
<td>Integrative Physiology and Pharmacology</td>
</tr>
</tbody>
</table>

There were a couple of concerns:

- **Elizabeth Shilling** is currently in a postdoc position. The Council would like to postpone formal Graduate Faculty approval until she is in a formal faculty position.
- **Heather Hatcher** is an IND/IDE Navigator – doesn’t have a traditional lab, but does mentor MS interns.

A motion was made to approve all nominations except Elizabeth Shilling. The motion was seconded, and approved unanimously.

**C. Policy Committee (Tim Howard, Chair)**

1. **Code of conduct**

   The committee is reviewing code of conduct policy and language.

2. **Participation in Hooding Ceremony (Ellen Kirkman)**

   Reviewed the language and rationale provided by Ellen Kirkman.
   Reynolda undergraduates can walk in May if they have <8 credits left.
   Deadline to submit the petition to participate in the hooding ceremony should be the same as “Last Day to Defend Thesis or Dissertation to Graduate May - April 25”
   Action Item: Create a formal policy and form to share into the grad handbook, share next month.
D. Long Range Planning Committee
No discussion.

OTHER BUSINESS
1. Clinical Addition Specialist & Translational Science MS Program Proposal (Drs. Laura Veach & Elizabeth Shilling)

Laura and Elizabeth distributed a CASTS handout with an overview of their proposed MS program. The primary focus of the MS program is to "equip and train professionals that are urgently needed to treat the ongoing epidemic of opioid and substance abuse in the US". Their intent is to create a MS Program that is transdisciplinary and has a pragmatic clinical approach, focusing on the gaps in knowledge on how to treat and manage patients with addiction and substance abuse. They are leveraging on institutional resources, centers and departments within the biomedical campus, such as IPP, Neurobiology and the Center for Neurobiology of Addiction Treatment – which has been funded since 1981 at Wake Forest. Overall, the committee felt that the proposal was very well put together and that the program addresses a very important need in the clinical and scientific community. Important features discussed about the MS Program were:

- 15-month program (full-time course load).
- Clinical and Research Tracks have been proposed.
- Focus on pragmatic clinical research where one can implement new protocols and tools into the clinic.
- Teach evidence-based tactics and skills to students who want to be leaders in this field.
- Students can obtain a provisional "Criteria C" license in NC after completing the MS and can then become fully licensed after passing the national exam.
- Intend to teach most classes in the afternoon and early evening (E-floor of Hanes).
- There are potential opportunities via grants and other sources for students to get tuition reimbursement.
- Currently have 2 full time faculty and 1 postdoc, other BG faculty will teach (i.e. buy out their time).
- CAS courses would be made available to other graduate students at BG & Reynolda campus

Some concerns raised by the GC committee:

- Full time course load seems a bit heavy and potentially difficult to complete in 15 months, especially for the research track.
- Budget has been provided, but there were some errors in the worksheet regarding FTE totals, etc.
- Some items in budget seemed to be high (e.g. server costs, digital recording, etc.)
- Budget included travel to conferences and scientific meetings/symposiums, tutoring, computers etc.
- Initial investment in FY18 is being provided by BG campus, then a tuition bearing model.
- Estimated ~33 and 38 students enrolled in FY20 or FY21; what is the contingency plan if these enrollment numbers are not attained?
- No electives are included in the 39 credits for MS degree completion.
- Concern regarding teaching load with only 2 full-time faculty, will new faculty need to be hired?
- How much of the coursework will include information about “prevention”?

Other comments:

- Spoke with Donna Henderson in Counseling – not competing with their MS program.
- No anticipation that this program will compete with existing IPP or Neuro MS students/programs, but it may compete with Public Health Sciences, CPTS, CTSI, HD/MD programs or PA programs.
- Potentially develop a working relationship with the Online counseling program and CASTS.
• MS program was suggested rather than “certificate” program because of substantial course load and for students to apply for financial aid.

There was a motion to approve the proposal, seconded and approved by committee unanimously. It will next go to the Graduate Faculty for review.

**ANNOUNCEMENTS**
No announcements.

The meeting was adjourned at 5:02 pm.