

# Graduate Council Meeting Minutes

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August 24, 2021

## Members Present:

Dalton, David, Chair – Languages & Culture Studies  
Canevello, Amy – Psychological Science  
Cooke, Sekou – School of Architecture  
Fenwick, Abbey – Kinesiology  
Lachance, Joan – Middle, Secondary & K-12  
Lai, Gene – Finance  
Morse, Ed – Mechanical Engineering and Engineering Science  
Mostafavi, Taghi – Computer Science  
Reynolds, Tom – Associate Provost and Graduate School Dean  
Turner, Dylan – PhD Candidate, GEOG/Grad Student Rep (GPSG)  
Truesdale, Angel – Atkins Library

## Also Attending:

Cameron, Chris – CLAS Alternate, Africana Studies  
Chakrabarti, Kausik – CLAS Alternate, Biological Sciences  
Cooper, Liz – CCI Alternate, Bioinformatics and Genomics  
Giddings, Kathy – Graduate School  
Goodliffe, Julie - Graduate School  
Hall-Hertel, Katherine – Graduate School  
Krause, Sandy – Graduate School  
Morse, Janet - College of Liberal Arts and Sciences  
Watson, Johnna – Graduate School  
Wyse, Matt – Faculty Governance Assistant, Academic Affairs

## Absent:

Brintnall, Kent (teaching schedule conflict) Religious Studies

## I. Welcome and Introduction – Dr. David Dalton, Chair

Chair Dalton welcomed everyone to the meeting and had each of the members and guests introduce themselves.

A. **Overview of Graduate Council's Duties** – Chair Dalton went over what is expected of the members which includes meeting participation, graduate proposal reviews in Curriculog, and engagement with Discussion Topics. Document added to the File Attachment section of the August 24, 2021 meeting on the Faculty Governance website. Link to website is below:  
<https://facultygovernance.charlotte.edu/graduate-council/agendas-minutes>

B. **Document Review** - Chair Dalton referenced the list of documents under the File Attachments column on the Faculty Governance Website, paying special notice to the Checklist for Reviewing Graduate Proposals in Curriculog.

### C. **Selection of a Vice-Chair of the Graduate Council**

Chair Dalton asked for a member to volunteer to serve as Vice Chair of the Graduate Council. Dr. Taghi Mostafavi, Associate Professor in Computer Science volunteered to serve in this role.

Chair Dalton called for a motion to approve Dr. Mostafavi as the Vice Chair of the Graduate Council. Lai made the motion to approve with a second from Lachance. The motion was approved unanimously.

## II. **Report of the Graduate School Dean – Dr. Tom Reynolds**

**Welcome:** Dean Reynolds welcomed the new and returning members. He communicated that being on the Graduate Council is a two-way street. It's very important for members to take the information discussed back to their colleges in whatever formats your college uses to disseminate information.

**Graduate Program Development:** Dean Reynolds talked about the Graduate Council's role in program development and its importance with shaping graduate education. He referenced the 10-Year Strategic Plan that the Chancellor is facilitating and one of the four areas of focus is expanding and strengthening our research to become a top-tier research university.

**Graduate Enrollment:** Dean Reynolds invited Associate Dean Johnna Watson to give an update on graduate enrollment. Census runs on Monday, September 6 and total enrollment to date is over 30,000, with graduate students making up about 21% of that number with 6245.

**Slate, New Graduate Admissions Portal:** Watson communicated that she is very excited about a new application that the Graduate School has purchased for graduate admissions called Slate. Undergraduate Admissions is also using Slate and their system went live August 1. Graduate Applications are much more complex but expects a go live date of September 15. Watson will be providing training for Graduate Program Directors on September 13. AdmissionPros, the current system, will be taken down at 11:59pm on Tuesday, September 7.

## III. **Curriculog Demonstration – Mr. Matt Wyse, Faculty Governance Assistant**

Wyse gave a brief demonstration to the Council on using Curriculog. There are a couple of ways to access Curriculog:

<https://my.charlotte.edu/>

Log in using your NinerNet credentials  
Under Teaching, click on Curriculog

<https://uncc.curriculog.com/>

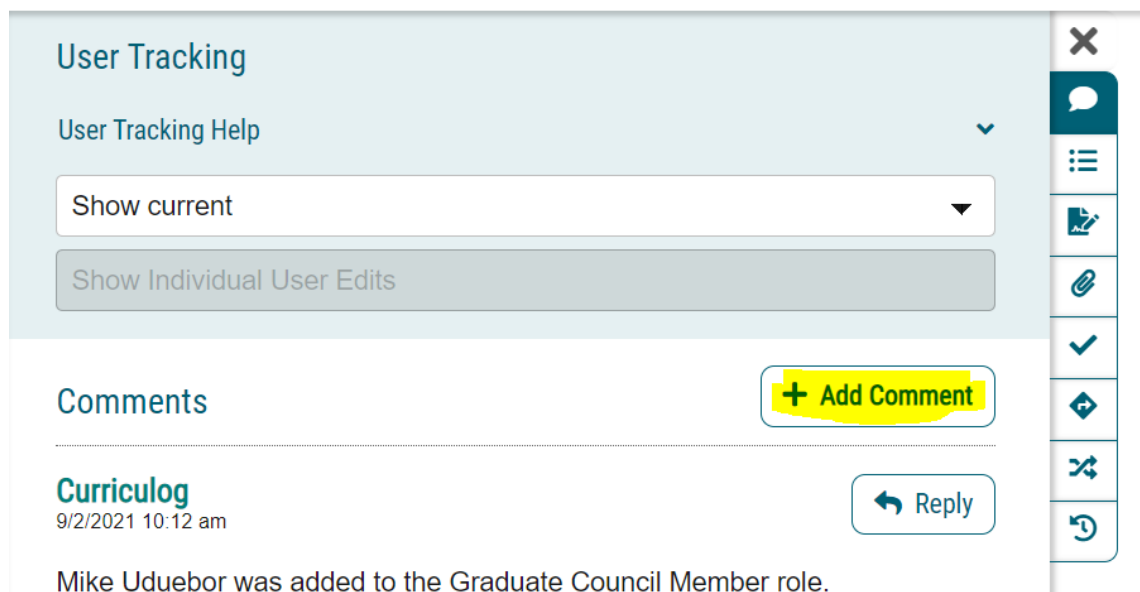
login using NinerNet credentials

<https://facultygovernance.charlotte.edu/>

This is the home page for Faculty Governance.

Scroll down the screen to Popular Links, Curriculog Login

- When logging in, the system defaults to the My Tasks tab. Listed here will be the proposals that have made it through the workflow to the Graduate Council Step. Your assigned proposal(s) will be listed on the meeting agenda. Agendas can be found on the Faculty Governance website, (link below):  
<https://facultygovernance.charlotte.edu/>
- Click on course name to open and review. You can close the Proposal Purpose and Instructions section to make it shorter. It's important to read the proposal in its entirety, including comments on the right side. To view syllabus and other documents, click on the paper clip on the far-right side. To go back to previous screen, click on the chat bubble (top right) (**View User Tracking and Comments**, appears)
- **Adding Comments:** Click the +Add Comments bubble. Add your comments in the box and click Add Comment at the bottom to save. You will then see your comment listed. If the proposal needs no revisions, type “**Looks Good**” in the Comments box. If revisions are needed, type “**Needs Discussion**” in the box and then elaborate on what changes are needed either with the proposal itself, or the syllabus, etc.



- When reviewing a revised course or degree program, it might be helpful to click on the dropdown box under User Tracking (show current with markups) to see updates.
- Use the back arrow (top left corner) to go back to previous screen.
- Reviewing a revised degree program, an example of this is Item IV. J of the September 7, 2021 agenda. Click on the proposal, scroll to the bottom of the left column and click on Preview Curriculum. Click on red pencil icon (top right corner). Revisions will be in red.

#### IV. Other Business

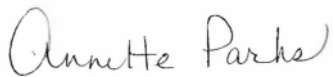
**Reminder:** Secretary Annette Parks reminded the Council that when reviewing the assigned proposals in Curriculog, to please follow this protocol. If no changes are needed, type “**Looks Good.**” This lets the originator know that their presence is not needed at the meeting. If the subcommittee assigned to the proposal has substantial questions and/or items are missing from the proposal like the syllabus, or the syllabus needs revisions, etc., please type “**Needs Discussion**”. This lets the Originator know to attend the meeting to field questions. This protocol helps to expedite the proposal to the next step.

**Next Meeting:** Tuesday, September 7, 2021, 12:30-2:00pm - Zoom link below.

<https://uncc.zoom.us/j/96586973855?pwd=OE9JZWx2TUQ3Sk9jNIU5NmVxdXZhZz09>

**Meeting Adjourned:** Canevello made a motion to adjourn the meeting with a second from Cameron. The meeting adjourned at 1:51pm.

Respectfully,



Annette Parks  
Graduate Council Secretary