Graduate Council Meeting Minutes

September 01, 2020

Members Present: Allan, Craig – Geography and Earth Sciences
Brintnall, Kent – Religious Studies
Fenwick, Abbey – Kinesiology
Godev, Concepción – Languages & Culture Studies and Graduate Council Chair
Lachance, Joan – Middle, Secondary & K-12 (alternate for Lyndon Abrams, CLSG)
Lai, Gene – Finance
Makas, Emily – The School of Architecture (attending for member to be named)
Miller, Elizabeth (Liz) – English
Morse, Ed – Mechanical Engineering and Engineering Science
Mostafavi, Taghi – Computer Science
Reynolds, Tom – Graduate School
Smithwick, Jake – Engineering Technology and Construction Management (alternate)
Sung, Way – Bioinformatics and Genomics (alternate)
Suptela, Alex – PhD Candidate, BIOL and Graduate Student Representative (GPSG)
Truesdale, Angel – Atkins Library

Also Attending: Goodliffe, Julie – Graduate School
Hall-Hertel, Katherine – Graduate School
Kissau, Scott – College of Education
Krause, Sandy – Graduate School
Morse, Janet – Graduate School
Names-Mattefs, Alaina – College of Liberal Arts & Sciences
Watson, Johnna – Graduate School
Wyse, Matt – Faculty Governance, Office of the Provost

I.   <u>**Welcome and Introductions – Dr. Concepcion Godev, Graduate Council Chair**</u>
Godev welcomed the returning and new members of the Graduate Council. Introductions were made by the Chair and the individual members.

II.   <u>**Report of the Chair – Dr. Concepcion Godev**</u>

Godev communicated that the Graduate Student Funding Committee, created from the Graduate Funding Task Force and composed of members of the Graduate Council and others has now been dissolved. Johnna Watson, Associate Dean in the Graduate School, will be communicating more on this at the September 8, 2020 Graduate Council Meeting. Godev thanked the following individuals for their time and dedication to this process: Manuel Perez, Julie Goodliffe, Heather Lipford, Liz Miller, Alex Suptela, Shannon Murphy, Johnna Watson, and Annette Parks.

Godev also named some members of the Graduate School who would be good resources for the Graduate Council members.

Ms. Kathy Giddings – Director, Graduate Admissions

Dr. Julie Goodliffe – Director of Graduate Funding and Fellowships
Dr. Katherine Hall-Hertel – Associate Dean for Graduate Academic and Student Affairs
Dr. Jill Huerta – Executive Director, The Center for Graduate Life
Ms. Sandy Krause – Assistant Dean, Graduate School
Ms. Janet Morse, Director, Graduate Academic Services (Degree Works)
Dr. Tom Reynolds – Associate Provost for Graduate Programs and Dean of the Graduate School
Ms. Christi Skerlak, Executive Assistant for Dean Reynolds
Ms. Johnna Watson – Associate Dean for Graduate Enrollment Management and Student Funding

Godev referred the Council to the Faculty Governance website (link below) where important documents are housed with information on Meeting Schedules, Member Contact Information, the role of the Graduate Council member and more. Brief descriptions about the documents can be found below. This website is also the home for the monthly meeting agendas, meeting minutes and other appropriate materials to be discussed during the monthly meeting.

https://facultygovernance.uncc.edu/committees-faculty-council/graduate-council

- **Responsibilities of the Graduate Council Members:**
  Chair Godev stated that the Graduate Council is a subcommittee of the Faculty Council and an advocate for quality graduate education. And while the main responsibilities of the Graduate Council are to review graduate course and curriculum proposals, policies and procedures, they will also serve in an advisory capacity to the Dean of the Graduate School. The Council is an independent body and not a part of the Graduate School. But it does use the Graduate School facilities for its monthly meetings. The Graduate Council is strongly encouraged to take the information presented at monthly meetings back to their colleges, departments and to Graduate Program Directors (GPD's) and likewise, bring any department, college or GPD questions and concerns back to the Graduate Council for discussion.

- **The Standing Rules of the Faculty Council of UNC Charlotte**
  Chair Godev referred the Graduate Council to several documents uploaded on the Faculty Governance website. One section of the Standing Rules of the Faculty Council of UNC Charlotte (pages 14-16) were distributed to the Graduate Council in hardcopy.
  These pages include certain rules of procedure for the Graduate Council.
  https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing_Rules_03-12-20.pdf

- **The Bylaws of the Graduate Faculty of UNC Charlotte**
  The Bylaws of the Graduate Faculty of UNC Charlotte specify that the primary function of the Graduate Council shall be to review, develop, and make recommendations about Graduate School policy and that the Council will also serve in an advisory capacity to the Dean of the Graduate School. The Bylaws of the Graduate Faculty also include the following statement of the Council's responsibilities.

  o Advise the Dean of the Graduate School on matters of graduate education and also, "serve in an advisory capacity to the Dean of the Graduate School"

  o Initiate, review and make recommendations concerning graduate education

  o Review and make recommendations on all curriculum requests at the graduate level, including all new degree programs or program tracks

- o Review and make recommendations on the criteria developed by academic units for the appointment of individuals to the Graduate Faculty
- o Establish such committees as may be deemed necessary and proper for the purpose of furthering graduate education at UNC Charlotte
- o Participate in the recruitment of the Dean of the Graduate School, and have input into the selection of the Dean
- o Serve as a committee of the whole to conduct the annual review of the Dean of the Graduate School in accordance with the University's Administrator Evaluation Policy

    https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Graduate-Faculty-Bylaws.pdf

- **Proposal Review**

    Proposals will be assigned to groups of Graduate Council members. The members assigned to a given proposal will be responsible for reviewing and leading the discussion of that proposal.

    - o Review the checklist and revised Graduate Course guidelines for proposal requirements and syllabus guidelines (links below).
        https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Curriculog%20Graduate%20Proposal%20Checklist%2008-18-2020.pdf

        https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/New-Revised-Graduate-Course-Guidelines-Updated%208-3-2020.pdf

    - o Curriculog is the online system for reviewing proposals. https://uncc.curriculog.com/
    - o The Graduate Council is encouraged to place all comments with regard to proposals in Curriculog in the Comments section so these comments can accurately be included in the meeting minutes.

- **Election of a Vice Chair**
    - o The Vice Chair will lead the meetings in the case of the Graduate Council Chair's absence. Liz Miller, The Department of English, volunteered to serve in the capacity of Vice Chair.

III.   <u>Report of the Dean of the Graduate School – Dr. Tom Reynolds</u>

Dean Reynolds welcomed the returning and new members of the Graduate Council. Reynolds stated that this is an exciting new year with a new Chancellor, and a new strategic plan. Reynolds encouraged the Graduate Council members to get involved in their colleges to provide input as these plans are created with respect to graduate education.

- Reynolds announced that the Virtual Graduate Education Summit will be held on Wednesday, September 2, 2020 at 1:00pm.

Reynolds then introduced Dr. Manuel Perez.

- Perez introduced himself as a current faculty member in the College of Computing and Informatics and a Graduate School Faculty Fellow. He communicated that his role in the Graduate School has

shifted from serving as the Chair of the Graduate Student Funding Committee to a new role in which he will focus and utilize his background to help the Graduate School audit graduate programs in support of diversity and inclusion. One such area might be standardized testing. Does this requirement play a part in reducing opportunities for minority groups gaining admission to graduate programs?

Reynolds asked Associate Deans, Katherine Hall-Hertel and Johnna Watson to give updates for their respective areas in the Graduate School.

Hall-Hertel
- Over the summer, the Center for Graduate Life staff developed a website titled: *Graduate Student Onboarding Portal.* The link is below. Their combined efforts produced the design and content of this great resource for new and returning students from getting started, to Academic Essentials to Community Essentials and other campus resources. I welcome you to visit the site and provide this useful tool to your students. Kudos to Dr. Jill Huerta, Dr. Aura Young, and graduate students Catherine Butt and Yash Tadimalla.

  https://sites.google.com/uncc.edu/uncc-grad-student-portal/home

- Dr. Jill Huerta, (Center for Graduate Life) announced that New Graduate Student Virtual Orientation is scheduled for Wed., Sept. 3, 2020 at 10:00am. They have 1449 students registered.

Watson

- Watson commended her group for deferring over 1700 students from fall 2020 to spring 2021. This was a huge endeavor that involved a lot of moving parts, most importantly funding.

- Graduate Enrollment numbers for the fall 2020 are: 5,740 students with 1,511 Extenstion/Distance Education and 4,229 on campus. Great job to the Admissions group and the departments and Graduate Program Directors for getting these students registered and admitted.

IV. Reviewing Proposals in Curriculog – Matt Wyse

Matt Wyse, Faculty Governance Assistant, performed a brief demonstration on Curriculog, the online course and curriculum management system used for submitting, reviewing, and approving curriculum proposals.

- Three main types of proposals:
  o New graduate courses
  o New degree programs
  o Large revisions to existing programs
- The link for Curriculog is: uncc.curriculog.com

  o Click on *Login* in the top right-hand corner.
  o Type in your NinerNet username and password.
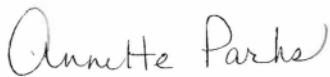 o When logging in, the system defaults to the *My Tasks* tab.

- When reviewing a proposal, click on the name of the proposal. To the right of the name is an icon (a page with a green mark). Click this icon to Edit Proposal. The Proposal will be on the left side of the screen, while the workflow will be on the right side of the screen.
  - Under User Tracking, select Show with markup. Program revisions will be in red.
  - After reviewing the proposal, if no major edits are required, no comments are necessary.
  - If changes to the proposal are required, including items that are missing, please click on the *Add Comments* link on the right column and type in the box which appears. Information in the Comments box will allow the originator to see what changes need to be made or items that need to be added.
  - Common items missing from proposals/syllabi are: graduate grading scales, syllabi, Library consultations or other consultations or attachments. These are things that should be listed in the Comments box. The Graduate Council will discuss these revisions during the regular meetings before voting on the proposals.

- You will receive a Curriculog Daily Digest in the form of an email whenever changes are made to a proposal in your Task List.

- NOTE: The Graduate Council is not responsible for editing grammar in proposals or syllabi.

V. **Other Business**

None

The meeting adjourned at 2:00pm.

Respectfully,

Annette Parks
Graduate Council Secretary