Graduate Council Meeting Minutes

October 06, 2020

Members Present: Allan, Craig – Geography and Earth Sciences
Azarbayjani, Mona – The School of Architecture
Brintnall, Kent – Religious Studies
Fenwick, Abbey – Kinesiology
Godev, Concepción – Languages & Culture Studies and Graduate Council Chair
Lachance, Joan – Middle, Secondary & K-12
Lai, Gene – Finance
Miller, Elizabeth (Liz) – English
Morse, Ed – Mechanical Engineering and Engineering Science
Mostafavi, Taghi – Computer Science
Reynolds, Tom – Graduate School
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
Krause, Sandy – Graduate School
Morse, Janet – Graduate School
Names-Mattefs, Alaina – College of Liberal Arts & Sciences
Mukherjee, Pinku – Associate Dean, College of Liberal Arts & Sciences
Watson, Johnna – Graduate School
Way, Sung – Bioinformatics & Genomics and alternate for Taghi Mostafavi
Wyse, Matt – Faculty Governance, Office of the Provost

I.   Report of the Chair – Dr. Concepcion Godev

A. Approval of the September 8, 2020 Graduate Council Meeting minutes.
   a.   Miller made a motion to approve as submitted with a second from Allan. The motion was unanimously approved.

Chair Godev communicated via email with Graduate Program Directors after the September 8, 2020 meeting to obtain feedback in response to the New Grade type of SP/UP for continuing research over multiple semesters proposal being circulated by the Graduate Academic Affairs unit within the Graduate School. Godev received 6 responses, all in favor of supporting the proposed policy change.

Godev also referenced a document which lists all Graduate Program Directors and their assigned programs. The document is located on the Faculty Governance website. Link and instructions to locate the document are below:

https://facultygovernance.uncc.edu
Hover over *Committees of the Faculty Council* (tab)
Click on *Graduate Council* (last item in the drop-down list)
Click on *Agendas and Minutes* (under *Graduate Council* heading on the left column)

Document is located under the *File Attachments* Column for the <u>September 1, 2020 meeting</u>. Information compiled in late August, 2020.

Godev stated that the Council should be receiving more graduate proposals through Curriculog in the coming months. But many proposals go directly to the Chair for approval. For instance, course name changes and Early Entry proposals are a couple of examples. Another example is a program's decision to waive the GRE or other standardized test or perhaps make it optional. Godev went on to share that she has received proposals from three programs in the College of Education in which they proposed to make the GRE or MAT optional for their programs. Godev would like to bring this before the Graduate Council for discussion at the November 3. She is concerned that making this requirement optional could be problematic and she listed a few concerns.

1. What does optional mean?
2. Is the student who decides to waive taking the standardized test at a disadvantage over another student who takes and submits their scores during the application process?
3. With issues of equity and social justice being currently discussed on campus, Godev feels that now may be the right time to discuss the role that standardized tests play in the admission process.

II. <u>Report of the Dean – Dr. Tom Reynolds</u>

Dean Reynolds reminded the Council that the selection committees for the First Citizens Scholars award and the Graduate Mentor award are currently soliciting nominations. These are important faculty recognitions and he encouraged the Council members to help their departments and colleges to identify and nominate outstanding faculty for these recognitions. The deadline for submission for the First Citizens Award is November 13 and the Graduate Mentor award is November 6. Both by 5:00pm.

A new faculty recognition in its third year is the Thomas L. Reynolds Leadership Award. It is also open for nominations and due by 5:00pm on December 11.

Information about these awards and their nomination processes is available on the Academic Affairs website under Faculty Awards and Honors. Link is below.

https://graduateschool.uncc.edu/deans-office/faculty-awards

III. <u>Discussion Topics</u>

A. <u>Multi-Semester Research Credit</u> – Sandy Krause, Assistant Dean, Graduate School
This is the second reading of the proposal. Krause asked for Council to bring back feedback.

Morse – in general, this proposal is supported within the Engineering College. A few minor revisions are suggested.
1. Students should expect feedback and discussion on their progress. A grade must be accompanied by written feedback so that the student has a clear understanding of the expectations.
2. A grade of UP must be accompanied by a statement of explanation in the second semester in which the UP grade is earned.
3. Remove the word "course". Courses are not extended over multiple semesters.
4. In the description, add a description of UP and SP grading.

Krause (Graduate School) – those comments are reasonable and we will revise the policy to include these revisions.

Allan – Heard from two or three faculty members concerned about the policy and how it relates to field work. Environments affected by weather and even Covid effects can disrupt a student's progress. Does this give the adviser too much control? Should it not be given to the committee or faculty?

Krause (Graduate School) – We understand that acceptable progress can still be assigned with a statement explaining things outside of a student's control, (i.e. weather, pandemic, etc.). And programs can still operate as before.

Lai – Typically, incompletes are not assigned to multiple semester grades.

Krause (Graduate School) - A UP grade in DegreeWorks means that the course will not count toward the research hours. It is not intended to be punitive. And as situations come up, the Graduate School welcomes the opportunity to have these discussions to determine the best possible outcome.

Mostafavi – voiced that he still has concerns.

Chair Godev communicated that this is the second reading of the proposal. It will still need to go to the Faculty Executive Committee and, if no objections, it will proceed to the Faculty Council. So, there is still time to review in your departments and colleges to add any additional recommendations.

Chair Godev asked for a motion. Lai made a motion to approve pending the revisions identified with a second from Morse.

B. <u>Graduate Enrollment Management Update</u> – Johnna Watson (Graduate School)
The Graduate Enrollment Management (GEM) group is made up of Associate Deans, and representatives from the following: Distance Education, Extended Academic Programs, the International Student and Scholar Office, and Katherine Hall-Hertel (Graduate School). The group has been meeting monthly, for about five+ years. This group is privy to the opportunities as well as challenges facing graduate education.

The System Office has requested tentative enrollment projections for next spring for planning/budgeting purposes. Even with a lot of applicants deferring from fall 2020 to spring 2021, fall enrollment is still up compared to last year. Thanks to all of you and your hard work in getting students recruited, admitted, enrolled and retained.

Watson recognized the efforts of the GEM Workgroup. The Group prioritized four goals for this academic year, and the first is to continue the work to create official definitions for Research and Teaching Assistants.

If you or any of your constituents have topics to bring before the GEM group, please reach out to Johnna Watson at jwwatson@uncc.edu.

C. <u>Curriculog's New User Interface (UI)</u> – Matt Wyse (Academic Affairs, Faculty Governance)
Wyse performed a demonstration of the newly revised Curriculog Interface.

- Items to note:
- When logging into Curriculog, the proposals that have made it through the workflow to the Graduate Council level can be viewed under the My Tasks tab.
- To open a proposal for review, click on the name.
- The Proposal will be on the left side of the screen.
- The User tracking and workflow steps will appear on the right side.
- The tool bar that used to be in the top right column is now down the side of the right column.
- After reviewing the proposal on the left column, you can click on the Files icon on the right to view documents associated with the proposal (i.e., Syllabus, Library Consultations, SLO's etc.).
- To search for a specific proposal, there is now an icon Proposal Lookup. It is located at the bottom of the tool bar along the right column side.
- When you have completed the review of the proposal, click on the Discussion tab (icon looks like a chat bubble and is located at the top of the tool bar on the right column.
- Click on the *Add Comments* icon.
  - If the proposal needs no additions, deletions or revisions, please type "**Looks Good**" in the comments field. Be sure to click on the *Add Comment* bubble under the Comments box.
  - If revisions, additions and/or deletions are needed, please type "**Needs Discussion**" in the comments box and **please add your specific areas for revisions**. Examples below:
    - Syllabus needs to include graduate grading scale.
    - Proposal does not include Student Learning Outcomes or Library Consultation, if appropriate.
    - Expectations are not clear for class participation (especially if a high percentage of grade).
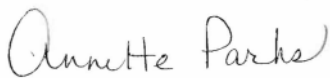
Chair Godev reminded the Council that grammar errors on the syllabi are not to be noted. Those revisions should be done at the college/department level.

IV.   Other Business
The Graduate Council Secretary will be sending out meeting invitations that include the WebEx link and other instructions prior to each meeting.

Miller made a motion to adjourn the meeting with a second from Mostafavi. The meeting adjourned at 1:41pm.

Respectfully,

Annette Parks

Annette Parks
Graduate Council Secretary