

Graduate Council Meeting Minutes

August 20, 2019

Members Present: Allan, Craig – Geography and Earth Sciences
Burfield, Allison – School of Nursing
Gamez, Jose – School of Architecture (attending for Nadia Anderson, SofArch)
Godev, Concepción – Languages & Culture Studies and Graduate Council Chair
Lachance, Joan – Middle, Secondary & K-12 (alternate for Lyndon Abrams, CLSG)
Lipford, Heather – Software & Information Systems
Mauer, David – Finance
Reynolds, Tom – Graduate School
Scarborough, Beth – Atkins Library
Suptela, Alex – PhD Candidate, BIOL and Graduate Student Representative (GPSG)
Tabor, James – Religious Studies

Also Attending: Hall-Hertel, Katherine – Graduate School
Krause, Sandy – Graduate School
Morse, Janet – Graduate School
Reisdorf, Bianca (Bibi) – Communication Studies (alternate for Craig Allan, GES)
Wyse, Matt – Office of the Provost

Absent: Browne, Aidan – Engineering Technology & Construction Management

I. Welcome and Introductions – Concepcion Godev, Graduate Council Chair

Chair Godev welcomed the returning and new members of the Graduate Council. Introductions were made by the Chair and the individual members.

II. Report of the Chair – Concepcion Godev, Graduate Council Chair

- **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.

- **The Bylaws of the Graduate Faculty of UNC Charlotte**

<http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Graduate-Faculty-Bylaws.pdf>

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.

- 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"
- Initiate, review and make recommendations concerning graduate education
- Review and make recommendations on all curriculum requests at the graduate level, including all new degree programs or program tracks
- Review and make recommendations on the criteria developed by academic units for the appointment of individuals to the Graduate Faculty
- Establish such committees as may be deemed necessary and proper for the purpose of furthering graduate education at UNC Charlotte
- Participate in the recruitment of the Dean of the Graduate School, and have input into the selection of the Dean
- 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

- **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.

- 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%2008-22-2017.pdf>

<https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/New-Revised-Graduate-Course-Guidelines.pdf>

- Curriculog is the online system for reviewing proposals. <https://uncc.curriculog.com/>
- 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**

- The Vice Chair will lead the meetings in the case of the Graduate Council Chair's absence. David Mauer volunteered to serve in the capacity of Vice Chair.

- **Graduate School Dean's Annual Evaluation**

- A subcommittee from within the Council will be formed over the fall semester to be ready to conduct the annual review of the Graduate School Dean in the spring. The Chair will call for volunteers to serve on this subcommittee.

III. Report of the Dean of the Graduate School – Tom Reynolds

Dean Reynolds welcomed the returning and new members of the Graduate Council.

- The Graduate Council is responsible for policy review. It should help to develop a culture of graduate education on campus.
- The Council should be a voice for your respective units. The Communication platform is critical for policies and procedures and we need feedback from your colleges and departments.
- Graduate Enrollment Management Update: we exceeded our enrollment goal by 152 students for a total of 5252. This is the first time we enrolled more than 1000 doctoral students. (1052)
- Census will end on August 30, so please make sure all students are enrolled by August 26 or they will be dropped for non-pay.
 - Remind students that there are payment plan options.
- Graduate Education Summit – Friday, September 13, 2019, 9:00am – 12 noon in the Halton Reading Room of Atkins Library.
- A committee is being established to oversee the Graduate Student Funding Task implementation.

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.

- The link for Curriculog is: uncc.curriculog.com
 - The Login is in the top right-hand corner.
 - You will use your NinerNet login.
 - When logging in, the system defaults to My Tasks.
 - When reviewing a proposal, click on the name. Click on Edit Proposal, icon is a page with green mark to the right of the proposal name. Under User Tracking, select Show with markup. After reviewing the proposal, please add a comment if you are responsible for reviewing a particular proposal. If the proposal looks good, document by saying “good proposal or well written, etc.”. Or, if there are items missing, such as graduate grading scale, syllabi or other attachments, list those items here as well. This will contribute to the discussions during the regular meetings.
 - You will receive a Curriculog Daily Digest in the form of an email whenever changes are made to a proposal in your Task List.

V. Other Business

Chair Godev added that when reviewing course proposals, there does not have to be a distinction between 6000/7000/8000 level assignments in syllabi.

Mauer made a motion to adjourn the meeting with a second from Burfield. The meeting adjourned at 1:52pm.

Respectfully,

A handwritten signature in cursive script that reads "Annette Parks". The signature is written in black ink on a light-colored background.

Annette Parks
Graduate Council Secretary