

Graduate Council Meeting Minutes

March 11, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development
Deng, Shaozhong – Math and alternate for Cheryl Hicks, HIST
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Council Chair
Gray, Lee – College of Arts + Architecture
Hogue, Jim – History and alternate for Christine Davis
Howarth, T. Joe – GPSG Student Representative
McCarter, Susan – Social Work
Ogundiran, Akin – Africana Studies and alternate for Angela Davies, PHOS
Schwarz, Peter – Economics
Sell, Susn – Graduate School and alternate for Tom Reynolds, Dean
Judy Walker – Atkins Library
Wei, Qiuming – Mechanical Engineering and alternate for Aixi Zhou, ETCM

Also Attending: Watson, Johnna – Graduate School
Wyse, Matt – Academic Affairs

I. Approval for the February 4, 2014 Meeting Minutes

Chair Freitag called the meeting to order. Chair Freitag called for a motion to approve the February 4, 2014 meeting minutes as submitted. There being no further discussion, the motion was approved unanimously.

II. Report of the Chair

Chair Freitag reminded the Committee that at the beginning of the fall semester, he announced that he would form some subcommittees within the Graduate Council.

1. The first committee was formed to review the Graduate Faculty By-laws. He plans to have a draft ready to bring to the Council at the April 1, 2014 meeting.
2. The second committee was to review the websites used by graduate faculty.
3. The third committee would be organized to assist with the annual review of the Dean of the Graduate School. The Dean submitted a document to the Provost outlining his goals for the year and his progress toward them. Over the next two months, the committee will review these goals and the Dean's progress. Chair Freitag called for volunteers to serve on the committee along with himself.
 - a. Akin Ogundiran
 - b. Peter Schwarz
 - c. Judy Walker

III. Report of the Dean

Johnna Watson (Graduate School Admissions) reported for Dean Reynolds:

- Admissions for summer are slightly down.
- There has been a sharp increase for fall, especially Engineering and Computer Science programs – 1500 applications this year versus 900 last year

- We are currently working with Master's programs to increase enrollment for fall
- Encouraging students to apply for Graduate Certificate programs.
- Graduate Admissions is piloting a program similar to the Undergraduate 49er Finish program, to encourage students to come back and finish their degree
- Reminded Council that there is a Brown Bag Luncheon to be held tomorrow at 11:30am in the CGL which will cover international student issues.

IV. Graduate Course and Curriculum Proposals

A. BIOL 11-22-13a: Estab New Elective Course: Drugs: Molecular and Cellular Subgroup: Lee Gray, Qiuming Wei, Joe Howarth

A discussion took place with the following revisions requested:

- When there are multiple proposals, department should consider including an overview statement which contextualizes how this impacts the curriculum as a whole.
- Why was it removed from the catalog initially?
- This proposal requires a statement that a parallel proposal for the BIOL 4265 course has been submitted through appropriate undergraduate curriculum approval channels.
- In section F.4., there is a statement that graduate students will have additional responsibilities constituting 15% of their grade. The next paragraph describes a graduate paper requirement that constitutes 10% of the final grade. There is no explanation here or in the attached syllabus regarding the other 5% of the student's grade.
- The syllabus requires a graduate grading scheme to replace the undergraduate scheme now included.

There being no further discussion, a motion was made to approve the proposal pending revisions. Howarth made the motion with a second from Ogundiran. The motion was unanimously approved.

B. BIOL 11-22-13b: Estab New Elective Course: BIOL 5258 Epidemics & Plagues Subgroup: Akin Ogundiran, Judy Walker, Alan Freitag

A discussion took place with the following revisions requested:

- If both Master and PhD students are taking this shouldn't the number be a 6000 or 8000?
- Clarify semester offered - I noticed though that there are two different references regarding the semester the course will be offered. On page 4 (**under "C. Impact -- 2a"**), the proposal states "Dr. Bost anticipates teaching this new course every Spring semester...". However on page 7 the proposed catalog copy lists Fall semester. The two should be reconciled.
- There needs to be a statement in the proposal indicating that a parallel proposal has been submitted through appropriate undergraduate curriculum

approval channels for the BIOL 4258 companion course; I suggest this could be added in section F.4.

- The grading scheme provided in the BIOL 5258 syllabus is an undergraduate scheme; this needs to be replaced with a graduate grading scheme.
- Recommend that the syllabus needs to include a stronger explanation of what activities make up the online component since this makes up 25% of their grade.
- There are some textual issues especially under **Impact (page 4)** that should be re-written for clarity:
 - Section C. Impact (response to Question 1)
 - 1. second line: delete "this course would"
 - 2. third line: delete "could be identified which would"

There being no further discussion, Chair Freitag called for a motion to return for revisions and resubmit. Schwarz made the motion with a second from McCarter. The motion was unanimously approved.

C. BIOL 11-22-13c: Reinstate BIOL 5167 Medical Genetics

Subgroup: Susan McCarter, Peter Schwarz and Kelly Anderson

A discussion took place and the following revisions were requested:

- Please check with Bioinformatics (Dr. Larry Mays) for a possible overlap with existing courses in Bioinformatics.
- Revise grading scale, incomplete.
- Text book is 2009, with this rapidly changing field, is this correct?
- The 'on demand' found in section C #2a does not match syllabus. The syllabus lists a spring break and a spring recess, which needs to be revised. The syllabus is clearly designed for a spring course. I recommend a more generic semester agenda for the syllabus.
- There needs to be a statement in the proposal that a parallel proposal has been submitted for the companion BIOL 4167 course.
- The syllabus indicates that grading is based entirely on four mid-term tests and a final exam. However, the syllabus also requires an original paper from graduate students, but does not indicate how that paper will be incorporated into overall grading.
- There is no graduate grading scheme included in the syllabus.

There being no further discussion, Chair Freitag made a motion to return the proposal pending revisions. The motion was made by Anderson with a second from Gray. The motion was unanimously approved.

D. BIOL 11-22-13d: Estab New Elective Course, BIOL 5276 Cardiovascular Physiology

Subgroup: Susan McCarter, Peter Schwarz and Kelly Anderson

A discussion took place and the following revisions were requested:

- Even with Erik Wikstrom's email, the Council still has concern about the overlap with Advanced Cardiopulmonary Physiology in Kinesiology. Need more persuasive statement to justify course.
- If there's low enrollment in both courses, where's the justification to support 2 courses? Section B, #5 (about 5 graduate students enroll).
- Will BIOL 5276 meet the needs of a different population of student?
- It says the course is offered in the spring, but the course outline is from the fall semester.
- There needs to be a statement that a parallel proposal for the companion BIOL 4276 course has been submitted through appropriate approval channels.
- The syllabus indicates that tests will constitute 80% of the final grade and class participation constitutes the remaining 20%. There follows a requirement for graduate students to submit a paper and provide an in-class presentation on a current research paper, but there is no indication how these two requirements are calculated in the final grade.
- There is no graduate grading scheme included in the syllabus.

There being no further discussion, Chair Freitag called for a motion to return for revisions and resubmit. Gray made the motion with a second from Anderson. The motion was unanimously approved.

E. CHFD 11-24-13: Estab Topics Course as Elective in CHFD Grad Curriculum

Subgroup: Anthony Fodor, Shaozhong Deng and Christine Davis/Jim Hogue

A discussion took place and the following revisions were requested:

- Overall, this is a confusing proposal in terms of the course name and numbering. The proposal suggests the intent is to establish a "topics" course and uses a course number normally associated with topics courses. However, the proposal subsequently ascribes a specific title to the course: "Child Life: Supporting Children & Families." A "topics" course implies that course content can change as determined appropriate by the instructor; "topics" courses afford flexibility to vary course content. This proposal, in my view, should be recast to reflect the creation of specific course, and the course number should reflect course content in accordance with course numbering guidelines (<http://provost.uncc.edu/policies/course-numbering>).
- This proposal requires a statement that a parallel proposal has been submitted for the companion undergraduate course through appropriate undergraduate curriculum approval channels.
- In section II. B. 2., there is a statement that this course will be open to undergraduate students from other academic programs throughout the university. That would be inappropriate for a graduate course.
- II. B. 2, second sentence – How does this proposal affect SLOs?

There being no further discussion, Chair Freitag called for a motion to return for revisions and resubmit. Howarth made the motion with a second from

McCarter. The motion was unanimously approved.

V. Other Business

Matt Wyse announced that two vendors were coming to campus to present their products for the Course & Curriculum workflow process, one on March 20 at 1pm and another on March 28 at 1pm.

There being no other business, the meeting adjourned at 1:22pm.

The next meeting will be held on Tuesday, April 1, 2014, at 12 noon in Cato 228.

Respectfully submitted,

A handwritten signature in cursive script that reads "Annette Parks".

Annette Parks
Secretary to the Graduate Council