

# Graduate Council Meeting Minutes

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August 22, 2017

Members Present:

Barth, Tom – Political Science & Public Administration  
Beorkrem, Chris – School of Architecture  
Fitchett, Paul – Middle, Secondary, and K-12 Education  
Godev, Concepción – Languages & Culture Studies  
Haynes, Christine – History  
Herman-Smith, Bob – School of Social Work  
Johar, Monica – BISOM (Alt. Mauer)  
Lu, Aidong – Computer Science (Alt. Shin)  
Mauer, David – Finance  
McCloud, Sean – Religious Studies  
Reynolds, Tom – Associate Provost and Dean of the Graduate School  
Sanders, Bridgette – Atkins Library  
Smith, Heather – Geography & Earth Sciences (Alt. McCloud)  
Valley, Taylor – GPSG Representative, Public Administration  
Warren-Findlow, Jan – Public Health Sciences (Alt. Herman-Smith)  
Wu, Jay – Infrastructure & Environmental Systems (INES)

Also Attending:

Freitag, Alan – Graduate School  
Hall-Hertel, Katherine – Graduate School  
Morse, Janet – Graduate School  
Tankersley, Rick – Research & Graduate Education, CLAS  
Watson, Johnna – Graduate School  
Wyse, Matt – Academic Affairs

Absent:

Shin, Min – Computer Science

## I. **Welcome and Introductions – Chair Christine Haynes**

Chair Haynes called the meeting to order welcoming the new and returning members.

## II. **Report of the Chair**

Chair Haynes gave an overview of the Graduate Council Member roles and responsibilities and asked the Council to review the following information, which is located on the faculty governance website, before the next meeting.

- **Review of the 2017-2018 Graduate Council Meeting Schedule:**

Chair Haynes asked the council members to consider amending the 2017-2018 Graduate Council meeting schedule, changing the dates for January, February, March, and April from the first Tuesday of the month to the third Tuesday of the month. Council will vote on the changes at the September 5, 2017, meeting.

- **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

- **The Standing Rules of the Faculty Council of UNC Charlotte**

The Standing Rules of the Faculty Council of UNC Charlotte include certain rules of procedure for the Graduate Council—see pages 14-16.

[http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing\\_Rules\\_04-20-17.pdf](http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing_Rules_04-20-17.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.

- Review the checklist for proposal requirements and syllabus guidelines
- First batch of proposals (for September meeting) will be reviewed by all Council members to establish pattern; subsequent proposals will be assigned to subcommittees for review
  - Curriculog is the online systems for reviewing proposals. <https://uncc.curriculog.com/>

### **III. Report of the Graduate School Dean**

Dean Tom Reynolds welcomed new and returning members.

- Stressed the importance of the Council's involvement with programmatic issues and issues colleagues within your colleges would like addressed by the Graduate Council.
- The Graduate School is hosting a Graduate Program Director Summit on September 8, 2017, and Graduate Council members are invited to attend. Chair Haynes will present and give an overview of the Graduate Council's roles and responsibilities.

### **IV. Fall Enrollment Update**

Johnna Watson went over the preliminary enrollment report for fall 2017. The University surpassed 29,000 students. The goal for graduate enrollment was 5,450, currently we are at 5,212 compared to a record number of 5,317 last year at this time. The Graduate School staff is working diligently to re-enroll 175 new graduate students dropped for non-payment. Johnna requested Council members take this information back to program directors so they can reach out to students for payment. She anticipates the final number will land between 5,390-5,402 by census on September 1<sup>st</sup>.

V. **Reviewing Proposals in Curriculog – Matt Wyse**

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

VI. **Discussion Topic & Other Items of Business for 2017-2018**

Chair Haynes discussed topics she would like to charge the Council with addressing this year.

- **Vice Chair of Graduate Council for 2017-2018.**

The Bylaws of the Graduate Faculty of UNC Charlotte specify that the Council, at the beginning of each academic year, shall elect a Vice Chair from among its members. The Vice Chair is to serve in the Chair's absence as needed. We will wait until our September meeting to elect a Vice Chair for 2017-2018.

- **Policy and Practice Issues to Review**

Chair Haynes asked Council members to let her know of any discussion topics they would like to see addressed this year.

Two possible policy and practice issues the Council proposed are:

- Time limit on courses counting towards a degree program.
- Strategic planning for enrollment and graduate student funding.

The meeting adjourned at 2:00 pm.

Respectfully submitted,

Christi Shabek

Secretary to the Graduate Council