Graduate Council Meeting Minutes

December 5, 2017

Members Present:	Barth, Tom – Political Science & Public Administration
	Fitchett, Paul – Middle, Secondary, and K-12 Education
	Gamez, Jose – School of Architecture
	Godev, Concepción – Languages & Culture Studies
	Haynes, Christine – History
	Mauer, David – Finance
	McCloud, Sean – Religious Studies
	Reynolds, Tom – Graduate School
	Sanders, Bridgette – Atkins Library
	Su, Zhengchang – Computer Science
	Warren-Findlow, Jan – Public Health Sciences
	Wu, Jay – Infrastructure & Environmental Systems (INES)
Also Attending:	Birkett, James – Graduate School
	Bowen, Jim – Civil and Environmental Engineering
	Freitag, Alan – Graduate School
	Hall-Hertel, Katherine – Graduate School
	Lim, Churlzu – Systems Engineering and Engineering Management
	Morse, Janet – Graduate School
	Pulugurtha, Srinivas – Civil and Environmental Engineering
	Tankersley, Rick – Research & Graduate Education, CLAS
	Thompson, Michael – Public Health Sciences
	Wyse, Matt – Academic Affairs
Absent:	Beorkrem, Chris – School of Architecture
	Valley, Taylor – GPSG Representative, Public Administration

I. Report of the Chair – Chair Christine Haynes

- **Approval of the November 7, 2017 Meeting Minutes:**
  Chair Haynes called for a motion to approve the November 7, 2017 Graduate Council meeting minutes as submitted. Godev made the motion with a second from McCloud. The motion was approved unanimously.

II. New Business

- **Time Limits and Course Revalidation Policies:**
  Katherine Hall-Hertel, Associate Dean of the Graduate School, gave an overview of proposed revisions to current time limit and course revalidation policies.
  - Revalidation rules are in place to ensure degrees are current.
  - Reviewed the policies of 12 peer institutions and found that they focused on "time in program" or the age of the courses.
  - Dr. Hall-Hertel introduced a hybrid model which allows:

- ➢ Time limits for both programs *and* courses
- ➢ Extends all time limits by one year for master's and doctoral students
- ➢ The Graduate School may consider requests for an extension, not to exceed one year
- ➢ Eliminates the course revalidation process
- ➢ Makes a distinction between research doctoral and professional doctoral programs that require a dissertation and those that do not

III. Report of the Dean – Dean Tom Reynolds

- **Master of Fire Protection and Administration - [Graduate Early Entry Application]:** Dean Reynolds reviewed the process for approving Early Entry and Accelerated Entry applications for new council members. He explained Graduate Council had approved templates, which included guidelines, with the understanding that the Dean of the Graduate School could approve those request without consulting with Graduate Council. He announced the Graduate Early Entry program application for the Master of Fire Protection and Administration was received in Curriculog and has been approved.

- **Proposed Tax Reform Update:** Dean Reynolds informed the Council that the Senate's version of the bill does not include tax on GA stipends. When the House and Senate versions of the bill merge, he is hopeful that the Senate version will prevail.

- **Graduate School Milestone Brochure:** Dean Reynolds handed out a brochure, which highlights the Graduate School's milestones for 2016-17, and thanked the Council for their help in reaching these goals.

IV. Discussion Topics and other Items of Business

- **Veteran Graduate Assistantships:**
  Alan Freitag, Assistant Dean of the Graduate School, requested that council members spread the word regarding Veteran Graduate Assistantships. The Graduate School provides two years of a stipend, resident tuition support, and health insurance to select, newly admitted graduate students (doctoral or master's), but students must be nominated by their Graduate Program Director.

V. Course and Curriculum Proposal

1. Health Informatics and Analytics, M.S. - [Program Revision]
Michael Thompson, from the department of Public Health Sciences, attended to give a brief overview of the program revision and answer any questions. A discussion took place and a motion was made to approve this proposal as submitted. Warren-Findlow made the motion with a second from Barth. The motion was approved unanimously.

2. Public Health, MPH - [Graduate Program Revision]
Jan Warren-Findlow, from the department of Public Health Sciences, gave a brief overview of the program revisions and answered questions. A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Mauer made the motion with a second from Gamez. The motion was approved unanimously.

3. HCIP 6250 - Capstone: Problem Solving in Healthcare Analytics
A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Warren-Findlow made the motion with a second from McCloud. The motion was approved unanimously.

4. **HCIP 6800 - Health Informatics and Analytics Independent Study**
   A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. McCloud made the motion with a second from Barth. The motion was approved unanimously.

5. **HLTH 6103 – Maternal and Child Health Systems**
   A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

6. **HLTH 6104 – Population Perspectives on Nutrition and Physical Activity**
   A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

7. **HLTH 6105 – Gender and Sexual Health**
   A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

8. **HLTH 6211 – Evidence-Based Methods in Public Health**
   A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

9. **HLTH 6212 – Health Promotion Program Management**
   A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

10. **HLTH 6213 – Policy and Leadership**
    A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

11. **HLTH 6225 – Health Education and Health Promotion**
    A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

12. **HLTH 6270 – Epidemiologic Methods**
    A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

13. **HLTH 6273 – Infectious Disease Epidemiology**
    A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

14. HLTH 6274 – Chronic Disease Epidemiology
A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

15. HLTH 6275 – Reproductive Epidemiology
A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

16. HLTH 6276 – Environmental and Occupational Epidemiology
A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

17. HLTH 6280 – Epidemiology Capstone Course
A discussion took place and Chair Haynes called for a motion to approve this proposal as submitted. Fitchett made the motion with a second from Mauer. The motion was approved unanimously.

18. MEGR 7135/8135- Advanced Tire Mechanics
A discussion took place and the following revisions were requested.

- Undergraduate references throughout the syllabus, is this correct?
- Confirm a clear graduate level grading scale is included.
- Separate syllabus for the 7000 level courses and the 8000 level courses. Is the 7000 level courses referring to master's students and the 8000 level referring to doctoral students? If so, please differentiate between the two.
- Course objectives seem to be written for the instructor's benefit, not the student.
- Required elements are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. https://facultygovernance.uncc.edu/resources-materials-templates

The Council is sending this proposal back to the originator for revisions. Full Council review is required for approval.

19. Civil Engineering, Ph.D. - [New Program]
Jim Bowman and Srinivas Pulugurtha, from the department of Civil and Environmental Engineering, give a brief overview of this new graduate program and answered questions. A discussion took place and Chair Haynes called for a motion to approve the proposal as submitted. Wu made a motion with a second from Barth. The motion was approved unanimously.

20. CEGR 8892 - Individualized Study
A discussion took place and the following revisions were requested.

- Student expectations needs to be more specific.
- What are the prerequisites for this course?

- Required UNCC policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. https://facultygovernance.uncc.edu/resources-materials-templates

There being no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Gamez. The motion was approved unanimously.

21. CEGR 8893 - Research Methods
A discussion took place and the following revisions were requested.

- Student expectations needs to be more specific.
- Required UNCC policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. https://facultygovernance.uncc.edu/resources-materials-templates

There being no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Gamez. The motion was approved unanimously.

22. CEGR 8990 - Industrial Internship
A discussion took place and the following revisions were requested.

- Student expectations needs to be more specific.
- Required UNCC policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. https://facultygovernance.uncc.edu/resources-materials-templates

There being no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Gamez. The motion was approved unanimously.

23. CEGR 8991 - Doctoral Dissertation
A discussion took place and the following revisions were requested.

- Student expectations needs to be more specific.
- Required UNCC policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. https://facultygovernance.uncc.edu/resources-materials-templates

There being no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Gamez. The motion was approved unanimously.

24. CEGR 8999 - Doctoral Dissertation Additional Work
A discussion took place and the following revisions were requested.

- Student expectations needs to be more specific.

- Required UNCC policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. https://facultygovernance.uncc.edu/resources-materials-templates

There be no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Gamez. The motion was approved unanimously.

25. EMGT 5154 - Bayesian Analysis for Human Decision
Churlzu Lim, from the department of Systems Engineering and Engineering Management, gave a brief overview of this new graduate course and answered questions. A discussion took place and the following revision was requested.

- Confirm a clear graduate level grading scale is included.

There being no further discussion a motion was made to approve pending revisions. McCloud made the motion with a second from Mauer. The motion was approved unanimously.

26. EMGT 5201- Fundamentals of Deterministic System Analysis
Churlzu Lim, from the department of Systems Engineering and Engineering Management, gave a brief overview of this new graduate course and answered questions. A discussion took place and the following revision was requested.

- Confirm a clear graduate level grading scale is included.

There being no further discussion a motion was made to approve pending revisions. Mauer made a motion with a second from McCloud. The motion was approved unanimously.

27. EMGT 5202 - Fundamentals of Stochastic System Analysis
Churlzu Lim, from the department of Systems Engineering and Engineering Management, gave a brief overview of this new graduate course and answered questions. A discussion took place and the following revision was requested.

- Confirm a clear graduate level grading scale is included.

There being no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Mauer. The motion was approved unanimously.

28. EMGT 5203 - Fundamentals of Engineering Management
Churlzu Lim, from the department of Systems Engineering and Engineering Management, gave a brief overview of this new graduate course and answered questions. A discussion took place and the following revision was requested.

- Confirm a clear graduate level grading scale is included.

There being no further discussion a motion was made to approve pending revisions. Warren-Findlow made the motion with a second from Mauer. The motion was approved unanimously.

29. DSBA 6010 - Special Topics in Data Science and Business Analytics
Due to time constraints, this proposal was deferred to the January 16, 2018 meeting.

30. DSBA 6345 - Modern Data Science Systems
Due to time constraints, this proposal was deferred to the January 16, 2018 meeting.

31. ITCS 6345 - Modern Data Science Systems
Due to time constraints, this proposal was deferred to the January 16, 2018 meeting.

32. Architecture and Computer Science, M.Arch/M.S., Dual Degree - [Graduate Program Inactivation]
Jose Gamez, from the School of Architecture, gave a brief overview for the program inactivation and answered questions. A discussion took place and a motion was made to approve this proposal as submitted. Mauer made the motion with a second from Warren-Findlow. The motion was approved unanimously.

The meeting adjourned at 1:45pm.

Respectfully submitted,

Secretary to the Graduate Council