

# Graduate Council Meeting Minutes

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April 17, 2018

Members Present: Barth, Tom – Political Science & Public Administration  
Beorkrem, Chris – School of Architecture  
Godev, Concepción – Languages & Culture Studies  
Haynes, Christine – History  
Lachance, Joan – Middle, Secondary, and K-12 Education (Alt. Fitchett)  
Lu, Aidong – Computer Science (Alt. Su)  
Mauer, David – Finance  
Reynolds, Tom – Graduate School  
Smith, Heather – Geography & Earth Sciences (Alt. McCloud)  
Warren-Findlow, Jan – Public Health Sciences (Alt. Boyd)  
Wu, Jay – Infrastructure & Environmental Systems (INES)

Also Attending: Freitag, Alan – Graduate School  
Hall-Hertel, Katherine – Graduate School  
Kohut, Gary – MBA Program  
Morse, Janet – Graduate School  
Watson, Johnna – Graduate School  
White, Brian – Graduate School  
Wyse, Matt – Office of the Provost

Absent: Boyd, Suzanne – School of Social Work  
Fitchett, Paul – Middle, Secondary, and K-12 Education  
McCloud, Sean – Religious Studies  
Sanders, Bridgette – Atkins Library  
Su, Zhengchang – Computer Science  
Valley, Taylor – GPSG Representative, Public Administration

## **I. Report of the Chair – Chair Christine Haynes**

- **Approval of the March 20, 2018, Meeting Minutes:** Chair Haynes called for a motion to approve the March 20, 2018, Graduate Council meeting minutes as submitted. Warren-Findlow made the motion with a second from Beorkrem. The motion was approved unanimously.

## **II. Report of the Dean – Dean Tom Reynolds**

- **Graduate Early Entry Program Request: Graduate Certificate in Languages and Culture Studies: Translation and Interpreting Studies, Spanish-English**  
This request was received and approved in Curriculog.
- UNC System announced that the Civil Engineering Ph.D. proposal, reviewed by the Council earlier this year, is scheduled to go before the Board of Governors in July. With positive external reviews, it is expected to move forward.
- Task Force on Graduate Funding to roll out preliminary recommendations report to the campus community on Friday, April 20, 2018. Council members, faculty, and, most importantly, students

are encouraged to attend the open forums on campus. This is a great opportunity to provide feedback while the report is still in draft form.

### III. Discussion Topics and other Items of Business

- **Dean of the Graduate School Annual Evaluation Subcommittee:** Chair Haynes announced that the review subcommittee has started the process of gathering input from faculty for their report to the Provost. They have sent out a survey with questions regarding the Dean's performance during 2017-18, and encouraged members of the Council to complete this survey.
- **Preliminary Recommendations from the Task Force on Graduate Funding:** Johnna Watson asked the Council to encourage students and colleagues from their departments/colleges to attend the open forums on April 20. If they are unable to attend, they will continue to solicit feedback by posting the report online.

### IV. Course and Curriculum Proposal

1. **MBAD 6101 [New Graduate Course] – Ethical Leadership:** Dr. Gary Kohut, from the MBA Program, was present to answer questions and give an overview of this new graduate course. Discussion of the proposal took place and generated no revisions. Warren-Findlow made the motion to approve as submitted and Barth seconded the motion. The motion was approved unanimously.
2. **Degree Name Change – College of Education: M.Ed. in Instructional Systems Technology (current) to M.Ed. in Learning, Design and Technology (proposed):** Discussion of this degree name change took place and the following comments was made.

- Will the CIP code change? Per Claudia Flowers, the CIP code is not changing.

Boerkrem made the motion to approve this proposal pending clarification with a second from Smith. The motion was approved unanimously.

3. **ARCH 6500 [New Graduate Course] – Integrated Path to Architectural Licensure (iPAL) Career Experience:** Discussion of this proposal took place and the following comments were shared.

- Zero credit course?
- May need to offer one to six credit hours.
- Confer with ISSO.

Boerkrem will address the Council's concerns with Peter Wong. Godev made a motion to table this proposal until these concerns were addressed. Barth seconded the motion. The motion was approved unanimously.

4. **Crime Analysis, Graduate Certificate – [New Graduate Program]:** Discussion of this proposal took place and the following comments were shared.

- Are the existing courses being used from a program with a plan of study?
- The admission requirement indicates a 3.0 required GPA but we (the Graduate School) only require a 2.75 for certificate. It's fine if the programs wants a higher GPA but it might be helpful to clarify that point.
- At the point of application, we only require unofficial transcripts.

- The certificate has to be completed within five years, not four.

Wu made the motion to approve pending revisions with a second from Godev. The motion was approved unanimously.

**5. CJUS 6171 [New Graduate Course] – Geospatial Analytics and Crime:** Discussion of this proposal took place and the following comments were shared.

- Should a letter of support from Geography be obtained?
- Should this course be cross-listed with Geography?
- Graduate level grading scale is missing.
- Required UNC Charlotte policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. <https://facultygovernance.uncc.edu/resources-materials-templates>

This proposal was tabled until requested revisions were addressed.

**6. CJUS 6174 [New Graduate Course] – Data Visualization:** Discussion of this proposal took place and the following comments were shared.

- Should a letter of support from Computer Science be obtained?
- Should this course be cross-listed with Computer Science?
- Graduate level grading scale is missing.
- Required UNC Charlotte policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. <https://facultygovernance.uncc.edu/resources-materials-templates>

This proposal was tabled until requested revisions were addressed.

**7. GEOG 6115/8115 [New Graduate Course] – Qualitative Methods in Geography:**

Dr. Heather Smith, from the Department of Geography & Earth Sciences, was present to answer questions and give an overview of this new graduate course. Discussion of this proposal took place and generated no revisions. Barth made the motion to approve as submitted and Godev seconded the motion. The motion was approved unanimously.

**8. GEOG 6120/8120 [New Graduate Course] – Spatial Statistics:**

Dr. Heather Smith, from the Department of Geography & Earth Sciences, was present to answer questions and give an overview of this new graduate course. Discussion of this proposal took place and the following comment was shared.

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

Dr. Smith agreed to update the syllabus. Godev made the motion to approve as submitted and Wu seconded the motion. The motion was approved unanimously.

**9. GEOG 8632 [New Graduate Course] – PhD Professional Development Seminar in Geography:**

*To view this proposal; click [here](#) or on the link below.*

<https://uncc.curriculog.com/proposal:3497/form>

Dr. Heather Smith, from the Department of Geography & Earth Sciences, was present to answer questions and give an overview of this new graduate course. Discussion of this proposal took place and generated no revisions. Godev made the motion to approve as submitted and Beorkrem seconded the motion. The motion was approved unanimously.

**10. Gerontology, Online Graduate Certificate – [Graduate Program Inactivation]:**

Discussion of this proposal took place and generated no revisions. Warren-Findlow made the motion to approve as submitted and Mauer seconded the motion. The motion was approved unanimously.

**11. ITIS 6540/8540 [New Graduate Course] – Agent-Based Modeling:** Discussion of this proposal took place and the following comment was shared.

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

Beorkrem made the motion to approve pending revisions and Mauer seconded the motion. The motion was approved unanimously.

**12. EDCI 6120 [New Graduate Course] – Critical Media Pedagogy and Urban Education:**

*Deferred to the May 1, 2018, Graduate Council meeting per Paul Fitchett.*

**13. EDUC 6101 [New Graduate Course] – Culturally Responsive Classroom Management:**

*Deferred to the May 1, 2018, Graduate Council meeting per Paul Fitchett.*

**14. ITCS 5182 [New Graduate Course] – Introduction to High Performance Computing:**

Discussion of this proposal took place and the following comment was shared.

- The course syllabus is incomplete. There is nothing about grading or grade scale. The syllabus also lacks the university boilerplate information. It would also be nice if the syllabus contained a class outline of topics to be covered on a lecture-by-lecture basis.
- Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. <https://facultygovernance.uncc.edu/resources-materials-templates>

Godev made the motion to approve pending revisions and Barth seconded the motion. The motion was approved unanimously.

**15. ITCS 6881 [New Graduate Course] – Individual Study in AI, Robotics and Gaming:**

Discussion of this proposal took place and the following comment was shared.

- There is no syllabus for the course. This type of course -- individual study -- requires basic information on the "contract" between the professor administering the course and the student undertaking individual study. The syllabus also needs to clearly discuss the requirements for earning 1 to 3 credit hours. Further, the syllabus needs to discuss grading, provide a grade

scale, and must contain university boilerplate information. The department can consult syllabuses for other independent study courses offered by other departments.

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

Beorkrem made the motion to approve pending revisions and Godev seconded the motion. The motion was approved unanimously.

#### **16. ITCS 6882 [New Graduate Course] – Individual Study in Data Science:**

Discussion of this proposal took place and the following comment was shared.

- There is no syllabus for the course. This type of course -- individual study -- requires basic information on the "contract" between the professor administering the course and the student undertaking individual study. The syllabus also needs to clearly discuss the requirements for earning 1 to 3 credit hours. Further, the syllabus needs to discuss grading, provide a grade scale, and must contain university boilerplate information. The department can consult syllabuses for other independent study courses offered by other departments.
- Required UNC Charlotte policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. <https://facultygovernance.uncc.edu/resources-materials-templates>

Beorkrem made the motion to approve pending revisions and Godev seconded the motion. The motion was approved unanimously.

#### **17. ITCS 6883 [New Graduate Course] – Individual Study in Software, Systems, and Networks:**

Discussion of this proposal took place and the following comment was shared.

- There is no syllabus for the course. This type of course -- individual study -- requires basic information on the "contract" between the professor administering the course and the student undertaking individual study. The syllabus also needs to clearly discuss the requirements for earning 1 to 3 credit hours. Further, the syllabus needs to discuss grading, provide a grade scale, and must contain university boilerplate information. The department can consult syllabuses for other independent study courses offered by other departments.
- Required UNC Charlotte policies are missing. Please refer to the syllabus boilerplate on the Faculty Governance website for guidance. <https://facultygovernance.uncc.edu/resources-materials-templates>

Beorkrem made the motion to approve pending revisions and Godev seconded the motion. The motion was approved unanimously.

The meeting adjourned at 1:40 pm.

The Graduate Council approved the April 17, 2018, minutes on May 1, 2018.

Christi Skerlak  
Graduate Council Secretary