

# Graduate Council Meeting Minutes

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August 23, 2022

## Members Present:

Dalton, David, Chair – Languages & Culture Studies  
Canevello, Amy – Psychological Science  
Chattopadhyay, Jackie – Political Science and Public Administration (alternate)  
Johnson, Brandon – GPSG Student Rep and PhD Candidate, Curr & Instruction  
Lachance, Joan – Middle, Secondary & K-12  
Lai, Gene – Finance  
McAdams, Jeff – Atkins Library  
Mostafavi, Taghi – Computer Science  
Peterson, Nicole – Anthropology  
Reynolds, Tom – Associate Provost and Graduate School Dean  
Sarkar, Kaustavi – Dance  
Smithwick, Jake – Engineering Technology and Construction Management

## Also Attending:

Gamez, Jose – The College of Arts + Architecture  
Hall-Hertel, Katherine – Graduate School  
Krause, Sandy – Graduate School  
Watson, Johnna – Graduate School  
Wyse, Matt – Faculty Governance Assistant, Academic Affairs

## I. Welcome and Introduction – Dr. David Dalton, Chair

Chair Dalton welcomed everyone to the meeting and had each of the members and guests introduce themselves.

**A. Overview of Graduate Council's Duties – Chair Dalton explained that the Graduate Council are to be liaisons between the faculty, the Graduate School and their departments to address concerns about graduate education policies and procedures. Members are expected to attend the monthly meetings, review assigned graduate course and program proposals in Curriculog and engage in the discussion of various topics brought to the Council for review.**

Access to the monthly meeting agendas, proposal assignments and other appropriate documents is on the Faculty Governance website. Link is below:  
<https://facultygovernance.charlotte.edu/graduate-council/agendas-minutes>

## **B. Council members to review documents listed on the Faculty Governance Website**

Chair Dalton referenced the list of documents under the File Attachments column on the Faculty Governance Website

- i. Graduate Council Member Definition
- ii. 2022-2023 Graduate Council Member Contact Information
- iii. 2022-2023 Graduate Council Meeting Schedule
- iv. Guidelines for Graduate Course Syllabi

- v. Curriculog Graduate Proposal Checklist
- vi. Standing Rules of the Faculty Council
- vii. Graduate Faculty Bylaws
- viii. 2021-2022 Graduate Council Annual Report
- ix. Graduate Program Directors List – 2022-2023

### **C. Selection of a Vice-Chair of the Graduate Council**

Chair Dalton asked for a member of the Council to volunteer to serve as Vice Chair of the Graduate Council. Dr. Amy Canevello, Associate Professor, Psychological Science volunteered to serve in this role. The Vice Chair steps in to officiate meetings, etc., in the event the Chair is absent or unable to participate.

## **II. Report of the Graduate School Dean – Dr. Tom Reynolds**

**Welcome:** Dean Reynolds welcomed the new and returning members. He communicated that being on the Graduate Council is a two-way street. It's very important for members to take the information discussed back to their colleges in whatever formats your college uses to disseminate information.

**Provost and Graduate School Dean Searches:** Dean Reynolds shared that the Search for the new Provost is underway and Candidates will be on campus starting next week. He encouraged the Council members to attend the open sessions as this position is very important to graduate education.

As most of you know, Dean Reynolds will be retiring December 31, 2022. The Chancellor will be appointing an interim Dean this fall to begin working in the Spring, 2023. The Graduate Council will be participating in the recruitment of the next Dean of the Graduate School, so stay tuned for more information about that process.

**Fall 2022 Graduate Education Summit** – Dean Reynolds announced that the next Graduate Education Summit will be held on Friday, September 23, 2022 from 10:00am – 12 noon. The meeting will be in-person and the location will be announced soon.

**Graduate Enrollment:** Dean Reynolds invited Associate Dean Johnna Watson to give an update on graduate enrollment.

- Watson reported that census runs on Friday, September 2 and total enrollment is expected to be over 30,000, with graduate student numbers surpassing 6000. She predicts the final number to be between 6000-6100.
- Total enrollment is down, transfer student numbers are down and instate domestic Masters students are down. The last couple of years the numbers have been inflated, and we knew that those increases would not be sustained indefinitely.
- In the coming years, we need to be more intentional about our recruitment practices and we need to start recruiting sooner.
- The Graduate Admissions group has processed almost 12,000 applications, an increase of 2000 over last year with over 70 different countries represented. China numbers continue to decline due to restrictions with COVID, as well as political and economical climates. Sometimes it can take up to three years for an international student to get here.

- Graduate Certificate numbers in Teaching seem to be on par with last year.
- Distance Education numbers are lower than last year because of teacher licensure.

**Graduate Academic Affairs:** Dean Reynolds asked Associate Dean Katherine Hall-Hertel to report on Graduate Academic Affair news.

- Hall-Hertel stated that the Graduate School will not add late applicants after census runs on September 2. Our tuition monies from the state are based on census number.
- Fall orientation was virtual with over 800 students on line.
- Saturday, August 20, the Graduate School hosted a Fall Welcome Reception at the Hauser Pavilion with over 500 students in attendance.
- On Monday, August 22, the Graduate School hosted an orientation for Graduate Students of Color in Atkins Library, Halton Reading Room with Dr. Brandon Wolfe, Chief Diversity Officer, as the keynote speaker.
- Tuesday, August 23, the Graduate School hosted an LGBTQ+ orientation with 20 students in attendance. The Orientation was held in Atkins, Room 146.
- Hall-Hertel invited members of the Graduate Council to visit the new space for the Center for Graduate Life and Learning in Atkins 146.

### III. Curriculog Demonstration – Mr. Matt Wyse, Faculty Governance Assistant

Wyse gave a brief demonstration to the Council on using Curriculog.

There are a few different ways to access Curriculog:

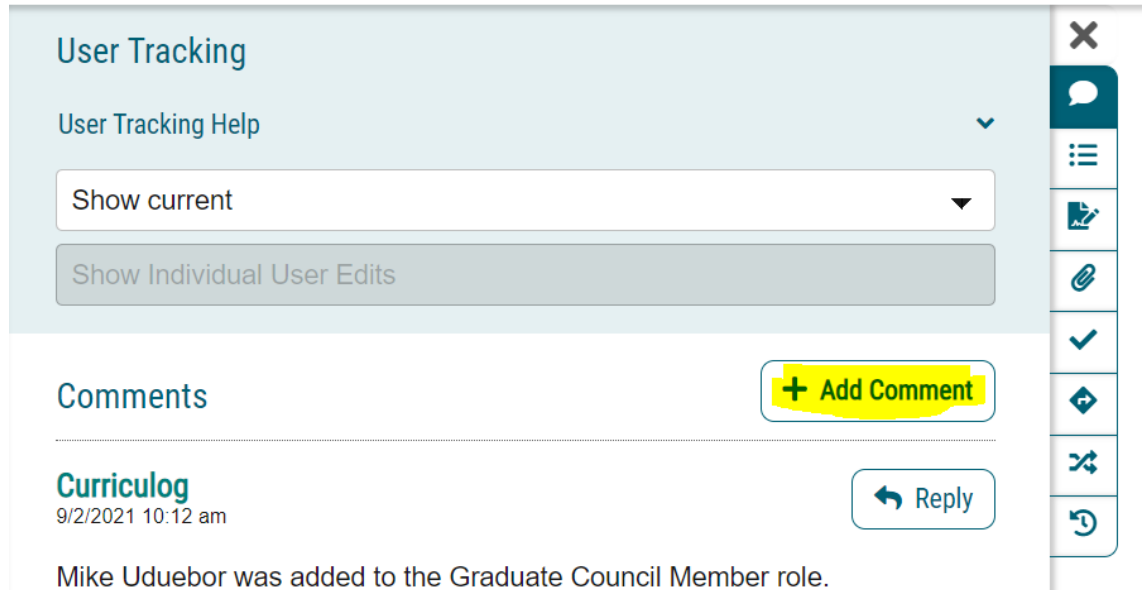
<https://charlotte.curriculog.com>  
login using your NinerNet credentials

<https://my.charlotte.edu>  
login using NinerNet credentials  
Under Teaching Column, click on Curriculog

<https://facultygovernance.charlotte.edu/>  
This is the home page for Faculty Governance.  
Scroll down to the Popular Links Heading, Click on Curriculog Login  
Or, click on the Course and Curriculum tab, click on Course and Curriculum in the dropdown list and scroll to the bottom of the screen and login.

- When logging in, the system defaults to the My Tasks tab. Listed here will be the proposals that have made it through the workflow to the Graduate Council Step.
- Click on course name to open and review. You can close the Proposal Purpose and Instructions section to make it shorter. It's important to read the proposal in its entirety, including comments on the right side. To view syllabus and other documents, click on the paper clip on the far-right side. To go back to the previous screen, click on the chat bubble (top right). To go back to the list of proposals under My Tasks, click the back arrow top left above the Word Curriculog.

- **Adding Comments:** Click on a proposal name. After reading the proposal and associated documents, click the +Add Comment bubble (right column). Add your comments in the box and click Add Comment button at the bottom to save. You will then see your comment listed. If the proposal needs no revisions, type “**Looks Good**” in the Comments box. If revisions are needed, type “**Needs Discussion**” in the box and then elaborate on what changes are needed either with the proposal itself, or the syllabus, etc. (Ex: Syllabus needs graduate grading scale or please provide a course outline, etc.)



- When reviewing a revised course or degree program, it might be helpful to click on the arrow to the right of Show current under User Tracking. Select show current with markups to see updates.
- Use the back arrow (top left corner) to go back to previous screen.
- When reviewing a new or revised degree program, it might be helpful to Preview Curriculum. Click on the proposal, (EX: Sept. 6, 2022 meeting: Respiratory Care, Advanced Resp Care Practice Concentration, M.S. (New Graduate Program), scroll to section (B4) Degree Requirements and Curriculum. Click on Preview Curriculum bubble. If this is a revision, click on the red pencil to show revisions. Revisions will show up in red. Section numbers can change so it won't always be section B.

#### IV. Other Business

**Next Meeting:** Tuesday, September 6, 2022, **12:30-2:00pm – New Location Reese 211**

**Meeting Adjourned:** 2:00pm.

Respectfully,

*Annette Parks*

Annette Parks  
Graduate Council Secretary