

Graduate Council Meeting Minutes

August 16, 2011

Members Present: Anderson, Kelly – Special Ed and Child Development
Fodor, Anthony – Computer Science
Gray, Lee – Architecture
McGregor, Rob Roy – Economics (Graduate Council Chair)
Olson, Mike – Atkins Library
Reynolds, Tom – Associate Provost and Dean of the Graduate School
Shockey, Liz – GPSG Student Representative
Starrett, Greg - Anthropology
Steck, Todd - Biology
Teng, Gary – Systems Engineering and Engineering Management

Absent: Representative for Belk College
Kulkarni, Shanti – communicated that she was sick
Smith, Stephanie Moller - Sociology

Also Attending: Reeves, John – Religious Studies (alternate for Stephanie Moller Smith)
Sell, Susan – Graduate School
Watson, Johnna – Graduate School

I. Welcome and Introductions – Chair Rob Roy McGregor

Chair McGregor welcomed everyone to the Organizational meeting of the Graduate Council. He asked that each member introduce him/herself as there were a good number of new members to the Council. Chair McGregor explained that the alternate members were also invited to gain a better understanding of the frequency of meetings and the expectations of being an alternate.

II. Operational Procedures of the Council

Chair McGregor demonstrated several links on the Graduate School website so that members would be aware of these resources for future use and to share with their respective colleges:

a. “Curriculum and Proposal Review Process”

<http://graduateschool.uncc.edu/course-and-program-development.html> - Course and Program Development — this link is to use as a guide for initiating short and long form course proposals. **Protocol for approving Course Proposals:** Course proposals will be reviewed in advance of the Council meetings. If there are any questions or concerns, the department chair or contact will be notified to address the issues. When the Council does meet, they are then ready to vote to approve as is, approve with revisions or defer if extensive revisions are needed.

b. “Graduate Faculty Criteria” <http://graduateschool.uncc.edu/graduate-faculty/94.html> - the criteria for Graduate Faculty Appointments is found in this section. The Council has

developed a set of guidelines for departments to use when establishing their criteria to nominate members to the Graduate Faculty. These department criteria are reviewed/approved by the Graduate Council. The Dean considers faculty nominations using these department criteria. In the past few years, the Council has been reviewing Graduate Faculty Criteria from the various colleges and departments and has requested updates for departments with outdated criteria and standards.

- c. "Discussion Topics" - Chair McGregor gave an overview of the structure of the meetings. He explained that in the Other Business section, this is where "discussion topics" will be presented; topics such as Graduate Culture issues or the Dean may give the Council a charge to research or consider.

III. Organization of Council Members in Subcommittee Structure – Chair McGregor distributed a handout and explained the duties and responsibilities of each subcommittee. The Chair then asked for volunteers to each subcommittee. The members are as follows:

Standards and Assessment: Lee Gray (Chair), Mike Olson, _____ (will secure another member)

Planning: Todd Steck (Chair), Anthony Fodor, Kelly Anderson (Shanti Kulkarni was absent, but the Chair will contact her to see if she wishes to remain on this subcommittee).

Course and Curriculum: Gary Teng, Greg Starrett, Liz Shockey, _____ (will secure another member and elect a chair)

Remarks by Dean Tom Reynolds:

Dean Reynolds welcomed the Council members and congratulated the Council on making headway in streamlining processes this past year, in particular the Graduate Program Review Process. The Dean also addressed the role of the Graduate Council member asking that each member representing their respective colleges bring Graduate Council issues back to their colleges. We would welcome the feedback brought back from your colleges on issues and concerns.

One issue the Dean would like to discuss within the colleges is Graduate students teaching graduate students. It is not a good idea for a student to be the I.O. R. (Instructor of Record). There is no mechanism in the by-laws to appoint graduate students as members of the Graduate Faculty. Each semester we will be doing a graduate course audit and if a student is listed as an I.O.R., we ask that they be removed and another faculty member be listed, whether it is adjunct, etc. We need to establish a policy for these situations.

Another issue for discussion in your colleges is Suspension/Termination policies. If a graduate student is terminated; after two years he/she can reapply. If they are accepted and enroll, does their record follow them?

IV. Demonstration of Active Collab

Annette Parks, Graduate Council Secretary, gave the Council a demonstration on using ActiveCollab, the media application where agenda, minutes and supporting documents for Graduate Council meetings will

be housed. This application allows Council Members to access meeting materials in one place and share comments with regard to agenda items such as, course and curriculum proposals and other graduate education issues or concerns.


<http://collab.uncc.edu/public/index.php/projects/29> - link to log in to Active Collab

v. **Next Meeting:**

The next meeting will be held on Tuesday, September 6, 2011 at 12 noon, in Cato Hall Room 228.

The meeting adjourned at 1:55pm.

Respectfully submitted,

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

Annette Parks
Secretary to the Graduate Council