

Graduate Council Meeting Minutes

August 13, 2013

Members Present: Davies, Angela – Physics and Optical Science
Deng, Shaozhong – Math & Stats and alternate for Cheryl Hicks, HIST
Freitag, Alan – Communication Studies and Graduate Council Chair
Gray, Lee – Architecture
Hicks, Cheryl – History
McCarter, Susan – Social Work
Mostafavi, Taghi – Computer Science and alternate for Anthony Fodor, BioGen
Reynolds, Tom – Associate Provost for Graduate Programs and Dean
Wiggins, Casper – Accounting and alternate for Peter Schwarz, ECON
Zhou, Aixi – Engineering Tech and Construction Mgmt

Absent: Anderson, Kelly – Special Ed and Child Development
Davis, Christine – Communication Studies
Walker, Judy – Atkins Library
Graduate Student Representative – still vacant

Also Attending: Susan Sell – Graduate School
Johnna Watson – Graduate School

I. Welcome and Introductions – Dr. Alan Freitag, Chair

Chair Freitag called the meeting to order.

- Council members introduced themselves and Chair Freitag introduced himself and welcomed returning and new members to the Council.

II. Report of the Chair – Freitag

- Chair Freitag explained the protocol for short forms and long forms
- Leslie Zenk, Academic Affairs, will attend a future meeting to update Council on the status of the course and curriculum proposal workflow and database process.
- Student Learning Outcomes (SLO) – at this time, individual SLO's are not required for concentrations within majors. This topic was discussed at the May meeting.
- Graduate Program Reviews – this process was identified during the SACS accreditation. Graduate Council participated in a pilot program last year. There is still ongoing discussion about what role the Graduate Council will play in this process.
- Structure of the Graduate Council – There are currently 3 members from CLAS on the Council with only 1 member from each of the remaining 6 colleges. Provost Lorden asks that the Council review the by-laws to see if this distribution of members is adequate for representation. Chair Freitag asked for volunteers to serve on an ad hoc committee to take a look at this process.

III. Report of the Dean – Dr. Tom Reynolds

- Dean Reynolds welcomed new and returning members to the Council.

- Fall enrollment numbers look good; we are ahead of last year.
- International student applications are running higher than this time last year. Two programs have seen a notable increase in applications; the M.S. in Computer Science and the M.S. in Electrical Engineering.
- Domestic applications are running about the same as last year but we are doing a better job of improving the yield of applied to enrolled students.
- New Student Orientation – this Saturday, August 17, 2013. As with last year’s format, we used student panels to provide information about the upcoming year and graduate education at UNC Charlotte. This has proved to be a successful endeavor as students relate to other students. The orientation is being held in the Cone Center from 9:30am – 2:00pm. Dean Reynolds invited any Council members to attend if schedules permit.
- 21st Doctoral Program - On August 9, the GA approved the 21st doctoral program here at UNC Charlotte, the PhD in Public Health Science. The department plans on accepting students beginning fall 2014.
- Graduate Program Review – From last year’s pilot of this process, a series of questions have developed. Dean Reynolds has taken the summer to review these questions. Stay tuned for more on this topic.
- Role of the Graduate Council - Dean Reynolds distributed a handout which covers the role of the member. The handout also lists ways that the Council members can become engaged with the colleges and departments they represent and how to be prepared for meetings. Most importantly, he charged the Council members to take the information that the Council discusses and shares back to their colleges. Some colleges have Faculty meetings – ask to be on the agenda to share graduate education processes and talk to department and college colleagues about graduate issues.

IV. ActiveCollab Demonstration – Annette Parks, Secretary

- Distributed a handout listing three links:
 - ActiveCollab – <http://collab.uncc.edu/public/index.php/projects/29>
 - Faculty Governance for Course Curriculum and Proposal form and guidelines – <http://facultygovernance.uncc.edu>
 - The Graduate School – (Faculty and Staff section) <http://graduateschool.uncc.edu>
- Each member and alternate have been given access to ActiveCollab, a collaborative application, that allows meeting documents and comments to be housed in one place.
- Ms. Parks performed a brief demonstration of ActiveCollab and offered assistance to members as they begin to use the system.
- Ms. Parks reminded members to be sure and communicate with their alternates and copy Ms. Parks in the event they will not be available for attendance.

V. Other Business

Chair Freitag ended the meeting by sharing the charge from the Board of Governors Five-Year Strategic plan that we as state employees should be *Partners in Leadership, accountable public servants*. Freitag encouraged all Graduate Council members if they haven’t done so, to read the Five-Year Strategic Plan. The link will be added to *Forms, Policies and Procedures ...*

in ActiveCollab under Upcoming Milestones.

The next meeting will be held on Tuesday, September 3, 2013, at 12 noon in Cato 228.
The meeting adjourned at 1:00pm.

Respectfully submitted,

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

Annette Parks
Secretary to the Graduate Council