

Graduate Council Meeting Minutes

April 1, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development
Cherukuri, Harish – Mechanical Engineering and alternate for Aixi Zhou ETCM
Davis, Christine – Communication Studies
Deng, Shaozhong – Math and alternate for Cheryl Hicks, HIST
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Council Chair
Gray, Lee – College of Arts + Architecture
Howarth, T. Joe – GPSG Student Representative
McCarter, Susan – Social Work
Schwarz, Peter – Economics

Also Attending: Sell, Susan – Graduate School
Watson, Johnna – Graduate School
Wyse, Matt – Academic Affairs

Absent: Ogundiran, Akin – Africana Studies and alternate for Angela Davies, PHOS
Walker, Judy – Atkins Library

I. Approval for the March 11, 2014 Meeting Minutes

Chair Freitag called the meeting to order. Chair Freitag called for a motion to approve the March 11, 2014 meeting minutes as submitted. The motion was made by McCarter with a second from Anderson. There being no further discussion, Chair Freitag called for a motion to approve the minutes as submitted. The motion was approved unanimously.

II. Report of the Chair

Chair Freitag reported that he attended one of the vendor demonstrations for the Course and Curriculum workflow process and he liked the system. He reminded the Council that this system does not replace faculty judgment on things like: proposal numbering, attaching syllabi, etc.

Chair Freitag reported that the annual review of the Dean of the Graduate School is underway. The subcommittee (Ogundiran, Schwarz, Walker and Freitag) has been given the Dean's comments regarding his goals.

Chair Freitag stated that he would hold the by-laws discussion until the end of the Course and Curriculum proposals.

III. Report of the Dean

Dean Reynolds stated it was good to be back.

Cato Hall Renovations: Dean Reynolds communicated that renovation plans are moving along well for our conference room and plans are to hold the May 6 Graduate Council meeting back

in Cato 228.

Eduventures: Dean Reynolds communicated that things are still moving forward with the Long-range planning initiatives for our 140 graduate programs with Eduventures. Eduventures is working directly with campus liaisons (Associate Deans for each college) to come up with 1-year, 5-year and 10-year enrollment goals. Because of some unforeseen delays in the process, Dean Reynolds has asked for an extension to submit the report to the Chancellor to mid-May. Chancellor DuBois approved the extension.

The next step is to develop a mechanism to achieve these enrollment goals. The biggest objective is to have a plan and pay attention to it.

IV. Graduate Course and Curriculum Proposals

A. GES 01-21-2014: Re-establish Graduate Course in Geography of Knowledge and Info
Subgroup: Lee Gray, Harish Cherukuri, Joe Howarth and Christine Davis

A discussion took place with the following revisions requested:

- Signature Sheet should indicate this is an undergraduate & graduate course proposal (only graduate is now checked)
- Relating to the above point, there needs to be a statement in the text that a separate proposal has been submitted through undergraduate course proposal approval channels.
- Item II. B. 4. refers to students "perusing course work in urban and regional analysis;" that should more likely read "pursuing course work...."
- If this is a new course, there needs to be an explanation in section II. C. 2. a. how it "has been offered for 12 of the past 13 years." Similarly, in section II. C. 2. e., there is a statement that catalog copy will not be affected. How can that be the case if this is a new course proposal? Need to explain.
- The syllabus includes detailed undergraduate assignment requirements but does not describe the research paper required of graduate students. Also, the syllabus needs to include the graduate grading scheme.
- There is some confusion about the history of this course. It was 6000/8000 then it was offered 4000/5000. Please clarify.

There being no further discussion, a motion was made to approve the proposal pending revisions. Gray made the motion with a second from Howarth. The motion was unanimously approved.

B. PPOL 2-10-2014b: Implement New Quantitative Skills Refresher Course for PPOL
Subgroup: Akin Ogundiran, Judy Walker, Alan Freitag, and Shaozhong Deng

A discussion took place with the following revisions requested:

- This proposal needs to include a representative syllabus for the proposed course.

- Proposing department/program needs to clarify the course number. The proposal now refers to PPOL 7001 on p.4, but this does not seem to be definitive. Additionally, 7XXX-numbered courses are master's level courses, not doctoral; this is a doctoral-level course and should receive an 8XXX designation.
- Is this course taken for credit? That is not made clear in the proposal. The catalog copy suggests it is for one credit, but this needs to be clarified. How does it apply to the course of study?
- What is the length of the course and when will it be offered? If August, International students will have difficulty attending.
- The proposal needs to include the date of approval by the appropriate college committee.
- It is suggested to consider teaching this as a Topics course (assuming the program has a Topics course in its profile). This would not require any approval from the Council (short- or long-form). The Council thought this would be appropriate as it was described as a trial course. And once the course has been taught and any revisions implemented as needed, a formal, long-form proposal could be submitted.
- Also, because of the relationship between the program director and Associate Dean, it is suggested that another CLAS Associate Dean sign off on this proposal.

Because of serious deficiencies in this proposal, Chair Freitag called for a motion to either return for extensive revisions or resubmit as a topics course. The topics course proposal can be done on a short form. Davis made the motion with a second from Schwarz. The motion was unanimously approved.

- C. SEEM 03-14-14: New Graduate Certificate Program, - Systems Analytics
 Subgroup: Susan McCarter, Peter Schwarz, Kelly Anderson and Anthony Fodor

A discussion took place and the following revisions were requested:

- The cover page states the proposal is for three graduate certificates, but documentation for only one is provided.
- The proposal appears to be for a certificate in systems analytics, but header material frequently refers to a certificate in logistics and supply chain. This needs to be corrected. Similarly, the letter of support from Hess comes under a header referring to the certificate in logistics and supply chain.
- Another comment is that they said applicants needed to have appropriate background in engineering economics, calculus, or statistics. I think it should be 'and', not 'or'.
- The support letter is odd. Is this person from the Charlotte region? Why does his view carry weight? And on p. 3 E., his name is misspelled (A fred; the 'l' is missing.)
- A few lines above, a word is omitted:
and already scheduled should be and are already scheduled.
- p.2 - Under Admission Requirements, unless the relevant degree is actually in engineering economics, a comma is required in between those two terms.
- p.3 - The proposal in Systems Analytics is referred to both as a graduate certificate and as a concentration. This needs to be clarified and consistent.

There being no further discussion, Chair Freitag made a motion to return the proposal pending revisions. The motion was made by Anderson with a second from Gray. The motion was unanimously approved.

V. Proposed Revisions to the Policies and Procedures for establishing new graduate certificate programs – Dean Reynolds

A hardcopy of the proposed changes was uploaded in ActiveCollab for review.

As graduate certificates are non-degreed and do not go off campus, the initial thinking was to allow the proposal to go through the college level approval and graduate council approval processes simultaneously, with final approval put in the hands of the Provost. The most substantive change is that graduate certificates no longer require approval from the Provost. Once approved by the Graduate Council, the Graduate Dean ensures that the college approval is still in line with the Graduate Council's and if it is, the document goes to Academic Affairs, the same as any other proposal. When it clears the Consent Calendar, it is then official.

Chair Freitag called for a motion to approve the proposed changes to the Graduate Certificate procedures as attached. Anderson made the motion with a second from Howarth. The motion was approved unanimously.

VI. Other Business

Chair Freitag reported on the proposed revisions to the Graduate Faculty by-laws. A hardcopy of the proposed changes was uploaded in ActiveCollab for review.

Chair Freitag asked for feedback from the graduate council on the proposed changes.

A discussion took place and the following revisions are suggested:

McCarter: Rereading the whole document, I have a few additional suggested edits.

- Article V Sec. 2 - In the first sentence, should the revised (red) word "each" be removed?
- Sec. 4A - Change to plural to avoid pronouns - College representatives on the GC...by the GF of their respective colleges.
- Later in the same section, need an Oxford comma after counsel.
- Article VII Sec. 2C, D, and G. - should departments be changed to units to be consistent?
- Article VIII Sec. 2 - Capitalize second Graduate Faculty.

Chair Freitag communicated that he would research peer institutions on Graduate Governance and report back.

There being no other business, the meeting adjourned at 1:38pm.

The next meeting will be held on Tuesday, May 6, 2014, at 12 noon in Cato 228.

Respectfully submitted,

Annette Parks

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Secretary to the Graduate Council