

Graduate Council Meeting Minutes

August 19, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development
Hicks, Cheryl - History
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Council Chair
Howarth, T. Joe – GPSG Student Representative
Makas, Emily – School of Architecture
Reynolds, Tom – Associate Provost and Dean of the Graduate School
Schwarz, Peter – Economics
Walker, Judy – Adkins Library
Wiggins, Casper – Accounting (alternate for Peter Schwarz-Econ)

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

Absent: Davies, Angela – Physics and Optical Science (schedule conflict)
McCarter, Susan – Social Work (schedule conflict)

I. Welcome and Introductions

Chair Freitag called the meeting to order welcoming the new and returning members.

II. Report of the Chair

Chair Freitag gave an update on the history of the Graduate Council and its goals.

- Review of Council responsibilities and governing documents:
 - Established by the Standing Rules of the Faculty Council
 - A standing committee “concerned with policy-making and academic planning responsibilities of the Faculty”
 - “Initiate, develop, review and make recommendations concerning graduate education and Graduate School policy”
 - Also, “serve in an advisory capacity to the Dean of the Graduate School”
 - In practice, reviewing curricular proposals dominates activity
 - Major proposals (requirements, initiation or deletion of program, etc.) goes from Council to FEC, then Faculty Council
 - Minor proposals (addition, revision or deletion of a course) are placed on consent calendar
 - Annual evaluation of the Graduate Dean – will start the process earlier this year. Evaluation usually performed in the spring.

- Bylaws revisions
 - Re-thinking size and allocation of Council
 - Balance each college's representation
 - Include interdisciplinary programs
 - Update mail ballot requirement for referenda and amendments
 - Update "function" section to reflect reality
 - Consider limited summer responsibility
 - Remove graduate faculty appointment responsibility
 - Create alternate to Council chair (probably elected by Council)
 - Charge college reps with guiding proposal process in their colleges
- Communication advances
 - Monthly newsletter for Graduate Directors
 - Website updates including dedicated site for Grad Directors
 - Grad College magazine
 - Establishment of Advisory Council
 - Regular sessions with Grad Directors
- PowerPoint presentation on Course, Curriculum and Catalog Management system (Acalog/Curriculog)
 - Need to appoint representative from Council to project committee (Kelly Anderson, Spec. Ed dept volunteered to serve).
 - Should be Council member with at least one year's experience on Council
 - Represent Council and report progress to Council
 - The University has purchased a system (Acalog/Curriculog). Expected rollout of application is spring 2015.
 - Will standardize proposal process
 - Takes the place of the long form/short form
 - Will promote accuracy, clarity, efficiency.
 - A training webinar will be provided to faculty/staff.
 - Although the software will streamline the process and provide vastly improved proposal tracking, it will not replace the judgment we will continue to exercise as a Council in evaluating proposals.
- Distribute draft proposal review checklist for long form proposals – handout. Uploaded in ActiveCollab
- First batch of proposals (for September meeting) will be reviewed by all Council members to establish pattern; subsequent proposals will be assigned to subcommittees for review

III. Report of the Dean

Dean Reynolds welcomed new and returning members.

- Convocation – the Chancellor talked about the Long Range Graduate Enrollment Plan.
 - The Plan was completed in June, 2014.
 - Will be a major focus for us this year.
 - Will dove-tail nicely with the Five Year Strategic Plan.
- Graduate Student Orientation was Saturday, Aug. 16.
 - Attendance was very good.
 - Panels were conducted by current students. We have found that having students do the panels is much more effective with other students.
- DBA – the Doctorate of Business Administration was considered by the UNC Graduate Council on August 13. Permission to plan the degree was approved. The program faculty will now prepare the *Request to Implement* and if approved, it will be our 22nd PhD program.
- Handout – Dean Reynolds distributed a handout on the Role of the Graduate Council Member.
- Website – in an effort to streamline communications, the Graduate School website directs viewers to the Faculty Governance website for meeting schedules, agendas and meeting minutes for the Graduate Council.

Dean Reynolds asked Johnna Watson for an update on fall 2014 Enrollment. Watson reported the goal is 5018 and we are currently approximately 4800. Recruitment should be focused on existing programs. Certificate programs can be offered to increase enrollment.

Susan Sell reported on DegreeWorks, a product that the Graduate School hopes to purchase this fall (2014) to facilitate the graduate degree audits process for graduation. 686 institutions are currently using this system.

IV. Demonstration of ActiveCollab

Johnna Watson did a brief presentation on using ActiveCollab, the communication application the Graduate Council uses. This system houses agendas, meeting minutes and course and curriculum proposals. The system allows the Council to log in to one location for meeting information. There are also comment fields for the Council to make remarks prior to meetings.

The meeting adjourned at 1:58pm.

Respectfully submitted,



Annette Parks
Secretary to the Graduate Council