

# Graduate Council Meeting Minutes

December 2, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development  
Davies, Angela – Physics and Optical Science  
Fodor, Anthony – Bioinformatics and Genomics  
Freitag, Alan – Communication Studies and Council Chair  
Hicks, Cheryl - History  
Hildreth, John – Engineering Technology and Construction Management  
Howarth, T. Joe – GPSG Student Representative  
McCarter, Susan – Social Work  
Reynolds, Tom – Associate Provost and Dean, Graduate School  
Walker, Judy – Atkins Library  
Webster, Murray - Sociology  
Wiggins, Casper – Accounting (alternate for Peter Schwarz, Econ)

Also Attending: Bird, Jim – Educational Leadership  
Martin, Florence – Educational Leadership  
Sell, Susan – Graduate School  
Watson, Johnna – Graduate School  
Wyse, Matt – Academic Affairs

Absent: Makas, Emily – School of Architecture

## I. Report of the Chair

Chair Freitag called the meeting to order.

- Approval of the November 4, 2014 Meeting Minutes  
Chair Freitag called for a motion to approve the meeting minutes as submitted. Wiggins made the motion with a second from McCarter. The motion was approved unanimously.
- Chair Freitag asked the Council members to think about volunteering as chair-elect to the Graduate Council for the coming term.

## II. Report of the Dean

- *New Student Convocation* – New graduate students are welcome to attend the new student convocation that will begin in the fall 2015. The date has not been set yet, but it will occur after the beginning of the fall academic semester. There has been some concern raised about how this might conflict not only with classes but other new student welcoming events. The Faculty President has asked for input regarding undergrads but I believe it is an important consideration for graduate students.

- Dean Reynolds asked the Council to survey graduate programs in respective colleges regarding welcome/orientation events for graduate students during the first week of classes in the fall.
- *Graduate Education Measures of Success* – The UNC GA is working with the system-wide Graduate Council to develop Graduate Education Measures of Success. This exercise is focused on demonstrating the importance of graduate education to the economic prosperity and intellectual capital of the state. The Graduate Council has developed a series of recommendations mostly surrounding the type of data we should consider collecting to help us make our case. I'll post a copy of the draft document and invite the Council to make comments and suggestions.
- Thank you to the Council for the hard work this semester.

### III. Course and Curriculum Proposals

#### A. HCIP 2013-10-5: Revision of the Professional Science Master's in Health Informatics

- This proposal was originally considered and approved in January 2014. The Council at that time appears to have missed the bulleted proposal item listing the two dual-degree programs (7 of 8 bulleted items in the beginning of the proposal). That item referred the reviewer to Appendix 8, but Appendix 8 was missing from the original proposal as approved by the Council (with revisions). When the revisions were made by the originating unit, the Council chair ensured that the revisions were correct, signed the proposal and forwarded it to Academic Affairs, failing to notice that Appendix 8 had now been added to the revised document. To correct this omission, the Council should now review the dual-degrees component of the proposal and formally adjudicate that component. In my view, that component (Appendix 8) appears to be in order.
- In Appendix 8 the program course listings have some alignment problems with credit hours for some of the courses.
- Dual degree programs require two capstones, not just one.
- We also recommend that required courses for each degree be included in the dual degree.
- Catalog copy should state that an advisor from each program needs to be assigned.
- Change title to incorporate Dual Degree Programs and Graduate Certificate Program
- Can use same signature sheet.

Chair Freitag called for a motion that the proposal be resubmitted in a new long form with the revisions listed above. McCarter made the motion with a second from Wiggins. The motion was approved unanimously.

#### B. BINF 10-3-14: Reduction in Required Credit Hours for PSM in Bioinformatics

- This appears to be a well-conceived and thoroughly considered proposal given recent and anticipated growth in the program.

There being no further discussion, Chair Freitag called for a motion to approve the proposal as submitted. McCarter made the motion with a second from Anderson. The motion was approved unanimously.

C. EDUC 9-12-14: New Elective Course for Students in Master's Level Program in Teacher Ed

- Proposal indicates this on-line course will be offered in the summer term, but the syllabus refers to a 15-week agenda; this needs to be reconciled.
- 100% online course - no tests? If so how conducted?
- Shouldn't the title reflect EDUC 6144: Introduction to National Board Certification?
- Proposal needs page numbers and Proposal # should be in the header (top right).

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Hildreth made the motion with a second from Howarth. The motion was approved unanimously.

D. EIST 10-21-14b: Adding a new graduate course EIST 6170

- Pages 15-17 missing from the syllabus
- The justification talks about training and development in "corporate, higher education, government and military settings" but these environments are not discussed in the proposal (unless they are in the missing pages).
- Need to state this is an online course in the catalog copy; please also indicate whether this is synchronous or asynchronous.
- The syllabus lists one required text, but there are assigned readings from additional texts; need to explain how those will be made available if not purchased by the student.
- Section II.C. promises catalog updates to the M.Ed. and Certificate program, but I don't find that anywhere in the proposal -- need to add that.

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Howarth made the motion with a second from Wiggins. The motion was approved unanimously.

E. EIST 10-21-14c: Modify Requirements for School Spec Concentration, M.Ed. Instructional Systems Technology

- The first paragraph under Degree Requirements reads: "The M.Ed. Program in Instructional Systems Technology requires a total of 36 credit hours selected from...." I think it would be clearer to say, "...a total of 36 credit hours comprising...."
- The Recommended Electives component of the program should list the credit hours for each of the elective courses listed.
- Should revise with a statement: Admission requirements published are in compliance with Graduate Council Policies.
- Three letters of recommendation from professionals in the field are required, but individuals who are trying to break into the field simply may not know instructional

technologists. Perhaps this requirement can be amended to indicate that a recommendation from a professional in the field is *preferred*.

- Remove diversity question – page 12

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Fodor made the motion with a second from McCarter. The motion was approved unanimously.

F. EIST 10-21-14d: Renaming Community Training & Development Concentration

- "Recommended Electives" section of catalog copy should include credit hours for listed courses.
- Also, please provide catalog copy using strike through and blue font as described in proposal instructions.
- Would suggest consistency in the usage of CAPSTONE or Capstone (throughout).

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Howarth made the motion with a second from McCarter. The motion was approved unanimously.

G. EIST 10-21-14e: Adding new Concentration, Online Learning and Teaching

- The "Recommended Electives" component of the proposed catalog copy should include the credit hours for each of the classes listed.
- Additionally, the proposed catalog copy does not include any verbiage that identifies this as the new concentration in on-line learning.

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Fodor made the motion with a second from McCarter. The motion was approved unanimously.

H. EIST 10-21-14f: Modifying Graduate Certificate in Instructional Systems Technology (IST)

- How are these concentrations different from each other? The catalog copy sounds exactly the same and the courses just seem to be rearranged.
- Why do you eliminate the GRE/MAT from this certification but insist on it for the others?
- Should revise with a statement: Admission requirements published are in compliance with Graduate Council Policies.

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Hildreth made the motion with a second from Anderson. The motion was approved unanimously.

I. EIST 10-21-14g: Modifying EIST 6492 from Internship 2 to Capstone Project (IST)

- Revised catalog copy lists EIST 6491 as the only pre-requisite for the proposed course, but the syllabus/course outline lists five pre-requisites, none of them EIST 6491; please reconcile.

- Catalog copy should list credit hours for the proposed course.
- What is the publication year for the required text?
- Catalog copy should state when the course is offered.
- Page 5, is there not a college review, credit hour box should be checked?
- p. 3 - II.C. Effect on other courses - do they need to identify the affected courses?

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Davies made the motion with a second from McCarter. The motion was approved unanimously.

J. EIST 10-21-14h: Modifying EIST 6121 (IST)

- Proposed catalog copy should include credit hour value.
- Course offering plans described as "on demand", there never appears to be a mechanism for seeking or responding to demand.
- As the aim is to replace an "outdated" course, it's surprising that so many of the assigned readings in the syllabus are quite dated.
- On page 7 - remove the "To" before objectives #4 & #5 - and remove all periods, in order to be consistent.
- The core proficiency measures beginning on page 9 are not legible.
- p. 3 in I.C. Effect on other courses - do they need to identify the courses affected?
- p.5 V.A. is there not a College level review?
- p.5 V. B. Credit hour check - should the box be checked?

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Davies made the motion with a second from Hildreth. The motion was approved unanimously.

K. ETCM 10-16-14: Modification to the MS in Construction and Facilities Management

- On the syllabus CMET 5350 in the title/header you have Prerequisites/Co requisites: None but in the description immediately after the credit hour (3) you have a prerequisite listed. Please clarify.
- Grading scale included on the syllabi should reflect graduate education.
- See 2a. ...new courses will be offered on a rotation similar to other MSCFM courses... which is what?
- Should include page numbers (bottom right of the page) and proposal number (top right of the page) on all pages.

There being no further discussion, Chair Freitag called for a motion to approve the proposal with revisions. Howarth made the motion with a second from McCarter. The motion was approved unanimously.

Items L, M and O will be considered at the January 6, 2015 meeting.

O. SOWK 9-15-14: New Course – Early Childhood

- Library consultation is missing.

There being no further discussion, Chair Freitag called for a motion to approve the proposal with the one addition. Hildreth made the motion with a second from Howarth. The motion was approved unanimously.

#### IV. Other Business

Chair Freitag called for a motion to adjourn. The motion was made by Hildreth with a second from Wiggins. The meeting adjourned at 1:50pm.

The next meeting will be held on Tuesday, January 6, 2015 in Cato Hall, Room 228 at 12 noon.

Respectfully submitted,



Annette Parks  
Secretary to the Graduate Council