

Graduate Council Meeting Minutes

January 14, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development
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
Hogue, Jim – History and alternate for Christine Davis, Comm Studies
Howarth, T. Joe – GPSG Student Representative
McCarter, Susan – Social Work
Ogundiran, Akin – Africana Studies and alternate for Angela Davies, PHOS
Reynolds, Tom – Associate Provost and Dean of the Graduate School
Schwarz, Peter – Economics
Walker, Judy – Atkins Library
Wei, Qiuming – Mechanical Engineering and alternate for Aixi Zhou, ETCM

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

I. Approval for the December 3, 2013 Meeting Minutes

Chair Freitag called the meeting to order. Chair Freitag thanked Lee Gray for officiating the December meeting in his absence. Gray provided a few editorial revisions which have been made. There being no further revisions suggested, Chair Freitag called for a motion to approve the December 3, 2013 meeting minutes with the revisions suggested by Gray. Howarth made the motion with a second from McCarter. The motion was approved unanimously.

II. Report of the Chair

Chair Freitag communicated that based on the large amount of graduate course proposals to cover, he would waive his report.

III. Report of the Dean

- Dean Reynolds distributed a handout and gave an update on the Graduate Enrollment Planning Initiative.
- Eduventures has finalized the template that graduate programs will be using.
- Eduventures is coming back to campus on January 29 & 30 to meet with individual college representatives for two-hour workshops.
 - Data will be pre-populated in the template for each college.
 - These data will be used to develop long-range goals.
- The spring 2014 Graduate Program Directors meeting is scheduled for Friday, February 14.

Dean Reynolds recognized Johnna Watson (Graduate School) to give a brief update on enrollment.

- Ms. Watson stated that spring 2014 enrollment is down by 300 students.
- She anticipates a shortfall in the fall
 - Ms. Watson distributed a document entitled: *Spring 2014 Preliminary Enrollment Report: January 13, 2014*
 - Ms. Watson thanked the Council for their efforts in assisting with getting students registered for enrollment.
 - There has been a decrease in the College of Education's enrollment because of recent legislative policy changes in Raleigh.
 - There was a large number of Master's students who graduated in the fall 2013
 - Ms. Watson will be emailing programs that have a capacity to grow.

IV. Graduate Course and Curriculum Proposals

Because there were 17 proposals to review, Chair Freitag assigned subgroups to review certain proposals. A subgroup handout will accompany the minutes.

A. BIOL 4-1-13: Revisions to the Biology PhD and MS Programs, Includes 5 new courses Subgroup Reviewers: Ogundiran, Judy Walker, Alan Freitag

A discussion took place with the following revisions requested:

- Include evidence that the Philosophy department has been notified since their course will no longer be required.
- On p.4, there is no description of the BIOL 6270 course in the catalog copy. Also, the course does not appear in the "clean" catalog copy on p.6, where I think it should appear.
- The syllabus for BIOL 8101 (appears as BIOL 6000/8000 on p.20), prerequisites are not listed on the syllabus, nor is there a grading scheme included.
- For BIOL 6140/8140, the syllabus (p.29), prerequisites are not listed. The grading scheme is appropriate for undergraduate level but not graduate level.
- For BIOL 6241/8241, prerequisites are not listed. The grading scheme is appropriate for undergraduate level but not graduate level.
- For BIOL 6270/8270, prerequisites are not listed on the syllabus, nor is there a grading scheme included.
- For BIOL 6260/8260, prerequisites are not listed. The grading scheme is appropriate for undergraduate level but not graduate level.

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

B. ETCM 08-22-13: Modifications to MS in Construction and Facilities Management Subgroup Reviewers: Fodor, Deng, Hogue

Freitag called for a motion to consider. A discussion took place with the following requested revisions:

- The dates should be given for when the "College Curriculum Committee Chair" and "College Faculty Chair" signed the document.
- Page 8 of catalog copy – Degree requirement regarding common core: the number “18” in the subsection title “Required Common Construction/Facilities Core Courses (18 hours),” should be changed to 9.
- With the reduction of the common core credit from 18 to 9, how does this affect the Student Learning Outcomes? Add a statement how such a significant change would not affect the SLO’s.
- In catalog copy, on page 8, delete the paragraph under Admission Requirements and refer students to the Graduate School’s website for Admission Requirements <http://graduateschool.uncc.edu/future-students/admissions/application-requirements> as this will be the most current information regarding requirements.
- Catalog Copy page 10, under Grade Requirements, change verbiage to read “one U or three C’s”

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

C. ETCM 11-19-13: Establishment of Graduate Certificate Program in Applied Energy
Subgroup Reviewers: Gray, Wei and Howarth

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Cathy Sanders commented in ActiveCollab that the department needs to submit a Student Learning Outcomes Assessment Plan and Report with this proposal. The template is available at:
<http://facultygovernance.uncc.edu/course-and-curriculum-process/procedures-and-forms/major-changes-long-form>
- Early Entry can be approved for Graduate Certificate Programs, but the Early Entry approval is a separate process.

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

D. FINN 10-01-13: Major Changes to MSMF Program of Study
Subgroup Reviewers: McCarter, Schwarz, Anderson

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Long form proposal seems to be in good order, however, the syllabus lacks standardization and many are missing pre- and co-requisites, course objectives

and graduate grading schemes (several listed the undergraduate grading scheme).

- Page 39 of pdf (or printed page 22) Use graduate grading scale – make grading scheme mutually exclusive – no overlap between grade points.
- If program wants concentrations to appear on the student transcripts, please contact Johnna Watson (Graduate School).
- Does this affect Student Learning Outcomes? If so, is this addressed?

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

- E. GES 10-31-13: New Graduate Seminar Course for MS Earth Sciences Program
Subgroup Reviewers: Ogundiran, Walker and Freitag

Chair Freitag called for a motion to consider. The following comments were made:

- A straightforward and well-structured proposal.

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

- F. HCIP 2013-10-5: Revision of the PSM in Health Informatics
Subgroup Reviewers: McCarter, Schwarz and Anderson

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Clarify grading scheme since it is not exclusive(A=90-100, B= 80-90, C=70-80, and U= 60-70)
- Why move from concentration to tracks when the change will impact what is reflected on students' transcripts and Banner? Tracks within a program of study are not reflected in Banner, AP, or on a student transcript (whereby "concentrations" can be.....) Johnna Watson to reach out to the department to follow up.
- Remove January 2014 as implementation date (page 2 of the proposal, last bullet point under A. Proposal Summary).
- Requesting a name change for the Graduate Certificate Program requires notifying GA. Leslie Zenk (Academic Affairs) can assist with this process.
- Address the impact of the revision on Student Learning Outcomes.

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

- G. INES 11-07-2013: Revision of INES Graduate Catalog

Subgroup Reviewers: Fodor, Deng and Hogue

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- In the revised catalog copy, with the removal of the “Focus Areas” on page 14, it is not entirely clear that the paragraphs describing “INESD”, “INESS” and INESM reflect possible areas in which students can take courses. Perhaps a sentence such as “Coursework for specialized electives can be in the following disciplines:” could be inserted after the sentence that reads “Also, some basic knowledge of the causes and effects of the physical sciences as well as functional requirements of the facilities concerned needs to be provided to the student”.
- There is an extra period after the phrase : “requirements of the facilities concerned needs to be provided to the student. .”
- There should be a space between “to” and “publish” in “Students are strongly encouraged to publish in refereed journal before graduation”

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

H. ITCS 11-12-13: Establishment of new course ITCS 6152/8152 Robot Motion Planning
Subgroup Reviewers: Fodor, Deng and Hogue

Chair Freitag called for a motion to consider. A discussion took place with the following comments:

- Everything seems to be in order. The course has been taught twice before and covers an important topic. Full consultations with other departments are included, which states that the course does not overlap with existing offerings.

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

I. MBA 07-24-13: Establishment of a Graduate Certificate Program in Business Foundations

Subgroup Reviewers: Gray, Wei and Howarth

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Missing library consultation
- Does this include a tuition increment?
- Proposal is missing page(s) after page 4 which ends with C. Attachments; resubmit entire proposal.
- Needs SACS notification of gainful employment – Johnna Watson to provide template.

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

J. PPOL 09-10-2013: Revision of PPOL PhD Curriculum

Subgroup Reviewers: Ogundiran, Walker and Freitag

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Need to make a stronger case that this is not simply an independent study.
- The Public Policy Ph.D. is an interdisciplinary program involving three colleges; letters of support are needed from each of the two colleges outside CLAS.
- The course description is vague, and there is no syllabus included.
- The proposal needs to indicate how this proposed course would be integrated into the program; the proposal title says this is a revision of the program, but there is no further development of that statement in the proposal itself.
- No catalog copy is provided.
- Support for the course would be strengthened by data indicating, as the proposal implies, how many students and faculty have been engaged in these types of study in the past.
- The proposal mentions prerequisites but these are not identified.
- How is the credit hour of 1-3 for the course to be determined?
- Is it possible for only one student to register for the course with one faculty?
- How many of such sections will be allowed per semester?
- How is this different from an independent study course?

There being no further discussion, Chair Freitag made a motion to defer or send back to the department for revisions. Anderson made the motion with a second from McCarter. The motion was unanimously approved.

K. PSYC IO 11-05-2013: Updating the Psych Curriculum for Working Professionals

Subgroup Reviewers: Ogundiran, Walker and Freitag

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Because some changes affect the Organizational Science doctoral program, I would prefer the proposal included a formal letter of support from the director of that program.
- Pg. 4: consider changing "jargon" to "terminologies and concepts"
- Pg. 5: A typo - remove ARE in this sentence: "What differentiates I/O psychology from other disciplines that train individuals for careers in (broadly defined) human resources areas of business practice IS ARE a practice..."

- Pg. 5: "A few of our courses have been cross-listed with courses in the Organizational Science program, and we are seeking to remove those cross listings".
- What makes the continuation of cross-listing impossible? There is a statement in the proposal that the OS director is supportive of this disengagement but there is no email or letter from Dr. Rogelberg agreeing. I would think there should be one on record.
- Pg. 11: "Students will be able to pick a specialization track": "will be able", optional, or are required? It is important to list what these specialization tracks are in the proposal and the requirement for each.

There being no further discussion, Chair Freitag made a motion to approve the proposal pending revisions. Ogundiran made the motion with a second from Walker. The motion was unanimously approved.

L. REEL 09-26-13a: New Concentration in Literacy to the M.Ed. in Elementary Ed
Subgroup Reviewers: McCarter, Schwarz and Anderson

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Clarify grading scheme in syllabus.
- Unusual to count only 5% (READ 6204)
- Make sure pre- and co-requisites are listed.
- The complete proposal number is listed on the long signature sheet, (REEL 09-26-13a) but the attachments are missing "a" at the end of the proposal number. Since there are two proposals with the same number, the alpha will be critical in keeping track of the proposals. Please add "a" to the attached pages of the proposal (top left corner).
- Add "a" to the end of Proposal number on page 3, under B. Proposal Number

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

M. REEL 09-26-13b: New Concentration for STEM, Addition of 5 new courses in Elem Ed
Subgroup Reviewers: McCarter, Schwarz and Anderson

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Clarify grading scheme in syllabus. (Grading scheme lists a C as 70-79.9% and then a U as below 69.9%)
- Syllabus is vague; topics not fully developed
- Strengthen course objectives, topical outline, explanation of course content.
- Needs to include Student Learning Outcomes if impacted.
- If courses are offered every other year (rotation), is this a resource issue?

- Add complete Proposal Number (REEL 09-26-13b) to the top right-hand corner throughout proposal. Since there are two proposals with the same number, this could be problematic.

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

N. SEEM 11-15-13a: New Graduate Certificate in Energy Systems Analytics

Subgroup Reviewers: Gray, Wei and Howarth

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Remove verbiage about transfer credit from other institutions (6 credit hours can only be accepted from UG at UNC Charlotte) in the Admission Requirements section.
- Cathy Sanders commented in ActiveCollab that the department needs to submit a Student Learning Outcomes Assessment Plan and Report with this proposal.

The template is available at:

<http://facultygovernance.uncc.edu/course-and-curriculum-process/procedures-and-forms/major-changes-long-form>

- Early Entry can be approved for Graduate Certificate Programs, but the Early Entry approval is a separate process.

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

O. SEEM 11-15-13b: New Graduate Certificate in Lean Six Sigma

Subgroup Reviewers: Gray, Wei and Howarth

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Remove verbiage about transfer credit from other institutions (6 credit hours can only be accepted from UG at UNC Charlotte) in the Admission Requirements section.
- Cathy Sanders commented in ActiveCollab that the department needs to submit a Student Learning Outcomes Assessment Plan and Report with this proposal.

The template is available at:

<http://facultygovernance.uncc.edu/course-and-curriculum-process/procedures-and-forms/major-changes-long-form>

- Early Entry can be approved for Graduate Certificate Programs, but the Early Entry approval is a separate process.

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

P. SEEM 11-15-13c: New Graduate Certificate in Logistics and Supply Chains
Subgroup Reviewers: Gray, Wei and Howarth

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- Remove verbiage about transfer credit from other institutions (6 credit hours can only be accepted from UG at UNC Charlotte) in the Admission Requirements section.
- Cathy Sanders commented in ActiveCollab that the department needs to submit a Student Learning Outcomes Assessment Plan and Report with this proposal. The template is available at:
<http://facultygovernance.uncc.edu/course-and-curriculum-process/procedures-and-forms/major-changes-long-form>
- Early Entry can be approved for Graduate Certificate Programs, but the Early Entry approval is a separate process.

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

Q. SIS 10-07-13: Establishment of a new graduate course, Cloud Data Storage IT IS 6320/8320
Subgroup Reviewers: Fodor, Deng and Hogue

Chair Freitag called for a motion to consider. A discussion took place and the following revisions were requested:

- This is a well thought out proposal for a class that is an important area. With more and more personal and business data stored in the cloud, a class that covers how data is stored in the cloud is clearly timely. This class is currently being taught for the first time.
- Correct proposal number to match signature sheet. Use SIS 10-07-13 throughout proposal for clarification (not ITIS 13-10-07) found top right-hand corner of attached pages. Proposal number should be listed on all pages (top right-hand corner).
- Use graduate grading scheme – page 8, second bullet point, last sentence - refers to D (there is no D in graduate grading scheme). A, B, C or U.
- Supporting memos from affected departments should be attached.
- A link to the Academic Integrity Code should be added to the syllabus:
<https://legal.uncc.edu/policies/up-407>

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

V. Other Business

There being no other business, the meeting adjourned at 2:00pm.

The next meeting will be held on Tuesday, February 4, 2014, at 12 noon in Cato 228.

Respectfully submitted,

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

Annette Parks
Secretary to the Graduate Council