

Graduate Council Meeting Minutes

May 3, 2016

Members Present: Anderson, Kelly – Special Education and Child Development
Ge, Yaorong – Software & Information
Haldeman, Randy – Music
Haynes, Christine, History
Hildreth, John - Engineering Technology & Construction Management
McCarter, Susan – Social Work
Reynolds, Tom – Graduate School
Speights, Sabrina – PhD Candidate, Org Science and GPSG Student Representative
Steck, Todd – Biological Sciences
Webster, Murray - Sociology
Wiggins, Casper - Accounting

Absent: Walker, Judy – Atkins Library

Also Attending: Hall-Hertel, Katherine – Graduate School
Parks, Annette – Graduate School
Watson, Johnna – Graduate School
Wyse, Matt – Faculty Governance Assistant

- I. Report of the Chair – Chair Rob Roy McGregor
 - Approval of the April 5, 2016 Meeting Minutes:
 - Chair McMcGregor called for a motion to approve the April 5, 2016 Graduate Council meeting minutes as submitted. McCarter made the motion with a second from Steck. The motion was approved unanimously.
 - Special Degree Works short form proposals are still being reviewed, departments have been given May 9, 2016 as a deadline.
- II. Report of the Dean – Dean Tom Reynolds did not attend this meeting.
- III. Course and Curriculum Proposal
 - A. CEE 20151201 Establishment of New Permanent Course Numbers

This proposal was previously reviewed at the March 1, 2016 Graduate Council meeting. The requested revisions were addressed but new comments emerged

- Bullet one, under **Additional Admission Requirements**, needs clarification. The Council suggests “remediation of certain deficiencies as specified by the program director”

Additional Admission Requirements

- Admission to the MSE program may require completion of certain deficiencies as specified by each area of concentration
- Admission to the Early Entry Program requires a minimum GPA of 3.2, completion of at least 75 hours toward the BSCE degree, and acceptance by the Graduate School to the MSCE program at UNC Charlotte.

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. Haynes made the motion with a second from Anderson. The motion was approved unanimously.

B. CSLG 3-18-16 6202/8202 Counseling Military Families and Children

A discussion took place, Chair McGregor called for a motion to approve the proposal as submitted. Hildreth made the motion with a second from Haldeman. The motion was approved unanimously.

C. CSLG 3-25-2016 6204/8204 Counseling Military Veterans

A discussion took place and the following comment was shared.

- Page 3, under **B. Justification**: "Some of" sounds vague, change to "the most important current" or other such phrasing to show focus.

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. Haynes made the motion with a second from McCarter. The motion was approved unanimously.

D. ETCM-03-03-16 Creation of ENER Courses

A discussion took place and the following comment was shared.

- Page 9, (1) Instructions say to list publication dates of texts and other readings. Library of Congress says publication date of this text is 1982 and the author died in 1997. Nothing new in analog filter design since then? (2) Are there any readings beyond this textbook?

Textbook: *Analog Filter Design*, M.E. Van Valkenburg, Oxford University Press

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. Webster made the motion with a second from Wiggins. The motion was approved unanimously.

E. LACS 3-7-16 MA in Spanish Reduction of Credit-Hours

Professor Michael Doyle from the Department of Languages and Culture Studies was in attendance to highlight the context of the proposal and field any questions. A discussion took place and the following comments were shared.

- Explain that the word **localization** means cultural adaptations.

Catalog Copy for new Course:

TRAN 6004S – Translation Project Management

Credit Hours: (3)

Provides a hands-on introduction to traditional project management and its application to translation and localization projects, enhancing one’s understanding of the language industry while providing preparation for a successful transition to the job market.

- Under **Admission Requirements**, replace “*should* write” to “*must* write”.

- An essay that addresses the applicant’s motivation for enrolling in the M.A. in Spanish, to include particular areas of research interests and career professional goals. Students seeking enrollment in the LLC ~~track-concentration~~ should write this essay in Spanish and demonstrate a high level of proficiency in Spanish by attaching an additional writing sample (a college term paper or similar document). Students seeking enrollment in the TTS ~~track-concentration~~ may write the essay in either English or Spanish but must demonstrate high levels of literacy and proficiency in both languages by providing writing samples in each.

- Reword **Prerequisites Requirements** for clarification of what is expected; refer students to program director for counseling.

Prerequisite Requirements

Applicants who do not have advanced-level undergraduate coursework in Spanish language and the literature and culture of Spain and Latin America will be required to take a minimum of two courses in these areas as part of their preparation for enrollment in the M.A. program. Such coursework may be taken as a post-baccalaureate graduate student (PBG), and up to six hours of such coursework with a grade of B or higher may be transferred forward to the M.A. program

- Update syllabus to include the graduate level grading scale.

Thereby hearing no further discussion, Chair McGregor called for a motion to approve pending revisions. Hildreth made the motion with a second from Anderson. The motion was passed unanimously.

F. MBAD 02-29-2016 MBA Entrepreneurship and Corp Venturing

A discussion took place and the following comments were shared.

- Page 52, **Appendix C** – List courses without descriptions.

Required course:

MBAD 6300 – Entrepreneurial Decisions Credit Hours: (3) A course that examines the important decisions that entrepreneurs make in forming new ventures, including topics such as

- Page 47, **Course Description:** We require the catalog course description. See page 51
- Page 48, **Required Text:** Add text publication year and/or ISBN number.

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. Ge made the motion with a second from Anderson. The motion was approved unanimously

G. MDSK Graduate Certificate in National Board Certification

A discussion took place and the following comments were shared.

- Page 6, **Proposed Catalog Copy:** Do you have to take the courses sequentially? Address to show course sequence and pre-requisites.

a. For a new course or revisions to an existing course, check all the statements that apply:

___ This course will be co-listed with another course.

___ There are prerequisites for this course.

- Page 37, **Course Title:** Consider adding a verb - Becoming an Effective... or changing practitioner to practice.

COURSE TITLE: Effective and Reflective Practitioner for National Board Certification

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. McCarter made the motion with a second from Speights. The motion was approved unanimously

H. MKTG 2-12-2016 Innovation and Growth Proposal

A discussion took place and the following comments were shared.

- Page 12, **Course Description:** We require the catalog course description. See page 16
- Page 13, **Required Text:** Add publication year and or ISBN number.

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. Hildreth made the motion with a second from McCarter. The motion was approved unanimously

I. GRAD 6030 Workplace Communications - <https://uncc.curriculog.com/>

A discussion took place and the following comment was shared.

- Add graduate grading scale.

Thereby hearing no further discussion, Chair McGregor called for a motion to approve the proposal pending revisions. Hildreth made the motion with a second from McCarter. The motion was approved unanimously.

J. DSBA 04-19-16 Establish Professional Development Course

A discussion took place and the following comment was shared.

- Page 1, add prefix, number and title of course

DSBA 7112/6010

Re: Establishment of a new DSBA graduate course in Professional Development

- Under **Proposal Content, A. Proposal Summary:** add prefix, number and title of course

II. Proposal Content

A. Proposal Summary

The Graduate School / Data Science and Business Analytics program proposes to establish a new course in Professional Development.

- Under **Course Credit Workload:** Change credit hours from three to one.

Course Credit Workload:

This 3 credit course requires 3 hours of classroom or direct faculty instruction and 5 hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: Required reading, written assignments, and studying for exams.

- Is this course a pre-requisite for the internship?
- How does this fit into the program? Does it increase the number of required hours?
- Consider revising the **Course Objectives** to reflect behaviors that are observable and measurable. For more information, please see

Writing Observable, Measurable Learning Outcomes:
Goals vs. Objectives <https://journals.uncc.edu/facultyguide/article/view/379>

Thereby hearing no further discussion, Chair McGregor called for a motion to defer action on the proposal pending responses to the Council's questions and comments. Steck made the motion with a second from McCarter. Ten approved the motion, one opposed.

IV. Other Business

Degree Works proposal for Biological Sciences – Chair McGregor wanted to consult with the Council because it creates a new course. Steck made the motion to approve as submitted with a second from Wiggins. The motion was approved unanimously

The meeting was adjourned at 2:25pm.

The next meeting of the Graduate Council will be Tuesday, August 16, 2016.

Respectfully submitted,



Christi Skerlak
Secretary to the Graduate Council