

# Graduate Council Meeting Minutes

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May 5, 2020

Members Present: Allan, Craig – Geography and Earth Sciences  
Anderson, Nadia – School of Architecture  
Browne, Aidan – Engineering Technology & Construction Management  
Burfield, Allison – School of Nursing  
Godev, Concepción – Languages & Culture Studies/Graduate Council Chair  
Lachance, Joan – Middle, Secondary & K-12 Educ (alt. for L. Abrams, CLSG)  
Lipford, Heather – Software & Information Systems  
Mauer, David – Finance  
Miller, Elizabeth – English (joined meeting via WebEx, but had technological difficulties and had to drop out).  
Mostafavi, Taghi – Computer Science (alternate for Heather Lipford, SIS)  
Reynolds, Tom – Graduate School Dean (ex-officio, non-voting)  
Scarborough, Beth – Atkins Library  
Suptela, Alex – PhD Candidate, BIOL and Grad Student Rep (GPSG)  
Tabor, James – Religious Studies

Also Attending: Beauregard, Tracy – Mechanical Engineering  
Goodliffe, Julie – Graduate School  
Hall-Hertel, Katherine – Graduate School  
Krause, Sandy – Graduate School  
Mejias, Marlon – Software & Information Systems  
Morse, Janet – Graduate School  
Names-Mattefs, Alaina  
Perez-Quinones, Manuel  
Ramaprasad, Harini – Bioinformatics and Genomics  
Rasmussen, Lisa - Philosophy  
Skerlak, Christi – Graduate School  
Thorsheim, Peter - History  
Watson, Johnna – Graduate School  
Wyse, Matt – Faculty Governance, Academic Affairs  
Xu, Terry – Mechanical Engineering

## I. Report of the Chair – Concepcion Godev

### A. Approval of the April 7, 2020 Meeting Minutes

The April 7, 2020 meeting minutes were approved as submitted by a unanimous vote.

- Graduate Student Funding Committee – still no response from Office and Research and Economic Development Feedback (RED) on TA and RA definitions.
- Godev thanked the Graduate School team as well as the Graduate Council members who will be rotating off and looks forward to working with the newly elected members.

## II. Report of the Dean – Tom Reynolds

- Dean Reynolds thanked the Council for their participation this year and in using the new virtual environment.
- Reynolds informed the Council about the delay in the start of the fall semester to September 7.
- The Graduate School will hold virtual office hours this Thursday, May 7, 2020 at 10:00am. For meeting information, contact Karla Stanchina, [kstanchi@uncc.edu](mailto:kstanchi@uncc.edu).

### Report by Johnna Watson (Associate Dean, Graduate School)

- Fall 2020 enrollment is looking robust. Graduate applications are up by 105. Offers of admission are up by 516. Fall applications are up 323 compared to this time last year.
- 109 students requested their admission be deferred to 2021.
- We anticipate some travel restrictions for fall.
- Summer enrollments are really off the charts. Maybe people are not working and want to focus on a degree.
- Please encourage your colleagues and Graduate Program Directors to connect with existing and newly enrolled students to understand their needs and lend your support.

### Report by Katherine Hall-Hertel (Associate Dean, Graduate School)

- Graduation numbers are up by 114, most are Master's.
- 115 doctoral students are on track to graduate.
- The numbers overall are up from last spring.

## III. Course and Curriculum Proposals

### A. ITIS 5101 – Foundations of Programming

Originator: Marlon Mejias, Software and Information Systems

**Graduate Council Assignments: Aidan Browne and Elizabeth Miller**

The proposal was reviewed and a minor revision was requested on the syllabus to include the link to the digital textbook that was listed in the proposal. Lipford made a motion to approve pending revision with a second from Anderson. The proposal was approved by a unanimous vote.

- B. ITIS 5135 – Web-based Application Design and Development  
Originator: Debarati Basu, Software and Information Systems  
**Graduate Council Assignments: Aidan Browne and Elizabeth Miller**

Lipford made a motion to approve the proposal as submitted with a second from Burfield. The proposal was approved by a unanimous vote.

- C. ITSC 8665 – Graduate Teaching Seminar  
Originator: Harini Ramaprasad, Bioinformatics and Genomics  
**Graduate Council Assignments: Aidan Browne and Elizabeth Miller**

The proposal was reviewed and revisions were requested to the syllabus. Lipford made a motion to approve pending revisions with a second from Burfield. The proposal was approved by a unanimous vote.

- D. New Graduate Certificate – Software Development  
Originator: Heather Lipford  
**Graduate Council Assignments: Aidan Browne and Elizabeth Miller**

The proposal was reviewed and it was noted that the SLO's were not attached to the proposal. Browne made a motion to approve the proposal pending revisions with a second from Miller. The proposal was approved by a unanimous vote.

- E. HIST 5797 – Honors Methods and Practice – Early Entry  
Originator: Peter Thorsheim, Department of History  
**Graduate Council Assignments: Allison Burfield and Alex Suptela**

The proposal was reviewed and revisions were requested to the syllabus. Burfield made a motion to approve the proposal pending revisions with a second from Miller. The proposal was approved by a unanimous vote.

- F. HIST 5799 – Honors Research and Thesis – Early Entry  
Originator: Peter Thorsheim, Department of History  
**Graduate Council Assignments: Allison Burfield and Alex Suptela**

The proposal was reviewed and revisions were requested to the syllabus. Burfield made a motion to approve the proposal pending revisions with a second from Miller. The proposal was approved by a unanimous vote.

- G. MEGR 7152 – Mechanics of the Human Locomotor System  
Originator: Nigel Zheng, Mechanical Engineering and Engineering Science  
**Graduate Council Assignments: Allison Burfield and Alex Suptela**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- H. MEGR 7174 – Engineering Analysis I  
Originator: Russell Keanini, Mechanical Engineering and Engineering Science  
**Graduate Council Assignments: Allison Burfield and Alex Suptela**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- I. MEGR 7175 – Engineering Analysis II  
Originator: Kosta Falaggis, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Nadia Anderson and David Mauer**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- J. MEGR 7222 - Mechatronics  
Originator: Stuart Smith, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Nadia Anderson and David Mauer**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- K. MEGR 7223 – Mathematical Concepts for Dynamics and Control  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Nadia Anderson and David Mauer**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- L. MEGR 7224 – Analytical Mechanics  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Nadia Anderson and David Mauer**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- M. MEGR 8152 – Mechanics of the Human Locomotor System  
Originator: Nigel Zheng, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: James Tabor and Craig Allan**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- N. MEGR 8174 - Engineering Analysis I  
Originator: Russell Keanini, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: James Tabor and Craig Allan**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- O. MEGR 8175 - Engineering Analysis II  
Originator: Kosta Falaggis, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: James Tabor and Craig Allan**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- P. MEGR 8222 - Mechatronics  
Originator: Stuart Smith, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Joan Lachance and Taghi Mostafavi**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- Q. MEGR 8223 – Mathematical Concepts for Dynamics and Control  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Joan Lachance and Taghi Mostafavi**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- R. MEGR 8224 – Analytical Mechanics  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
**Graduate Council Assignments: Joan Lachance and Taghi Mostafavi**

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

- S. NANO 8400 – Nanoscale Science Internship  
Originator: Bernadette Donovan-Merkert, Chemistry, Nanoscale Science PhD  
**Graduate Council Assignments: Joan Lachance and Taghi Mostafavi**

Lipford made a motion to approve the proposal as submitted with a second from Burfield. The proposal was approved by a unanimous vote.

#### IV. Discussion Topics

- A. Grade Types for Research Credit – possibly standardizing the policy – Katherine Hall-Hertel, Associate Dean for the Graduate School

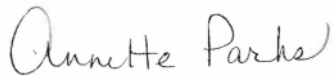
Hall-Hertel communicated that some programs are using letter grades while others are using pass/fail. We need a uniform policy to standardize how we grade multi-semester research. IP grades have to be converted to a grade and have to be done term by term. They cannot be done as a batch. And there is no Banner functionality at this time. This can affect Master's thesis hours. IP grades do not imply satisfactory progress. The Council was receptive to Hall-Hertel drafting a policy for Research Credit to bring back to the Council for a vote.

V. Other Business

There was no other business.

Browne made a motion to adjourn with a second from Anderson. The meeting adjourned at 1:38pm.

Respectfully submitted,

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

Annette Parks  
Graduate Council Secretary