

# Graduate Council Meeting Minutes

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August 21, 2018

Members Present: Abrams, Lyndon - Counseling  
Barth, Tom – Political Science & Public Administration  
Browne, Aidan – Engineering Technology & Construction Management  
Burfield, Allison – School of Nursing  
Godev, Concepción – Languages & Culture Studies  
Grover, Priyanka – GPSG Representative, PhD Candidate, BIOL  
Haynes, Christine – History  
Lipford, Heather – Software & Information Systems  
Mauer, David – Finance  
Reynolds, Tom – Graduate School

Also Attending: Canevello, Amy – Psychology (Alt. Tabor)  
Hall-Hertel, Katherine – Graduate School  
Krause, Sandy – Graduate School  
Morse, Janet – Graduate School  
Warren-Findlow, Jan – Public Health Sciences (Alt. Burfield)  
Watson, Johnna – Graduate School  
Wyse, Matt – Office of the Provost

Absent: Emerling, Jae – Art & Art History  
Scarborough, Beth – Atkins Library  
Tabor, James – Religious Studies (Class conflict)

## **I. Welcome and Introductions – Christine Haynes**

Chair Haynes welcomed the returning and new members of the council. Introductions were made by the Chair and the individual members.

- **Review of the 2018-2019 Graduate Council Meeting Schedule:**

Chair Haynes asked the council members if the 2018-2019 Graduate Council meeting schedule sent out previously posed any problems, and after hearing none, the schedule was accepted as sent. The Graduate Council will meet the first Tuesday of every month with the exception of March, 2019. This date will be changed to March 12, 2019 as the first Tuesday falls during spring break. If a meeting is necessary in January, 2019, the Council will meet on Tuesday, January 8, 2019. **The location for the March 12, 2019 meeting and the tentative meeting for January 8, 2019 will be Cato 324. This is the Chancellor’s Boardroom on the third floor.** Please note these changes.

## **II. Report of the Chair – Christine Haynes**

- **Responsibilities of the Graduate Council Members:**

Haynes stated that while the main responsibilities of the Graduate Council are to review

graduate course and curriculum proposals, policies and procedures, they will also serve in an advisory capacity to the Dean of the Graduate School Dean. The Council is strongly encouraged to take the information presented at monthly meetings back to their colleges and departments and likewise, bring any department or college questions and concerns back to the Graduate Council for discussion.

- **The Standing Rules of the Faculty Council of UNC Charlotte**

Chair Haynes asked that this document be shared with the Graduate Council. The Standing Rules of the Faculty Council of UNC Charlotte include certain rules of procedure for the Graduate Council—see pages 14-16.

[http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing\\_Rules\\_04-20-17.pdf](http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Standing_Rules_04-20-17.pdf)

- **The Bylaws of the Graduate Faculty of UNC Charlotte**

Chair Haynes asked that this information be shared with the Graduate Council.

<http://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Graduate-Faculty-Bylaws.pdf>

The Bylaws of the Graduate Faculty of UNC Charlotte specify that the primary function of the Graduate Council shall be to review, develop, and make recommendations about Graduate School policy and that the Council will also serve in an advisory capacity to the Dean of the Graduate School. The Bylaws of the Graduate Faculty also include the following statement of the Council's responsibilities.

- Advise the Dean of the Graduate School on matters of graduate education and also, "serve in an advisory capacity to the Dean of the Graduate School"
- Initiate, review and make recommendations concerning graduate education
- Review and make recommendations on all curriculum requests at the graduate level, including all new degree programs or program tracks
- Review and make recommendations on the criteria developed by academic units for the appointment of individuals to the Graduate Faculty
- Establish such committees as may be deemed necessary and proper for the purpose of furthering graduate education at UNC Charlotte
- Participate in the recruitment of the Dean of the Graduate School, and have input into the selection of the Dean
- Serve as a committee of the whole to conduct the annual review of the Dean of the Graduate School in accordance with the University's Administrator Evaluation Policy

- **Proposal Review**

Proposals will be assigned to groups of Graduate Council members. The members assigned to a given proposal will be responsible for reviewing and leading the discussion of that proposal.

- Review the checklist and revised Graduate Course guidelines for proposal requirements and syllabus guidelines (links below).

<https://facultygovernance.uncc.edu/sites/facultygovernance.uncc.edu/files/media/Curriculum%20Graduate%20Proposal%20Checklist%2008-22-2017.pdf>

- 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.
- Curriculog is the online systems for reviewing proposals. <https://uncc.curriculog.com/>
- **Items for the September 4 meeting:**
  - Elect a Vice Chair (this person will lead the meetings in case of the Graduate Council Chair's absence)
  - A subcommittee from within the Council will be formed over the fall semester to be ready to conduct the annual review of the Graduate School Dean in the spring. I will call for volunteers to serve on this subcommittee.

Chair Haynes invited members of the Graduate Council to attend the Graduate Education Summit to be held on Friday, September 14, 2018, at 9:00am in the Atkins Library (Halton Reading Room).

### III. Report of the Dean – Dean Tom Reynolds

Dean Reynolds welcomed the returning and new members of the Council.

- Process for New Program Review and Approval
  - Two-step process.
    - Planning Phase
    - Implementation Phase
  - The General Administration redesigned this process last year.
    - One of the changes is the Letter of Intent. It will now go through Curriculog. In addition, programs must identify student pools and what happens to students when they graduate.
    - For new Doctoral programs, there is a new component. There must be a plan for how the new program will be financed.
  - Link for New Program Review: <https://provost.uncc.edu/curriculum-catalogs/academic-program-planning-and-authorization>
- Cato Administrative Building, Conference Room 248 is now the William Kennedy Conference Room. There will be a dedication ceremony in October.

### IV. Fall Enrollment Update – Johnna Watson

Watson communicated that as of 8/20/18, we had 5,138 graduate students enrolled as compared to 5,403 for last fall at Census. She thinks that we will reach ~5,330 by Census this year.

- Two hundred twenty-six graduate students were notified of cancellation for non-payment on August 16, 2018. There will be a second cancellation communication in another week. Watson asked that Council members please talk with their Graduate Program Directors and college colleagues to encourage students to pay prior to the second cancellation for non-payment on Monday, August 27<sup>th</sup>. Graduate Admissions will communicate with GPD's about their students in jeopardy of cancellation.
- Applications are down by more than 1000 as compared to last year (mostly international).
- GPDNet is an online resource to help GPD's manage their graduate programs. If you or your Graduate Program Directors need access, please email Johnna Watson at [jwwatson@uncc.edu](mailto:jwwatson@uncc.edu).

- Watson communicated she will be bringing a proposal to the Council related to the number limit of graduate programs a student can be enrolled in at one time. We currently have 400 students enrolled in more than one graduate program.

## V. Graduate Academic and Student Affairs Update – Katherine Hall-Hertel

- Katherine Hall-Hertel shared that the orientation for new graduate students held on Saturday, August 18, 2018 went very well.
- Hall-Hertel introduced a couple of her key personnel:
  - Sandy Krause, Assistant Dean, was hired in the Graduate School on August 1. Krause was hired to oversee graduation and petitions. Due to DegreeWorks, the number of petitions has increased tremendously and have become a challenge to manage.
  - Janet Morse is now the Associate Director for Graduate Academic Services and DegreeWorks. She manages graduation clearance and with the departure of James Birkett, she is now facilitating Early Entry and Dual Degree processes involving graduate students.
  - Dr. Lisa Rasmussen, Philosophy Faculty member will also be working with the Graduate School as a Faculty Associate this year. Rasmussen shared that she will be working with Hall-Hertel on fostering a culture of academic integrity. Their mission is to develop a session to train graduate student advisors, a Train-the-Trainer, so to speak. Hall-Hertel and Rasmussen have attended external workshops and plan to bring evidence-based research to their training sessions here on the campus of UNC Charlotte.
- Hall-Hertel will also be bringing a few new policies to the Council for their consideration.
- Hall-Hertel recognized Ms. Priyanka Grover, President of the GPSG, Graduate and Professional Student Government and student member of the Graduate Council. One of Grover’s missions is to recognize and celebrate the 20-year anniversary of the GPSG on November 2, 2018 and foster collaboration with the SGA, Student Government Association, but propose to separate from the organization that is Undergraduate centric.

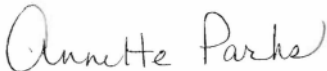
## VI. Reviewing Proposals in Curriculog – Matt Wyse

Matt Wyse, Faculty Governance Assistant, performed a brief demonstration on Curriculog, the online course and curriculum management system used for submitting, reviewing, and approving curriculum proposals.

- The link for Curriculog is: [uncc.curriculog.com](http://uncc.curriculog.com)
  - The Login is in the top right-hand corner.
  - You will use your NinerNet login.
  - When logging in, the system defaults to My Tasks.
  - When reviewing a proposal, click on the name. Click on Edit Proposal, icon is a page with green mark to the right of the proposal name. Under User Tracking, select Show with markup. After reviewing the proposal, please add a comment if you are responsible for reviewing a particular proposal. If the proposal looks good, document by saying “good proposal or well written, etc.”. Or, if there are items missing, such as graduate grading scale, syllabi or other attachments, list those items here as well. This will contribute to the discussions during the regular meetings.
  - Upcoming Curriculog Training is listed in the system: August 28 – General Curriculog Knowledge, August 30 – Creating Proposals

The meeting adjourned at 2:00pm.

Respectfully,



Annette Parks  
Graduate Council Secretary