

Graduate Council Meeting Minutes

August 14, 2012

Members Present: Birdsong, Sarah - GPSG Student Representative
Davis, Christine – Communication Studies
Driscoll, Lisa - EDLD (alternate for Kelly Anderson – Spec Ed and Child Dev.)
Fodor, Anthony – BioGen (alternate for Heather Richter Lipford – SIS)
Gray, Lee – Architecture
McGregor, Rob Roy – Economics (Graduate Council Chair)
Reynolds, Tom – Associate Provost for Graduate Programs and Dean
Schwarz, Peter - Econ
Starrett, Greg – Anthropology
Thompson, Michael – Public Health Sciences
Walker, Judy – Atkins Library
Zhou, Aixi – Engineering Tech and Construction Mgmt.

Absent: Smith, Stephanie Moller

Also Attending: Wei, Qiuming – MEES (alternate for Aixi Zhou)

I. Welcome and Introduction

Chair McGregor called the meeting to order and welcomed returning and new members. After each member introduced themselves, Chair McGregor distributed three documents: an agenda, *Graduate Council Member* (definition), *Subcommittee Structure (Graduate Council)*. Schwarz communicated that he will be teaching class during the scheduled meetings and Linda Swayne (MKTG), his alternate, will be attending on his behalf.

II. Operational Procedures of the Council

Chair McGregor referred to the handout, Graduate Council Member and asked members to review the information. Listed are the definitions of the mission of the Graduate Council as defined in the by-laws for the Graduate Faculty. Source links from the Graduate School website are listed at the bottom of the page for referral.

- a. Course and Curriculum Proposal Review Process – while all of the members are responsible for the review and approval of graduate courses and policy, an effort was made to streamline the process using the Subcommittee structure. Active Collab is a computer-based application used by the Council to distribute course proposals and other agenda materials for review prior to meetings.
- b. Graduate Faculty Criteria – (GFC) GFC is reviewed/approved by the Graduate Council. Departments make recommendations for their own department GFC using the general guidelines as communicated in the Graduate Faculty Appointments process on the Graduate School website. <http://graduateschool.uncc.edu/faculty-and-staff/faculty-and-staff/graduate-faculty/graduate-faculty-appointment>.

Dean Reynolds elaborated on the importance of this criteria and its role in graduate education. A few years ago, the Council began contacting departments to update their criteria to meet the needs of the changes within their departments and graduate education.

- c. Discussion Topics – Council has a broad responsibility. Some topics to discuss this year:
- Graduate Faculty Criteria (GFC) for interdisciplinary programs. (Examples were: Gerontology, Library Staff, etc.) - topic brought up at the April 3, 2012 Graduate Council meeting, Item IV.
- d. Other Business for the Year: Dean Reynolds commented on areas he would like to see the Council spend time on:
- Graduate Education Policy
 - Communicate with your colleagues in your colleges. As you review course proposals, graduate policies, graduate faculty criteria, etc., share this information in your colleges. Take the information to your department and college meetings. Bring graduate education issues to the attention of your colleagues
 - Graduate Program Review – SACS has echoed the importance of this review. Need help from the Council on how to accomplish this review. The Council approached this topic last year and because of SACS it has taken a little different approach.
 - The role of the Graduate Program Director (GPD) has always been full-time faculty managing graduate programs in the department. This is often over and above the load the faculty member is already carrying with no resources. Let's take a look at best practices. We need to be consistently reminded of the needs of our GPD's. Make their needs known.
 - General Administration has streamlined the way graduate programs are approved. This is pretty much in place but needs tweaking. Gives more opportunity and control at the unit level. Each campus can only have 3 programs in play at any one time. The challenge is to be ready to fill a vacancy when a program rotates off.

Dean Reynolds asked the Council to feel free to email him with any concerns from their departments, programs or colleges.

New Graduate Student Orientation is Saturday, August 18. Currently, there are 830 students registered to attend. Doing the orientation a little differently this year, letting senior level students be more involved with the orientation. Holding student panels on various topics.

III. Organization of Council Members into Subcommittees

Chair McGregor referred to the Subcommittee Structure (Graduate Council) handout.

Volunteers were then asked to sign up for a subcommittee.

Standards and Assessment Subcommittee:

Members: Greg Starrett, Lee Gray, Aixi Zhou (tentative Stephanie Moller Smith)

Planning Subcommittee:

Members: Kelly Anderson, Christine Davis, Sarah Birdsong, (tentative Heather R Lipford)

Course and Curriculum Subcommittee:

Members: Linda Swayne fall 2012, Peter Schwarz spring 2013, Michael Thompson, Judy Walker

The question was raised about the rationale behind each subcommittee. Chair McGregor suggested that the Planning Subcommittee look at the rationale and report back to the Council.

IV. Active Collab Presentation

Annette Parks, Graduate Council Secretary, shared a brief presentation on using Active Collab, the computer-based application for housing Council meeting materials. Council members will be emailed their login information later this week. Graduate Council meetings are referred to as Milestones (example: *Graduate Council Meeting: September 4, 2012* is a milestone). Milestones are listed down the right-hand column of the main menu. Click on the Milestone. Scroll down to see files associated with that meeting/milestone. Click on file to open. You can enter comments in a comments box below the file. Be sure to click on the Comment bubble to have your comment uploaded. To return to the main menu, click the back arrow (white arrow in blue circle, in the top left corner of the screen,

Your login username is your UNC Charlotte (full) email address. Your password will be sent to you. I would suggest changing the password as it is very long. To change your password, click the Profile link at the top right corner (next to Welcome Back _____). On the right, you will see Change Password. You can call or email me with any questions concerning navigation in AC. Annette Parks – 7-7248, arparks@uncc.edu.

The meeting adjourned at 1:58 pm.

Respectfully submitted,



Annette Parks
Secretary to the Graduate Council