Graduate Council Meeting Minutes
January 6, 2015

Members Present: Anderson, Kelly – Special Ed and Child Development
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Council Chair
Hicks, Cheryl - History
Hildreth, John – Engineering Technology and Construction Management
Howarth, T. Joe – GPSG Student Representative
Makas, Emily – School of Architecture
McCarter, Susan – Social Work
Reynolds, Tom – Associate Provost and Dean, Graduate School
Wiggins, Casper – Accounting (alternate for Peter Schwarz, Econ)

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

Absent: Davies, Angela – Physics and Optical Science
Walker, Judy – Atkins Library
Webster, Murray - Sociology

I.   Report of the Chair

Chair Freitag called the meeting to order.

- Approval of the December 2, 2014 Meeting Minutes

    Chair Freitag called for a motion to approve the meeting minutes as submitted. Hildreth made the motion with a second from McCarter. The motion was approved unanimously.

- Chair Freitag reported on his recent attendance to the Council of Graduate Schools conference held in DC Dec. 3-6, 2014. He will ask Annette to post the notes in ActiveCollab.

II.   Report of the Dean

- Dean Reynolds reported that the NC Council of Graduate Schools will hold its annual meeting in November, 2015 in Asheville. Anyone interested in attending, let us know.
- Graduate Student Philanthropy competitions are going on. Some are new and some are for continuing students. For more information, go to: www.uncc.edu/fundingresources or check with Susan Sell.
- The New Graduate Student Orientation is being held today Rowe. You are welcome to attend if your schedule permits.
- The spring 2015 Graduate Program Directors meeting is scheduled for Friday, February 6, from 10:00am – 12 noon.
- Dean Reynolds attended an Academic Affairs Strategic Planning session this morning. Academic Affairs and the Colleges are working on the new Five Year Strategic Plan. We will incorporate the planning management process that the Colleges just participated in with

Eduventures. Johnna will be working with departments to make sure the enrollment plans are consistent.

III.   Course and Curriculum Proposals

A. CHFD 11-24-13b: Add 3 new courses for the EI?CSE Thematic Elective in the Child & Family Studies M.Ed. Program
- How is it that the "Thematic Elective" existed and was listed in the catalog but had no classes supporting it?
- The three proposed classes appear to be driven, at least in part, by a grant. The Business College came under fire a few years ago for allowing a grant to dictate curriculum. Why is this different?
- What evidence supports the need for these three classes once the grant is exhausted?
- The proposed catalog copy for SPED 6242 says the class will permit professionals to "support challenging behaviors of young children...." That sounds like a negative thing. Am I misreading that phrase? If so, others might misread it as well. Perhaps it should be rephrased.
- At the undergraduate level, university policy calls for specialties within a major to be referred to as "concentrations." Should we consider doing the same for graduate specialties?

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

B. HIST 09-07-2014: Graduate Credit designation for early entry M.A.
This proposal was originally scheduled for the December 2, 2014 meeting, but because of time constraints, it was deferred to January 6, 2015.

- How are the two graduate courses different from their undergraduate counterparts?
- Also typically 4000 level courses are not cross-listed with 6000. It may make sense in this case but there should be a rationale and justification presented.
- The proposal indicates both proposed courses will be offered annually, but then says HIST 6799 will be offered on demand; this needs to be clarified (p.4). Also on p.4, the proposal states that instructors for HIST 5797 must have "adjunct graduate faculty status," but the correct term, I believe, should be "associate graduate faculty."
- I agree with Dean Reynolds that the proposal should strengthen the argument that HIST 6799 reflects graduate rigor in comparison with HIST 4799. However, I don't read the proposal as suggesting the two course will be cross-listed; rather, the proposal simply appears to compare the two courses as being similar in structure -- independent research courses. That point should be clarified in the proposal.
- The catalog copy for HIST 6799 mistakenly reads that the prerequisite includes completion of HIST 5799 with a grade of A or B (+ permission of instructor). I believe the prerequisite course is HIST 5797, not HIST 5799.
- The syllabus lacks a grading scale.

- There should be page numbers on each page at the bottom and proposal number should be listed in the top right of each page.
- Under textbook costs explanation change "excessive" to "extensive".

There being no further discussion, Chair Freitag called for a motion to return the proposal to the department for revisions. Hildreth made the motion with a second from Anderson. The motion was approved unanimously.

C. <u>ITIS 08-28-14: New Graduate Course ITIS 6460/8460 User-Centered Design & Eval</u>

- The usage of ITIS should be consistent in SIS department. In going forward with Acalog/Curriculog, should these proposal numbers be SIS and not ITIS?
- Dates are missing from sections E.2 and F.1.
- What is the difference between ITIS 6460 and ITIS 8460? It is not clear from the syllabus.
- In the catalog course description for ITIS 8460, the prerequisite course should be ITIS 8400, or is ITIS 6400 okay?
- The consultation on p.9 (Appendix II) references incorrect course numbers, but the nomenclature is correct, so I don't believe a correction is needed.
- Section B-2 – The phrasing is a bit confusing. The second sentence refers to "this course" and it isn't clear whether this is referencing the prerequisite or the course being proposed.
- Section B-3 - Course number does not appear to follow university policies, which suggest the second digit of 4 is reserved for internships. 6 is recommended for seminar and 0 for topics courses.
- Section C-1 - Here it states that the students served are IT, earlier CS and SIS were mentioned. Is this the same thing?
- Syllabus – 85-100 seems a generous range for A's at the graduate level.

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

D. <u>ITIS 08-29-14: New Graduate Course ITIS 6450/8450 Rapid Prototyping Design Patterns</u>

- Dates are missing from sections E.2 and F.1.
- Section B-3 - Course number does not appear to follow university policies, which suggest the second digit of 4 is reserved for internships. 6 is recommended for seminar and 0 for topics courses.
- Section B.2. (p.3) lists prerequisites. Therefore, the appropriate line should be checked in section F.3. (p.6), and the catalog copy (p.13) should indicate prerequisites as well.

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

E. PSYC 09-02-2014: Designation of areas of Concentration

This proposal was originally scheduled for December 2, 2014, but because of time constraints, the review was deferred to this meeting.
- There is a blank consultation form attached in addition to the consultation that has been completed.
- Item B.4. refers to "official academic transfer," but I believe the intended phrase is "official academic transcript."
- Item C. refers to "replacing the word 'track' for 'concentration' were appropriate." This should read, "replacing the word 'track' with 'concentration' where appropriate."
- Page numbers should appear (bottom right of the page) and proposal number (top right of the page) on all pages of the consolidated document.
- Should you add General to the cover page beside Clinical and Community as they have the three concentrations noted under B. Justification and later in the proposal under Graduate requirements #4?
- Page 7 of the PDF under "Other Requirements" - change "(Clinical track students only)" to reflect use of concentration language.
- The section on the "Comprehensive (Qualifying) Examination" (pdf p.8) is confusing. The title and first sentence reference examination(s), but the remainder of the paragraph references a comprehensive project. Are they the same? Two separate requirements? The subsequent paragraph on the doctoral committee again references comprehensive exams. Language needs more clarity

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

F. SIS 10-27-14: New Course ITIS 6530/8530 Systems Dynamics

This proposal was originally scheduled for December 2, 2014, but because of time constraints, the review was deferred to this meeting.
- Section V.A. needs to be completed (indicating academic unit approval).
- The catalog copy concludes with the sentence, "The course includes 3 credit lectures;" I don't know what that means.
- The syllabus indicates 40% of the grade will be based on a project, but there needs to be a description of that project.
- Section V.B needs to be completed.
- Proposal should have page numbers at the bottom of each page and the proposal number listed at the top right.

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

IV.   Other Business

Other topics for the council to discuss, best practices and concentrations.

Graduate Faculty By-Laws Discussion
Chair Freitag previously sent the updated version to the Council for review prior to the meeting. He covered the last revisions requested by the Council. Subsequent revisions are listed below:
- Revise date on the first page.
- Add School Directors with Department Chair verbiage.
- Change counsel to council.

EAB Report – because of time constraints, Dean Reynolds will defer this topic until the February 3 meeting.

The meeting adjourned at 1:48pm.

The next meeting will be held on **Tuesday, February 3, 2015** in Cato Hall, Room 228 at 12 noon.

Respectfully submitted,

Annette Parks
Secretary to the Graduate Council