

# Graduate Council Meeting Minutes

March 10, 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  
Reynolds, Tom – Associate Provost and Dean, Graduate School  
Schwarz, Peter – Economics  
Walker, Judy – Atkins Library  
Webster, Murray - Sociology

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

Absent: McCarter, Susan – Social Work

## I. Report of the Chair

Chair Freitag called the meeting to order.

- Approval of the February 3, 2015 Meeting Minutes  
Chair Freitag called for a motion to approve the meeting minutes as submitted. Webster made the motion with a second from Anderson. The motion was approved unanimously.
- Chair Freitag shared that he attended the Conference of Southern Graduate Schools annual meeting in New Orleans. He stated that there were very good issues covered including Dual Degree Programs. He encouraged Graduate Council members to attend if given the opportunity.
- Question about the SACS 150 Rule (ambiguous statement that a Bachelor's + Master's must = 150 credits. Early Entry programs in question – need to reach out to Christine Robinson, Assessment and Accreditation.
- Chair Freitag is facilitating our campus's Veterans Initiatives on campus and he stated that there are over 800 veterans enrolled at UNC Charlotte.

## II. Report of the Dean

- Dean Reynolds stated that the Graduate School will be adding a new program to attract and retain military veterans. Beginning fall 2015, the Graduate School will offer two graduate assistantships designated exclusively for veteran students. Each two-year assistantship is valued at \$36,000 to \$45,000 and includes full tuition, health insurance and an assistantship stipend. We decided to make this an assistantship rather than a

fellowship because veterans like the idea of gaining professional development as a TA or RA and it will give them an opportunity to fully integrate into the program more quickly.

- Graduate Student Appreciation Week is March 17-22. GPSG is sponsoring a variety of activities including workshops, seminars and social activities. Please encourage your graduate students to get involved.
- Graduate School Tuition Scholarship program – new and continuing domestic graduate students are being emailed information to encourage them to submit a FAFSA in order to be considered for the new Graduate School Tuition Scholarships for fall 2015.
- Graduate applications are approximately 400 more than last year at this time.
- Two early entry applications have been submitted:
  - Master's in Public Administration
  - Master of Science in Mathematical Finance

### III. Course and Curriculum Proposals

#### A. GRAD 1-9-15: New Course, Transferable Skills for Career Success

- Are Certificate students welcome to take this course?
- The final grade is based on the CV (10%), attendance/participation (30%), and group projects, including written and oral presentations (60%) (See page 9).

#### QUESTION 1:

Attendance and participation make up 30% of the final grade. If a student attends every class or has one excused absence, what part of the final grade does this correspond to? Does perfect attendance or one excused absence correspond to half of the attendance/participation grade (i.e., 15% of the final grade)? (See page 10 regarding attendance points)

#### QUESTION 2:

Group projects, including written and oral presentations, make up 60% of the final grade. On page 10, Project points are listed as 30%. At the bottom of page 10, Presentation points are listed as 30%.

Is the group projects grade based solely on project points and presentation points?

- Need to add graduate grading scale .... What constitutes an A and so forth.

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 Davies. The motion was approved unanimously.

#### B. SIS 12-15-14: New Course – Business Intelligence in Healthcare

- While the summary clearly states the course is for both masters and PhD students, it is not clear elsewhere, and there is no PhD course number included. The syllabus also doesn't indicate if requirements vary for the two cohorts.
- B.3. - Does the course need to be listed as HCIP 6396/8396? Will Masters and PhD students be in the class simultaneously?
- C.1. - The course is designed to support Health informatics MS students. Earlier it mentioned being available for both MS and PhD students in Health Informatics. Please clarify.
- Textbook costs: Perhaps they should go with their explanation of texts in the syllabus.
- The catalog copy incorrectly lists the course number (reads HCIP 6390 instead of 6396).
- Language is confusing regarding pre-/co-requisites. Using the phrase, "could be done in parallel with those courses" lacks clarity. Recommend simply stating which courses are pre- or co-requisites.
- Section B.2. lists two courses as prerequisites: Intro to Health Informatics and Intro to U.S. Healthcare System. Please include course numbers. Additionally, Section B.4. states that the proposed course is the third in a 3-course sequence, but the first two courses listed are not the same as the listed pre-/co-requisites; this should be clarified.
- Section C.1. says the course serves the needs of "Health Informatics graduate MS students" (redundant), but section B.3. makes reference to Ph.D. students' requirements. If this course also serves a doctoral student population, that should be identified. Additionally, the course should be appropriately cross-listed, and the syllabus should reflect this aspect.

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 Anderson. The motion was approved unanimously.

#### IV. Course Cross-Listing Discussion – Cheryl Hicks

Hicks reported that she and Casper Wiggins attended a meeting last December, (2014) with FAPSC chair Brian Cooper and other university representatives to discuss the policies of cross-listing courses. FAPSC members are looking for direction from the Graduate Council regarding making a more restrictive policy.

Chair Freitag asked the Council to discuss this topic in their departments and colleges and bring any feedback to the Council at the next meeting.

#### V. Graduate Faculty By-Laws Update - Chair Freitag

Chair Freitag presented the revised version of suggested updates the Council made from the February 3, 2015 meeting.

- The next step is to present to the Faculty Executive Committee and then the Faculty Council.

Chair Freitag called for a motion to approve with final revisions. Howarth made the motion with a second from Webster.

VI. Education Advisory Board (EAB) Report – Dean Reynolds

Dean Reynolds shared a PowerPoint presentation of the report prepared by the Education Advisory Board which compared UNC Charlotte to other similar schools (i.e., no medical schools and no faculty unions). Overall, assistantship stipends, tuition awards, and other forms of compensation for graduate assistants at UNC Charlotte are comparable with peer institutions. Several suggestions were made in the report about how to maximize compensation packages to promote graduate student enrollment and retention and to improve graduation rates. The full EAB report is available upon request.

VII. Graduate Dean's Review – Murray Webster

Webster reported that he is part of a subcommittee charged with facilitating the annual questionnaire for the Graduate School Dean's Review. Based on feedback from Graduate Faculty, the questionnaire needed to be updated with information that was more relevant. Susan McCarter and Kelly Anderson are also on this subcommittee, and the questionnaire has been updated to remove questions that faculty would have no basis to answer. The questionnaire is now 14 questions and is posted in ActiveCollab under the Forms, Policies and Procedures Milestone. The questionnaire will be distributed to Regular Graduate Faculty members later this month.

VIII. Other Business

The meeting adjourned at 1:32pm.

The next meeting will be held on Tuesday, April 7, 2015, in Cato Hall, Room 228 at 12 noon.

Respectfully submitted,



Annette Parks  
Secretary to the Graduate Council