

Graduate Council Meeting Minutes

October 6, 2015

Members Present: Anderson, Kelly – Special Ed and Child Development
Ge, Yaorong – Software & Information
Haynes, Christine - History
Hildreth, John – Engineering Technology and Construction Management
Livesay, Dennis – Bioinformatics & Genomics (Chair)
Makas, Emily – School of Architecture
McCarter, Susan – School of Social Work
McGregor, Rob Roy – Economics
Reynolds, Tom – Associate Provost for Graduate Programs and Dean
Speights, Sabrina – PhD Candidate, Org Science and GPSG Student Representative
Steck, Todd – Biological Sciences
Walker, Judy – Atkins Library
Webster, Murray - Sociology

Also Attending: Hall-Hertel, Katherine – Graduate School
Skerlak, Christi – Graduate School
Watson, Johnna – Graduate School
Wyse, Matt – Faculty Governance

I. Report of the Chair

- Approval of the September 1, 2015 Meeting Minutes – Chair Livesay called for a motion to approve the Sept. 1, 2015 Graduate Council Meeting Minutes as submitted. McCarter made the motion with a second from Hildreth. The motion was approved unanimously.
- Request for Special Meeting to be held in December
Chair Livesay asked the Council if they would consider having a special meeting in December to facilitate the requests for short forms to clean up the graduate catalog for Degree Works implementation in the spring 2016 and to discuss policy on cross-listing courses.

II. Report of the Dean

- Dean Reynolds stated that there are two deadlines coming up and encouraged Council members to share this information with their colleges:
 - Harshini V de Silva Graduate Mentor Faculty competition – deadline to nominate is Friday, Nov. 6, 2015 by 5:00pm
 - First Citizens Bank Scholars Medal Award competition – deadline to nominate is Friday, Nov. 13, 2015 by 5:00pm

III. Acalog/Curriculog Demonstration – Laurie Parker and Matt Wyse

Matt and Laurie did an overview of the new Acalog/Curriculog system. They encouraged Council members to register for the full 1 ½ hour training session facilitated by the Center for

Teaching. The training is for anyone who will be initiating or reviewing and approving course proposals.

IV. Course and Curriculum Proposal

A. GEES 03-15-2015A: Addition of New Courses 5000 Level to MS Earth Sciences Degree

A brief discussion took place and all comments/considerations were satisfied. There being no further comments, Chair Livesay called for a motion to approve the proposal as submitted. McGregor made the motion with a second from Anderson. The motion was approved unanimously.

V. Graduate Faculty By-Laws Discussion

Chair Livesay discussed some additional concerns voiced by a few Faculty members at a previous Faculty Council meeting. It was suggested by certain Faculty that the verbiage surrounding the approval of Thesis and Dissertation Chairs be open to Associate and Regular Graduate Faculty members. The Council's concern with this all-inclusive approach is that part-time faculty are not here 100% of the time to assist students. The Council is more comfortable with making exceptions on an individual basis for allowing Associate members to chair or co-chair committees.

Chair Livesay and Dean Reynolds will take these points back to the FEC and ask that this topic be added to the next Faculty Council meeting agenda. Stay tuned for status.

VI. Degree Works – Associate Dean Katherine Hall-Hertel and Janet Morse, Project Manager

Associate Dean Hall-Hertel gave a brief history of Degree Works and its use with automating graduation clearance processes. In entering data in Degree Works, some inconsistent data was discovered between what departments are doing and what is listed in the graduate catalog. In an effort to gain clarity, Hall-Hertel and her group are in the process of having conversations with College Associate Deans. Most instances are minor issues like correcting grammar, etc. To assist with the catalog “clean-up” for minor changes, Hall-Hertel created a template (similar to the short form) for departments/colleges to use to make these minor changes. A copy is attached with the minutes. Hall-Hertel distributed the proposed template. For more substantial revisions, the department/college will be directed to submit a long form and follow the normal approval process.

Chair Livesay called for a motion to approve the use of the Degree Works template for facilitating minor course updates. McCarter made the motion with a second from Makas.

Hall-Hertel communicated that they plan to pilot the program with a few programs in the spring 2016. Approvals on revisions need to happen by the first week in December.

VII. Graduate Admissions Policy – two year requirement - Associate Dean Johnna Watson distributed a document for the Graduate Council's consideration to approve the same two-year restriction on new applicants (students who have been suspended or terminated from graduate

programs at other universities) as is imposed on matriculated students suspended or terminated from graduate programs from UNC Charlotte, for failing to meet any of the graduate admissions criteria.

Chair Livesay called for a motion to approve. There were 10 Yea and 1 Nay. The motion was passed by majority vote.

VIII. ActiveCollab Demo – deferred (new version will not meet the Council’s needs).

The meeting was adjourned at 2:10pm.

The next meeting of the Graduate Council will be Tuesday, Nov. 3, 2015.

Respectfully submitted,



Annette Parks
Secretary to the Graduate Council