

Graduate Council Meeting Minutes

Tuesday, August 22, 2023

Members/Alternates Present:

Godev, Concepcion, Chair – Languages & Culture Studies
Brown, Dace – Public Health Sciences
Chattopadhyay, Jackie – Political Science and Public Administration (alternate)
Cooper, Liz – Bioinformatics and Genomics
Dow, Alan – Mathematics and Statistics (alternate)
Lachance, Joan – Middle, Secondary and K-12 Education
Lai, Gene – Finance
Montanaro, Erika – Psychological Science
Mukherjee, Pinku – Interim Dean, Graduate School
Rasmussen, Monica – GPSG Student Representative
Reitzel, Adam – Biological Sciences (alternate)
Sarkar, Kaus – Dance
Smithwick, Jake – Engineering Technology and Construction Management

Also Attending: Emerling, Jae – College of Arts + Architecture, Interim Dir of Graduate Programs
Watson, Johnna – Graduate School
Wyse, Matt – Faculty Governance

Absent: Allan, Craig – health issue
McAdams, Jeff – Atkins Library

I. Report of the Chair – Dr. Concepcion Godev

Chair Godev opened the meeting and welcomed the existing and new members. She then asked the members, alternates and guests to introduce themselves.

A. Overview of Graduate Council Duties

Chair Godev communicated to the Council that their role is to make sure that graduate curriculum is where it needs to be in meeting the requirements and standards as directed by the University Faculty Governance and our governing accreditation body, SACSCOC. She further explained that this body serves as an advisory board to the Graduate School Dean, and in doing so, the Council may also work closely with other Graduate School Staff members, as well as Matt Wyse, Faculty Governance Assistant, and the Faculty President.

B. Resource documents for Council members to review (documents found on Faculty Governance website:

<https://facultygovernance.charlotte.edu/graduate-council/agendas-minutes>

- i. Graduate Council Member Duties – this is a 1.5-page summary
- ii. Graduate Faculty Bylaws – see pages 3-6
- iii. Standing Rules of the Faculty Council – see pages 14-16

- iv. Checklist for Reviewing Graduate Proposals in Curriculog – Pg. 1 – New programs and certificates, Pg. 2 – new courses and syllabi
- v. New/Revised Graduate Course Syllabi Guidelines
- vi. 2023-2024 Graduate Council Meeting Schedule
- vii. 2023-2024 Graduate Council Member Contact Information
- viii. Graduate Program Directors List – 2023-2024
- ix. 2022-2023 Graduate Council Annual Report

C. Selection of a Graduate Council Vice-Chair

Joan Lachance, College of Education, volunteered to serve. The Vice-Chair officiates the monthly meeting in the absence of the Chair and may assist the chair with various subcommittees, etc.

II. Report of the Graduate School Dean – Dr. Pinku Mukherjee

Interim Dean Mukherjee shared that the UNC System office considers new program plans four times a year. For more information on planning new programs, visit the Office of the Provost website at:

<https://provost.charlotte.edu/curriculum-catalogs/academic-program-planning-and-authorization>

- Assistant Provost, Dr. Leslie Zenk is also a good resource.

Dean Mukherjee asked Johnna Watson to give an update on Graduate Enrollment Management.

- Watson was excited about the recruitment efforts underway.
 - 6,256 graduate students are enrolled as of the meeting date and this has exceeded projections.
 - 1,594 new Master's students are enrolled, and that's fairly divided between domestic and international students.
 - 208 new doctoral students have enrolled which is a new record.
 - We will have confirmed numbers after census runs Sept. 1.
 - The Federal government changed a regulation with regard to applications. We can now issue I-20 forms 365 days in advance.
 - Several consulting groups are on campus – one of which focuses on Enrollment Management --- how to recruit and retain.
 - Another group to focus on the Master Plan for more connectivity with our infrastructure.

III. Reviewing and Making Comments on Proposals in Curriculog – Matt Wyse, Faculty Governance Assistant

A. Curriculog Demo

- Login – charlotte.curriculog.com
- You will use your NinerNet login and password.

- If you cannot access proposals at the Graduate Council step, please contact Matt Wyse mwyse@charlotte.edu to give you access to Curriculog.
- Under My Tasks, you will see the proposals that have made it to the Graduate Council step. This is an inclusive list, so if you involved in proposals for your department and/or college, they will be included.
- Click on the name to open a proposal.
- The proposal information is on the left, while the comments and unit tracking are on the right.
- The bubbles represent a step in the workflow.
- To view the syllabus or documents relating to the proposal, click on the Paperclip icon labeled Files. (far right column)
- After you review a proposal and associated documents, you will make your comments by clicking on the Discussion chat bubble, far right column, at the top.

The screenshot displays the Curriculog system interface for a proposal titled "Nursing, Ph.D. - (New Graduate Program - Request to Establish)". The left sidebar shows the proposal details, including a progress bar with 15 steps, the first of which is highlighted as "STEP 1". The main content area is split into two columns. The left column contains "User Tracking" and "Comments" sections. The right column contains a vertical toolbar with icons for "Discussion", "Workflow Status", "Signatures", "Files", "Decisions", "Custom Route", "Crosslistings", and "Proposal Lookup". The "Comments" section shows several entries from users like Curriculog and Dace Brown, with "Reply" buttons next to each. The "Discussion" chat bubble in the toolbar is highlighted with a yellow box.

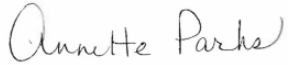
- Click on +Add Comment.
- After you type in your comment, click the Add Comment button below the text box.
- If the proposal needs no revisions, type **Proposal looks good, no revisions needed** in the Comments box. If revisions are needed, please list those revisions here. (Ex: **Syllabus needs graduate grading scale, or list cross-listed course in proposal and on syllabus**, etc.)
- If you are reviewing a new degree program, Under the Degree Requirements and Curriculum Section B4 of the proposal, if you click on the **Preview Curriculum** bubble, a pop-up window appears. Click on the red pencil to see the markups.

IV. Other Business

Meeting Adjourned: 2:00pm.

Next Meeting: September 5, 2023
12:30-2:00pm – Reese 211

Respectfully,



Annette Parks
Graduate Council Secretary