

# Graduate Council Meeting Minutes

---

**Tuesday, August 20, 2024**

**Members/Alternates Present:**

Godev, Concepcion, Chair – Languages & Culture Studies  
Allan, Craig – Geography and Earth Sciences  
Auten, Beth – alternate, Atkins Library  
Baten, Redwan Bin Abdul – alternate, Health Management & Policy  
Brown, Dace – Public Health Sciences  
Cooper, Liz – Bioinformatics and Genomics  
Cox, Kyle – Educational Leadership  
Dow, Alan - Mathematics and Statistics, former alternate  
Gall, David – Art & Art History  
Her, Tsing-Hua – alternate, Physics & Optical Science  
Johar, Monica – Bus Information Sys and Operations Mgmt  
Libby, Garrison – Atkins Library  
Montanaro, Erika – Psychological Science  
Mukherjee, Pinku – Interim Dean, Graduate School  
Murray, Beth – Alternate, Theatre  
O’Bruba, Ashley – GPSG Student Representative  
Troutman, Jay - Chemistry  
Xu, Terry – Mechanical Engineering and Engineering Science

**Also Attending:** Coffey, Lauren – Graduate School  
Hall-Hertel, Katherine – Graduate School  
Jones, Dan – Graduate School (incoming Graduate Council Secretary)  
Watson, Johnna – Graduate School

**Absent:** Montanaro, Erika – Psychological Science

**I. Report of the Chair – Concepcion Godev**

Chair Godev welcomed the returning and new members. She asked the attendees to give a brief introduction of themselves.

**A. Overview of Graduate Council Duties**

- Chair Godev covered the Graduate Council’s Duties which include:
  - Reviewing Proposals in Curriculog.
  - Reviewing proposed policies brought forward by the Graduate School.
  - The Graduate Council should take the feedback gathered at the meetings back to their respective colleagues in their departments and colleges in whatever format or venue is appropriate.

**B. Faculty Governance Website and resource documents**

- Chair Godev briefly went over the documents listed below:
  - i. Graduate Council Member Duties
  - 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 – disregard pg 2
  - v. New/Revised Graduate Course Syllabi Guidelines
  - vi. 2024-2025 Graduate Council Meeting Schedule
  - vii. 2024-2025 Graduate Council Member Contact Information
  - viii. Graduate Program Directors List – 2024-2025
  - ix. 2023-2024 Graduate Council Annual Report

### C. Vice-Chair of the Graduate Council Selection

- Chair Godev asked for a volunteer and Dace Brown (CHHS Member) volunteered to serve in this role.

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

- Dean Mukherjee welcomed everyone.
- She informed the Council that she would be returning to her department of Biological Sciences as a faculty member in January 2025 as this was an interim position.
- Mukherjee also gave a brief update on graduate enrollment and some of the accomplishments the Graduate School has made during the 2023-24 academic year. A member asked if this information could be shared with the Council. A separate email will be sent to the Graduate Council listing these accomplishments. A few of the accomplishments are listed below:
  - Created a 10-year Strategic Plan
  - Created an Advisory Board
  - The creation of The Graduate and Postdoctoral Writing Center
  - Created a new position in Associate Dean Johnna Watson’s group who will work primarily with international students.
- Mukherjee announced that Associate Dean Katherine Hall-Hertel will be working with the Commencement Committee on changing the doctoral hooding to become a separate event. More news to come.
- The Provost has requested that we review how other universities appoint members to the Graduate Faculty, mainly full time faculty. This research has taken place and Hall-Hertel will be bringing forth a proposal for the Graduate Council to review and consider.
- Associate Dean Johnna Watson communicated that we have enrolled over 30,000 students.
  - Watson predicts that graduate student enrollment should fall between 6250-6298, so whatever you can do to encourage students to complete their enrollment processes is appreciated.
  - The last day to add or drop a class is August 26, 2024.
  - We’re experiencing the largest freshmen class.
  - Stay tuned for changes to the UNC Charlotte website.

### III. Curriculog Demonstration

A. Annette Parks filled in for Matt Wyse, Faculty Governance Assistant.

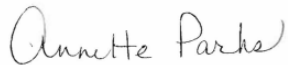
- Parks gave an overview of the login, elements of the proposal and how to make comments in Curriculog before each meeting.
- Parks referred the Council to a few documents to use as resources:
  - Checklist for Reviewing Graduate Proposals in Curriculog – **disregard pg 2**
  - New/Revised Graduate Course Syllabi Guidelines

### IV. Other Business

No new business was discussed.

The next Graduate Council meeting is scheduled for Tuesday, September 3, 2024, from 12:30 – 2:00pm in Reese 211.

Respectfully submitted,



Annette Parks  
Graduate Council Secretary