Graduate Council Minutes  
January 24, 2013

Present:  Anthony Armenta, Jack Barbera, Matt Birnbaum, Linda Black, Rashida Banerjee, Shanda Crowder, Marcus Embry, Wendy Highby, Jennifer Harding-Dekam, Heng-Yu Ku, Melissa Malde, Tod Sedbrook, Joyce Weil, Frances Braafhart, recording secretary
Absent: Dianna Gray, Angela Henderson, Lori Peterson, Carissa Reddick, Pat Seaton

I. Approval of Agenda

Dianna Gray is unable to chair Council for spring semester, Matt Birnbaum has volunteered to chair Council spring 2013. Matt called the meeting to order with a quorum of members present. Matt asked for a motion to approve the agenda for today. Tony motioned to approve the agenda as presented and Jack seconded. Motion carries.

II. Approval of Minutes

Matt asked for a motion to approve the minutes of 12/13/2012. Rashida motioned to approve the minutes and Jack seconded. The motion carries.

III. Announcements

A. Dean’s remarks – Linda Black
   • Council Chair Spring 2013: Linda thanked Matthew Birnbaum for volunteering to Chair Council in Dianna Gray’s absence. Dianna is out for surgery and doing well.
   • DRE Workshop: Council would like to implement the new process beginning Fall 2013. The workshop option for those faculty who were denied DRE because of no co-chair experience, will have the opportunity to re-apply for DRE after attending the DRE Workshop. The workshop only addresses the co-chair requirement for DRE and this is just 1 of 5 DRE requirements. The workshops are being developed to offer faculty 2 options - faculty can meet DRE requirement by either co-chairing a committee (if before July 1, 2013) or attending a workshop session (after July 1, 2013). If faculty were denied DRE status within the last year, faculty can reapply for approval provided they have met the new requirement of attending a workshop.

Matt and Linda will work on a draft email to send to faculty to request their comments regarding the policy change. A copy of the draft will be sent to Council members first for their review. A deadline for faculty responses will be included in the email. A change in policy needs to be filed with Faculty Senate. Matt or Linda will contact Joy Landeira, Chair of APC and Mary Schuttler, Chair of Faculty Senate to inform them that Council would like to provide this information to faculty to get their feedback and Council is requesting approval to go forward. The email will include:
   • The DRE workshops would be offered spring 2013 as a pilot and could also be offered for summer as well. No one will be grandfathered in, so beginning fall 2013, this option will be offered to all faculty applying for DRE. Develop an outline of the content of the DRE Workshops.
   • Workshop information should include how long the trainings will be and when, where and how the sessions will be offered. It was suggested that a hyperlink to the existing Graduate Faculty Guidelines be included in the materials so faculty can review the criteria for DRE. Develop an outline of the content of the DRE Workshops? Dean Black believes this process will have a better outcome for our graduate students.
   • Curriculum Change: We have many doctoral students who are registering out of sequence for the 797 and the 799. Linda Black would like to propose that the language be changed in the catalog and the 797 be a prerequisite for the 799. Approval may have to go unit by
unit and this change be approved at their respective curriculum committees. Linda Black will go to the colleges to meet with their leadership groups.

- Faculty Roles and Responsibilities: Linda distributed a document with faculty rep language from the current UNC catalog and language from other institutions. Council reviewed and made suggestions/changes. Melissa will provide a draft of the suggested changes and forward to Linda Black. Catalog changes are due to the Registrar’s office in February for the 2014 catalog. It was also suggested that this information once finalized be offered to faculty as part of the DRE Workshop.

- Senate Representative: Senate meets Mondays from 4:00 – 5:30 p.m. at the UC Council Room. Dates: 2/4; 2/18; 3/4, 3/25, 4/8, 4/22, 5/6

- Marcus is able to represent Council at Senate and APC for spring 2013. Linda suggested transition planning and wondered if other members would like to attend Senate with Marcus. APC meets before Senate at 3 p.m.

**B. Chair’s remarks – Matt Birnbaum**

Matt is honored to be asked to serve at this capacity this semester. If anyone has any concerns or issues, let’s see if we can get those addressed. If you have concerns others may have the concerns as well. We are the only ones advocating for graduate education and Matt knows how much it takes and appreciates all for participating.

**IV. Standing Committee Reports**

**A. Faculty Senate – Marcus**

APC and Faculty Senate were to meet on 1/23/13, but meetings were cancelled.

**B. Standards Committee**

Standards reviewed 3 applications; 2 for DRE and 1 for GFE. All 3 were approved for the status requested. Melissa commented that Standards will review and update the GF/GFE application again. Standards has had issues with faculty from other institutions leaving the application blank. Linda Black suggested that Marlene Schuman attend the Standards meeting in February to take minutes and document the changes to the application. There was a motion to accept the report and recommendations from Standards. Marcus moved to accept the report from Standards. Motion was seconded, motion carries.

**C. Program Review Committee**

Jack reported that the program review committee finalized a draft of the Hallmarks document for comprehensive program reviews. He would like feedback from the council regarding the Hallmarks. Upon council approval, Program Review will move the Hallmarks document forward to Kim Black for feedback. It is intended that a department/school under review will complete one of these for EACH graduate program within the department/school. Kim is scheduled to attend the next Program Review meeting on February 14th.

The committee will be preparing a second document for new program reviews. Planning for this set of Hallmarks will begin at our Feb 14th meeting.

There was discussion regarding the form and if there was duplication in what the chair of the program provides during Program Review and what the Graduate Council Program Review Committee requests. Linda Black suggested that Jack speak with Kim Black to review the form and where in the current review process do these same questions exist so there is no duplication. Jack asked if a Program Review member should attend the college program review sessions. There was no time to discuss further so we will table more discussion on this topic and put on the February agenda and also include Jack’s question. Matt asked for a motion to approve Program Review’s report. Melissa motioned to accept Program Review report and Tod seconded the motion. Motion carries.

**D. GSA Representative**

Information grant meetings are held at the beginning of fall and spring semesters. Shanda sent out an email to students informing them of her extended office hours and that she is available to assist with questions regarding the grant process. February 22, 2013 is the deadline for grant submissions.
This is Shanda’s last year as GSA president. Shanda is putting together a very comprehensive manual for the new GSA President. Whoever is hired will have an opportunity to come in and work with Shanda; her last day is June, 30, 2013.

The GSA President is a 2 year position and is funded through student fees. The person in this position receives a stipend and tuition waiver. The GRA President sits in on quite of few councils, such as student senate, etc. Shanda will send the job description for the GSA President position to Council next week. This is a great opportunity to learn about academia and to be an advocate for students.

Matt asked for a motion to accept Shanda’s GSA report. There was motion and the motion was seconded. Motion carries.

E. Library Representative- Wendy

No report.

V. Old Business

A. Residency Requirements

Linda Black provided a section from the BOT Manual regarding changes to Graduate Policy Recommended by the Graduate School and the second part of the document was the language regarding “Residency Requirement” from the Graduate catalog. Matt wondered if this residency requirement policy is even needed any longer. This is typically a program level decision. Language will go forward to Senate that the residency requirement should be under purview of the program and will not be monitored by the Graduate School. Council approved this language and Matt will forward to Senate.

VI. Action/Discussion items

A. Draft Dissertation Rubric - Melissa

Due to time, we will table this discussion item for the February meeting. Melissa will forward a draft rubric to Council for review prior to the February meeting

B. Bylaws – Ad Hoc Committee

After reviewing the Grad Council Bylaws, Matt feels it would be a good idea to have a few committee members’ review and update. Matt willing to serve on this ad hoc committee and Melissa volunteered.

VII. Adjourn

Matt asked for a motion to adjourn. Melissa motioned to adjourn and Rashida seconded. Motion carries.

Respectfully Submitted,

[Signature]

Frances Braalhart
Recording Secretary