Graduate Council Minutes
November 15, 2012

Present: Tony Armenta, Rashida Banerjee, Jack Barbera, Matt Birnbaum, Linda Black, Shanda Crowder, Dianna Gray, Angela Henderson, Wendy Highby, Heng-Yu Ku, Melissa Malde, Lori Peterson, Tod Sedbrook, Rhonda Squires, Joyce Weil, Frances Braafhart-Recording Secretary
Absent: Marcus Embry, Carissa Reddick, Pat Seaton

I. Welcome & Kudos
   • Melissa Malde – will sing in the Mozart’s Requiem at the Episcopal Church on 20th Street.
   • John Luckner had a spot on NPR.
   • Linda Black held an Off Campus Town Hall meeting last week (week of November 5) and it was very successful. Dean Black also offered a session called “Developing your Teaching Philosophy II.” The first session was offered during the GTA Workshop held in August. The first session was very well attended and students expressed an interest in a second offering of the session. Students who attended session II were asked to come back with samples of their teaching philosophy and share.
   • Carissa Reddick’s book proposal passed through the first phase of review to be considered for publication. The proposal is based on her dissertation.

II. Approval of Agenda
   Dianna asked if there were any additions to the agenda. Melissa asked that item be added: Discuss the Language for Alternate Dissertations and Residency. Dianna asked for a motion to approve the agenda as amended. There was a motion and the motion was seconded to approve the agenda with amendment. Motion carries.

III. Approval of Minutes
   Dianna asked for a motion to approve the minutes as presented. Melissa asked that numeral II. be corrected and duplicated sentences be removed. Dianna asked for a motion to approve the minutes with correction. Angela motioned to approve the minutes as corrected and the motion was seconded by Rhonda. Motion carries.

IV. Announcements
   A. Dean’s Remarks – Linda Black
      • The deadline for nominations for Outstanding Dissertation/Thesis/Capstone is November 16th. It was suggested that the deadlines for awards be added to the web calendar.
      • The Graduate School held several Town Hall meetings for graduate students. Last week a town hall meeting was held at the Lowry campus; today (11/15/12) one was held at Centerra. A Town Hall meeting is scheduled for Colorado Springs in February of 2013. These events have been well attended. The questions asked by students at these town halls have been consistent with what the Grad School has received in the Exit Surveys from fall of 2011. Students have shared good things about faculty and programs and why they have chosen to come to UNC. Very good response rate.
      • The Grad School is in the middle of the Quality of Life Survey. To date there the Graduate School has received 690 responses. The survey targets all graduate students from all areas (on/off campus). The survey seeks to measure students’ satisfaction with mentors and student resources, and it contains generic language so that no specific faculty member is identified. The survey tool used is Qualtrics and the student’s Bear mail and personal email was used.
It was asked whether the Grad School can provide findings from the surveys to faculty and their programs and could the data be used to for assessment of specific programs? Linda Black envisions the development of questions and drop downs in the surveys that would be program specific but currently, the surveys do not provide program specific information. Linda will put on the agenda for January to see how the Graduate School can help faculty with their assessment needs using survey data.

- The GSPD (Graduate Student Professional Development) calendar is full this year. All events have been well attended except for the book club focusing on the book “Courage to Teach.” Bernadette Mendoza-Brady, GA in the Graduate School, is working with the Career Center to develop a mock “interview day” as a workshop. The Grad School welcomes any suggestions/other ideas from faculty.
- Financial Aid rules have changed and are much more stringently enforced. Mary Schuttler, Faculty Senate Chair, will summarize for faculty; Linda Black will send out to faculty and Graduate Council, and will also distribute to all graduate students.
- Dean Black shared data on the 2009 Master’s cohort and is working on “Time to Degree” data for doctoral programs (this information will be shared once it has been compiled).

B. Chair Remarks – Dianna Gray

- Dianna thanked Program Review in their review of the Dean’s Citation for Excellence nominations. Awardees have not yet been selected by the Dean.
- Dianna asked if the Graduate School had received a volunteer to carry the banner at commencement. Frances will check and notify everyone.

V. Standing Committee Reports

A. Report from Faculty Senate Representative

No report. Marcus is unable to attend all meetings. Council needs a representative at Faculty Senate as there are many important issues coming down this year from Senate. Dianna, Linda and Frances will work on additional representation from HSS. If replacement is needed, Council will forward the request before the end of the semester.

B. Standards Committee

Melissa reported that Standards met and reviewed 4 applications – 2 electronic and 2 paper applications. Standards recommendation is that all 4 applications be approved for the status requested. Dianna asked for a motion to accept recommendations by Standards. Angela motioned to approved and Rhonda seconded to accept and approve report by Standards. Motion carries.

There was discussion about the co-chair requirement for DRE status (there have been exception by faculty in regard to this DRE requirement). Standards is recommending that the co-chair requirement be removed and instead Graduate School personnel produce workshops for faculty regarding dissertation format, student committees and the role of various committee members. It was suggested that Gary Heise, IRB Chair, also be asked to participate and provide an IRB workshop. Faculty would be required to attend a workshop before they can be considered for DRE status. Faculty who would chair a Master’s Thesis will also be required to attend a workshop. There will be more discussion in January on the content of these workshops.

In order to implement the removal of the co-chair requirement, all applications and forms will need to be changed. Standards will also need to change Graduate Faculty Guidelines which may have to go through Codification and through Faculty Senate. Does Council agree with this recommendation? Council was in consensus and agreed that Standards should forge ahead with their recommendation.

C. Program Review

Jack reported that Program Review did not meet but communicated electronically. The group was charged with the development of hallmarks for what is being used for the review of comprehensive reviews and curriculum review of new programs and major changes to programs. Jack provided a copy of the Comprehensive Program Review Schedule for 2012-2016, and 3 versions of Comprehensive Program Review worksheet/questions. Program Review will have an updated version of the worksheet for 2012 so it won’t have to be reproduced each year. Jack noted that for 2012/2013,
NHS programs up for comprehensive review are Biology, Nursing and the GIDP in Natural Sciences. Program Review should have received this information about a month ago and they have been informed that the deadline for their review is in 2 weeks (end of November). Linda Black will speak with Kim Black to see if the committee can be granted an extension as they did not receive the program review materials in a timely manner. Program Review would also like to know how their comments will get integrated with the review of programs.

D. GSA
Shanda reported that grant requests were up 74%. Because of the increase in grant requests, Shanda is requesting an increase in the GSA budget from Student Senate. Also, Student Senate is in the process of restructuring. Shanda has been appointed to the restructuring committee and the committee met last night. The committee is working on a statewide network with Mines, CSU and UNC to discuss bigger policies.

Shanda also reported that she has been receiving visits from a few students regarding the new Financial Aid guidelines. There is miscommunication out there. Linda Black has a document that summarizes the Financial Aid guidelines and will share with Council and students.

E. Library Representative – No report

IV. Old Business

A. Role of the faculty rep on graduate committees (tabled)
B. Dissertation review rubric development (tabled)
C. Council Leadership Positions
   a. Standards – Melissa and Angela will co-chair effective January 2013.
   b. Council – Dianna will be unable to chair spring semester (2013) and is requesting that someone volunteer to chair Graduate Council. Email Dianna if you are interested.

D. Action/Discussion items
   a. Bylaws Ad Hoc committee (tabled)

E. The meeting adjourned at 4:56 p.m.