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

I. Welcome and Kudos
Rashida Banerjee: Elected to the National Education Board - Division for Early Childhood.
Linda Black: Research Evening on 12/11 was lovely and well attended. Linda thanked the faculty from ASRM. This is the 3rd semester the Grad School has sponsored the event. We had many faculty volunteers. Dianna Gray thanked the GSIA for their support. Wendy asked for copies of the Research program to display in Michener.
Dianna Gray: 6 graduate students are the recipients of the Dean’s Citation for Excellence and/or Outstanding Thesis/Dissertation. In fact, 3 students were double awardees. Everyone is invited to attend the Honor’s Reception and Commencement.

II. Approval of Agenda
Dianna asked if anyone had anything to add to the agenda. Hearing no additions, Dianna asked for a motion to approve the agenda. Melissa motioned to approve and Rhonda seconded the motion. The motion carries.

III. Approval of Minutes
Dianna asked for Council members to review the minutes from November 15th meeting. Motion to approve the minutes as presented; there was a motion to approve and it was seconded. Motion carries.

IV. Announcements
A. Dean’s remarks – Linda Black
   • Enrollment plan process well underway for next academic year. Enrollment projected to remain flat (1%) - nationwide trends.
   • The Grad School will work with 4 programs on marketing to increase enrollment.
   • GA/TA allocations will come out Monday so programs can begin planning and recruiting.
   • Cost of attendance and cost to deliver programs was reviewed and it looks like there will not be an increase in tuition.
   • Graduate applications are up in all areas – 49% of all apps are admitted, but only 31% actually come to UNC. Linda Black will be visiting with directors and coordinators to talk about what the Graduate School can do on behalf of your programs.
   • Pricing Model to be done by March 2013.
   • DRE (Doctoral Research Endorsement) Workshops are currently under development and a draft of training content will be available sometime in January. The draft will be forwarded to Council for their review and suggestions. Specifics will be worked out as to whether Council members will be involved in training. Council would like to develop and get the new process approved by next FY (July 1, 2013).

The issue has been - faculty applying for DRE status have been denied because the faculty did not meet co-chair requirement and did not demonstrate that standard was met. 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.

Melissa Malde will contact Codification to find out how long the approval process will take. Then Council can determine how to forward the change and when to forward to faculty senate.

Dianna asked for a motion to accept the new language in the DRE process. Melissa motioned for accepting the new language; Rhonda seconded. Revisions motion carries.

Melissa will draft a memo to communicate the change to faculty. The document should clearly state what Council is doing and why. The Graduate School Dean will draft an email to be emailed by Dianna Gray, Chair of Council. Faculty will be asked to review the document as there are significant changes to the Graduate
Faculty Guidelines. Faculty will be urged to speak with their Council representative and forward their written comments to their Council rep. Faculty concerns will be addressed at the February Council meeting. Should there be faculty who are very concerned about the new process; Linda Black will speak with faculty directly. Linda Black will have email draft to Dianna by next week.

The email will be sent via the Grad Faculty listserv and Linda Black will also present at the Provost Leadership meeting so college deans can remind faculty to review and provide comments. Any responses/comments from faculty should be received by February 1 in time for the February full Council meeting (February 21, 2013).

- There was more discussion regarding the new Financial Aid regulations. Linda Black will draft a document in the next 2 weeks interpreting how the new regulations impact students. She will develop a letter specifically for students and an additional one for faculty.

B. Chair’s remarks – Dianna

- Dianna thanked Program Review for evaluating the nominations for the Dean’s Citation for Excellence and she thanked Standards Committee for evaluation of nominations for Outstanding Thesis/Dissertation.
- PEC would like a Council representative to attend their meetings, but PEC meets during the same time as Grad Council. If a graduate program is being reviewed by PEC, Graduate Council will send a representative.
- Marcus is Council rep to Senate; however, he has been unable to attend Senate meetings due to scheduling issues. We need to address this as Council needs to be represented at Faculty Senate. Linda and Dianna will meet and discuss how to proceed.
- Dr. Ku will carry the Graduate School banner at commencement.

V. Standing Committee Reports

A. Faculty Senate – no report

B. Standards Committee

Melissa reported that all applications reviewed by Standards were approved. Dianna asked for a motion to accept Standards Committee recommendation. There was a motion and the motion was seconded. Motion carries.

C. Program Review Committee

Jack reported that the program review committee completed comprehensive reviews for the School of Biological Sciences, School of Nursing, and the MS - Natural Sciences program. Each program was independently reviewed by two members of the committee; their reviews were compiled and discussed by the committee at their last meeting. Final reports have been submitted to Frances.

At our last meeting the committee began its discussion of establishing Hallmarks for future reviews, the highlights of this discussion are:

1) The committee will draft separate Hallmarks for Comprehensive Reviews and for New Program Reviews as each would have some unique features not applicable to the other.
2) The committee compiled a set of categories for the Comprehensive Review Hallmarks and will build on them during the January meeting.
3) Kim Black will be invited to the February meeting to provide feedback on a completed draft of the Comprehensive Review Hallmarks.

D. GSA Representative

- Shanda reported that SFAP requests are due Friday. Shanda has asked for an $18,000 increase in the GSA budget.
- Shanda is on the Student Council Restructuring committee; the committee will ask for 5 UG Senators for a total of 6 positions. Each college will have a student council – graduate students can apply for these positions. This is a great leadership opportunity for graduate students. Dianna thanked Shanda for her advocacy for grad students; Shanda has been GSA president for several years. Dianna asked for a motion to accept Shanda’s report. Melissa motioned and Matt seconded the motion to accept the GSA report. Motion carries.

E. Library Representative

Wendy reported that Michener Library will be open 8-5 p.m. during the break.

VI. Old Business

A. Clarification of Appeals Process at Graduate Level

The dean of the Graduate School will still be a part of the student appeals process. If a graduate student appeals, there should be a representative from Graduate Council reflective of the student’s academic program. There are 4 appeals coming up in the spring.
It was suggested that when a student’s degree program is closed and the Graduate School sends the student a termination letter, a copy should go to the faculty and the letter should also contain a statement informing the student that he/she has 21 days to appeal the termination. The Dean of Student’s link on appeals should also be included: http://www.unco.edu/dos/academicConcerns/academicAppealProcedure.html.

B. Council Leadership Positions
   • Standards chair: Co-chairs Melissa and Angie effective January, 2013.
   • Program Review Chair – Jack
   • We still need nominees/volunteers for the Chair of Graduate Council position with the term beginning January 2013.

VII. Action/Discussion items
   A. Bylaws Ad Hoc committee
      Dianna gray still thinks it is a good idea to go through the bylaws. What things do we think we can accomplish?
   B. Role of Faculty Representative on Graduate Committees
      Linda Black will have a draft outline for the January meeting which will outline the Graduate Committee Role and Responsibilities.
   C. Development of a Dissertation Rubric
      Council has discussed on several occasions the development of a rubric for the review of theses/dissertations/capstones when these projects are nominated for “Outstanding Dissertation, Thesis or Capstone”. Dianna and Melissa each have a rubric they use in their programs and will provide a copy for review by Council at the January meeting. If anyone knows of any other unit that uses a rubric to assess dissertations, theses or capstones, please bring to the meeting as well.
   D. Council Leadership Positions
      • Standards chair: Co-chairs Melissa and Angie effective January, 2013.
      • Program Review Chair – Jack
      • We still need nominees/volunteers for the Chair of Graduate Council position with the term beginning January 2013.

VIII. Adjourn
   With the conclusion of all business, Dianna asked for a motion to adjourn. There was a motion to adjourn and Rhonda seconded the motion. Motion carries.
   Dianna wished all Happy Holidays and a safe and enjoyable break.

Respectfully Submitted,

Frances Braafhart
Recording Secretary