



## *Graduate Council Minutes*

**Thursday, February 15, 2018**

**3:00 – 5:00**

Present: Rashida Banerjee, Linda Black, Silvia Correa-Torres, Kathleen Dunemn, Mary Evans, Janel Greiman, Jennifer Harding, Chair, Rutilio Martinez, Amra Mohammed, Michelle Morgan, Alan Morse, Carissa Reddick, Jerry Suits, Cindy Wesley, Stephanie Wiegand, Susan Pryor, recording secretary.

Absent: Rick Adams, Achilles Bardos, Paul Elwood-sabbatical, Angie Henderson, David Shimokawa, Jacob Skousen, Mia Williams.

Jenni established a quorum and called the meeting to order at 3:04 p.m.

### **I. Approval of Agenda**

Hearing no additions to the agenda, Jenni called for a motion to approve the agenda as presented. Rashida motioned to approve and Kathleen seconded the motion. Agenda approved by vote.

### **II. Review and Approval of November 30, 2017 Minutes**

Council members reviewed the minutes. Rutilio motioned to approve the November 30 minutes with one correction. Silvia seconded the motion. Motion approved by vote.

### **III. Announcements**

#### **A. Dean's remarks – Linda Black**

- Leo, Acting Provost is on medical leave for 4-6 weeks. In his absence, Assistant Provost Nancy Sileo is stepping in. Anticipates Leo will return yet this semester.
- The second quarter budget was discussed in terms of the fiscal status of the university.
- Programs are currently doing recruitment. Linda apologized for not having allotments to programs yet. This year, the Budget Office is involved in the process to facilitate greater oversight to ensure allotments fall within available budget. Linda anticipated receiving the overall allotment budget the following day with a firm number and hoped to have allotments to departments during the upcoming week.

#### **A. Associate Dean Remarks – Cindy Wesley**

- If students are looking for a dissertation/thesis manual online, it is not on the Graduate School website. It is being revised to add journal format among other updates. Cindy hopes to have the revised manual posted on the website by Monday or Tuesday of the upcoming week.
- Jenni Harding asked whether the Graduate School could email graduate students and faculty once the new manual is available. Cindy agreed to do so and she is also checking with experts on campus about the dissertation/thesis process and gathering ideas on what training is needed.
- On Graduate Student Professional Development (GSPD), graduate assistant Daniel Westerlind is doing a fantastic job experimenting with a professional development shell, including a workshop for graduate students and the library. Bryson Kelly is doing podcasts with subject librarians for Extended Campus students. Daniel is trying to pilot some opportunities to make professional development more available to Extended Campus students.
- Cindy is working with Sonja Rizzolo on Quality of Life survey results. Main concerns from the survey involve:
  - 1) financial aid – transparency on how graduate assistants are chosen at the department level
  - 2) advising – master's students expressed concern about little contact, lack of direction. Linda said master's students were very articulate about sometimes having no contact with their advisors. In the past, Linda said no admission letter was sent until an advisor was assigned to a student. Linda plans to

return to that policy for issuing admission letters and said there will be discussion about this at the Faculty Graduate Coordinator Meeting.

- Now that the Graduate School is fully staffed, Cindy said there have been more questions on compliance recently, and there is more of a focus on compliance.
- Rashida asked what a graduate student receives upon admission. Linda explained that Screening Sheets are directed to Janis Hooper, and Janis admits the students. Applications are then forwarded to Marlene Schuman who matches materials with the student record. Domestic students receive a formal copy of their admission letter electronically. On the international side, the admissions process is different with almost everything on paper. Linda reminded the Graduate Council members that students are admitted to the university by the Graduate School and are recommended by programs. A packet is then mailed to the admitted applicants that contains a magnet providing Graduate School contact information. Linda added that the Graduate School is trying to get admitted students to confirm whether they are coming to UNC.
- Linda reported that SLP asked for a non-refundable \$400 confirmation fee. She talked with Nancy Rubin of Extended Campus, who came from Columbia University. Nancy said her unit at Columbia University charged a \$1,200 confirmation fee, and that did not guarantee students actually enrolled. Linda said that is often the case; students tell their program they are coming but not the Graduate School. The admit letter no longer requires an advisor's name. Rashida asked about contact information for departments. Linda said it is up to the department to decide whom to list as a contact, such as a coordinator. Rashida suggested that part of the problem may stem from students not knowing whom to contact. Some faculty members have told her they never hear from applicants. Linda said the current issue is getting accepted applicants to communicate with someone, and the Graduate School makes a point of sharing positive comments with deans and faculty, who typically receive little praise. Linda said the department contact should not be an administrative assistant, adding, "it really is the job of the faculty, and not an administrative assistant's job". She added that students want to talk with faculty. Linda said there needs to be a way to include contact information in the University's admission letter. Jenni said it may be possible to include a line such as, "Your advisor is..." Linda said the Graduate School does not want to create a barrier sending admits back to programs to add an advisor's name.

#### **B. Chair Remarks – Jenni Harding**

- Jenni had some communication with Leo Welch about compensation for dissertation/capstone committee work. Leo planned to take all the information to the deans at the end of February, but that may or may not be the case while Leo is out on medical leave, and Nancy is filling in. So far, Jenni has not checked with Nancy regarding this.
- Jenni said Leo wanted to have a discussion with the deans about something to put into practice but not necessarily a policy. Jenni intends to move forward with the idea and suggested Graduate Council members have individual conversations with the faculty and deans. Jenni had sent a letter to Robin Wacker originally and offered to forward it to council members to facilitate conversations. Rashida remarked that it would take longer to formulate a policy. Stephanie said it would need to go to a subcommittee before becoming a policy.

### **IV. Standing Committee Reports**

#### **A. Faculty Senate/APC – Stephanie Wiegand**

Since Graduate Council last met, the Academic Policies Committee and Faculty Senate met on December 4, 2017 and January 17, January 29, and February 12 of 2018. From Faculty Senate:

- Key changes approved by Faculty Senate to the Faculty Grievance Policy:
  - Due to past problems when the Provost's office did not notify individuals the formal letter from an informal process (was ended up being a pocket veto), changed to allow the Provost a certain amount of time and if they have not received a response within that time period, they can automatically appeal the decision.
  - In the past faculty had 30 working days from the event to complete the entire grievance process and the fact that there were problems with scheduling and notification precluded people from filing a grievance. The process now allows for faculty to file for an extension.
  - "Both the grievant(s) and the respondent(s) can bring legal or other counsel to the hearing, but these counsels may not act or speak on behalf of either party." This statement hopefully makes it clear that this is not a formal adversarial process. Faculty are allowed to be advised by a lawyer if they so choose, but this process does not necessitate it.
- For the purposes of salary equity issues and salary comparisons, Senate approved a motion to move away from NCHEMS (National Center for Higher Education Management Systems) comparisons as their

reporting has become volatile. Instead, beginning in fiscal year 2018, the Doctoral-All database will be used to for UNC salary comparison tabulations. This is not the same type of peer group (now looking at a national group instead of a 'peer' group).

- The January 17<sup>th</sup> meeting of Faculty Senate was almost entirely consumed by a presentation from Nancy Sileo and Karen Raymond (IRAS) regarding proposed changes to UNC undergraduate admissions policies due to changes at the state level. Faculty Senate voted to endorse these changes. Stephanie is happy to share a detailed PowerPoint presentation with anyone interested.
- As you are no doubt aware, there was kerfuffle and upheaval in Faculty Senate concerning the data Faculty Senate collected through Qualtrics survey regarding faculty input and thoughts as to the removal of Provost Wacker.
  - Stephen Luttmann resigned as the chair of Faculty Senate. Francie Murray, vice-chair of Senate, will now serve as Senate chair for the remainder of the year. Stan Luger was elected by the Senate to serve as vice-chair for the remainder of the year.
  - At the February 12<sup>th</sup> meeting, Faculty Senate passed a motion to ask the President to forward “only the numerical scores from the faculty survey regarding the recent transition in the Provost Office.”
- The Academic Appeals Policy and Procedure Task Force will have amended language for the Senate by the beginning of April.
- Faculty Senate created a resolution to thank Robbyn Wacker for her service as Provost.
- Questions and concerns regarding Digital Measures came out of a Senate Executive Committee; these have been passed on to the Acting Provost for comment and clarification. Nancy Sileo is now working on finding answers and forming responses; she hopes to have something for us at the next Senate meeting
- Faculty Welfare gave two updates:
  - The committee is working on a Scientific Misconduct Policy, which will hopefully be in front of Senate soon.
  - Also, Faculty Welfare has also been approached by a faculty member asking for a definition of what constitutes a national search for faculty.
- Kim Black and Mark Anderson from the Assessment Committee to update the Senate on the progress towards revamping the Institutional Learning Outcomes.

From APC:

- Key changes to the Final Exam Language to be proposed by APC (this should go before Senate within the next month):
  - If a professor chooses not to hold a final examination during a final examination period, written documentation will be submitted by the faculty to the appropriate department or program chair or school director as to document the equivalent activities being undertaken. This is a notification process only; the faculty are not asking permission from the chair or director. This is, in fact, simply a task of record keeping for accreditation teams.
  - Students have considerably more responsibility in alerting their faculty to any inability to take a final during the prescribed date/time/place.

#### **B. Standards Committee –Rutilio Martinez**

- Rutilio thanked the Council Members for their comments. The report dated January 22, 2018 should have been discussed at the January 18, 2018 meeting; however, there was no meeting on that date. The January 22 date corresponded to the date the committee received all the information needed for the report. Deborah asked why her comments were not included in the report. Jenni said there were some hiccups with the online survey system, which may have led to Deborah’s comments getting lost. Rutilio reported that there were no major problems with the February 15 report because all the necessary information was provided. Rashida motioned to approve both slates, and Carissa seconded the motion. Motion approved by vote.

#### **C. Program Review Committee Report– Carissa Reddick**

- Carissa said MAT and EDD studies will be reviewed by the end of February. She acknowledged Mary Evans for devising a form to complete that would be sent out shortly. Mary said she met with deans about program review letters and very much appreciated Graduate Council representation there.

#### **D. GSA Representative – Michelle Morgan for David Shimokawa**

- Michelle Morgan explained that David was no longer attending Graduate Council meetings because he is in class.
- She reported that 100 grant applications for GSA funding were received from diverse programs.
- GSA is partnering with the Marcus Garvey Cultural Center at UNC on a screening of the Black Panther film.
- More than 100 people attended the GSA Welcome Back Mixer.
- A new breakfast club meets at different locations around Greeley.
- GSA committee is acquiring information and pictures on GA and TA workspaces.

**E. Assessment Council: Mia Williams**

Mia not in attendance; no report .

**F. Professional Educational Council (PEC): Mary Evans**

- Mary said more representation is needed at PEC. The university is starting to offer Mines and Mines alumni for teaching courses online or on campus. Spanish is developing new curriculum so native speakers and heritage speakers receive the same degree.

**G. Library Representative – Stephanie Wiegand**

No report.

**H. Research Advisory Council – Jenni Harding**

- A strategic research plan was put on hold by Leo Welch until administration is filled. The policy in progress is an indirect cost policy allowing faculty to have access to indirect costs.

**V. Old Business: Graduate Student Writing Discussion**

Jenni said there was Writing Center representation at the November 30 meeting and asked what the Graduate Council wants to do to go forward.

- Linda pointed to a Chronicle article dated 2/5/18 asking what is wrong with writing centers. If the goal is to improve graduate writing, Linda said she is not sure this is accomplished through the Writing Center. There is uncertainty regarding resources until the university has new administration. Linda said it is not possible to make a pitch for resources until the Graduate Council determines what resources it wants.
- There was a brief discussion about models for improving graduate writing. Carissa noted that Music was able to get a TA to help other graduate students with writing, and the teaching assistant gets many requests from students. As a result, there has been quite a bit of improvement in the quality of graduate student writing.
- Linda said she believes the solution is more local than central, adding that there are remarkable differences between disciplines.
- Carissa noted that an adjunct faculty member started a 400 level course for students who need help with writing. Linda said it was necessary to find what model works best and find a way to fund it. She suggested first piloting the idea with an adjunct members or reassigned faculty members.
- Linda asked whether the Graduate Council should wait or study models at this time. Jenni said she would prefer looking at models. Linda said she probably will present models in April.

**VI. New Business/Action/Discussion Items**

**Doctoral Internships and Full Time Status-suggested Policy Language**

- Linda tabled discussion on this explaining that she is still trying to obtain a ruling on the federal financial aid policy.

**HLC Tested Experience**

- Linda provided two handouts regarding HLC Tested Experience. She explained that procedures for determining qualified faculty overlooked the impact the standards would have on graduate lecturer (GL) and graduate faculty (GF) status. Potential action involves Graduate Council members looking at standards from each college and formulating a policy to help guide the Standards Committee. Jenni suggested that the Standards Committee could look at the HLC Tested Experience first and provide a recommendation. Rutilio indicated that he plans to present recommendations at the April meeting.

**Other New Business**

- Linda referred to an update on honorary degrees, since the current policy dates back to the 1970s. A recommended version of the policy will be shared at the March meeting.
- Jenni said one agenda item for the March meeting is discussion of the policies for GA and TA duties and expectations. Faculty and students are unclear on the lines that exist.

- Jenni solicited ideas for Graduate Council leadership during the 2018-19 academic year, as she may continue chairing one more year, or she can co-chair taking the lead in the fall and having the co-chair lead in the spring.
- Jerry brought up an issue that came up with his program hiring two faculty members. All six candidates interviewed turned down offers. He attributed this to informing candidates that their responsibilities would consist of 60 percent teaching, 20 percent service and 20 percent research. He suggested it may have been better to tell them their duties would include 40 percent teaching and 40 percent mentorship of graduate students. Linda remarked that doing so would be less than transparent.
- Rashida noted that the Council also would need to have elections for the Program and Standards committees.
- Linda noted that nominations are being accepted for the M. Lucille Harrison Award. She said criteria are on the website and added that it is not simply about teaching anymore. The deadline for nominations is 2/23/18.

VII. **Adjournment**

Jenni called for a motion to adjourn. Alan motioned to adjourn, Jerry seconded. Approved by vote. Adjourned at 4:47 p.m.

Respectfully Submitted,

Susan Pryor, Recording Secretary