



Graduate Council Minutes

Thursday, March 22, 2018

3:00 – 5:00

Present: Rick Adams, Linda Black, Silvia Correa-Torres, Kathleen Dunemn, Mary Evans, Janel Greiman, Jennifer Harding, Chair, Rutilio Martinez, Amra Mohammed, Michelle Morgan, Carissa Reddick, Jacob Skousen, Jerry Suits, Cindy Wesley, Mia Williams, Frances Braafhart, recording secretary.

Absent: Rashida Banerjee, Achilles Bardos, Angie Henderson, Alan Morse, David Shimokawa, Stephanie Wiegand, Paul Elwood (on sabbatical)

Jenni established a quorum and called the meeting to order at 3:00 p.m.

I. Approval of Agenda

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

II. Review and Approval of February 15, 2018 Minutes

Council members reviewed the minutes. Rutilio motioned to approve the minutes as presented. Mary seconded the motion. Motion approved by vote.

III. Announcements

A. Dean's remarks – Linda Black

Linda welcomed all back from spring break. Linda had some updates from the Graduate School:

- Faculty, administrative assistants and business managers who attended the Graduate School meeting on March 8, got a quick look at the new TA/GA Allocation process.
- Cindy provided drafts of a couple of projects she has been working on. Drafts were provided of the Honorary Degree Procedures and the Graduate Faculty Guidelines. Tested experience language was added to the GF Guidelines.
- Academic Excellence Week begins the first week of April.
- Graduate Student Appreciation week is April 2 – 6.
- Research Night will be May 2nd.
- The TA Conference date has been set for August 15, 2018. The committee continues to work on curriculum for the conference.

A. Associate Dean Remarks – Cindy Wesley

Carol Steward has revised the dissertation and thesis manuals and you can find them on the Graduate School website. Cindy and Carol are currently working with IMT and Instructional Designers, CETL, on the electronic dissertation process.

Cindy is meeting with units/programs that contract large numbers of Teaching Assistants (TA). She would like to work on the expressed needs of graduate students. Some of the topics for discussion:

- How do faculty support their TA's?
- TA assignments
- GTA Conference – should training be separate for returning and new teaching assistants?
- What do graduate students need in line with their professional development?
- Cindy is considering an interactive session on pedagogy. Would this be useful?

Cindy also added that she serves on the subcommittee to revise the Academic Appeal Policy process. If you have comments, email Cindy at cindy.wesley@unco.edu.

B. Chair Remarks – Jenni Harding

Jenni thanked Linda Black and the Graduate School for the good information presented at the Graduate Faculty/Administrative Assistant meeting on March 8. Jenni shared the following:

- Program Review Committee will review the nominations for the Dean’s Citation for Excellence. Twenty-four nominations were submitted.
 - Jenni would like Council members to think about solutions in handling the quorum issue. Should Graduate Council do something like Faculty Senate and ask that an alternate attend the meeting in our place. Jenni added that this Council does a lot of work and it is difficult to accomplish any work if a quorum is not met due to absences. Mary commented that she thought that at the August meeting, this was discussed and she thought it was resolved. She recalled that if a Council member misses more than 2 meetings, they may need to be replaced. Linda was not sure if there are limitations on the number of times an alternate can attend. She suggested checking the Senate Bylaws. Other thoughts or comments? Rick suggested granting the ability to Skype or call in. Frances is to check on room capabilities to Skype. She will contact IMT. Jerry commented that just having a body here may not be okay. The person sitting in may not know what is going on.

IV. Standing Committee Reports

A. Faculty Senate/APC – Stephanie Wiegand

Academic Policies Committee and Faculty Senate met on March 19th and April 2nd. There was only one March meeting due to spring break.

- If you wanted to attend Michelle Quinn’s financial update talk today at 4:00, she will be giving the same/similar talk at the PASC meeting on Thursday of this week. The PASC representative at Faculty Senate said those who were unable to come/stay at today’s talk could attend that meeting. Michelle will outline the possible “bridge” (I think this is meant to mean short term) financial moves to get us through this time, as well as the background as to how we got here and a general comparison to higher education across the nation. The information for the meeting is “Senior Vice President and Chief Financial Officer Michelle Quinn will discuss this year’s and next year’s budget on April 4th at 11am in the UC Longs Peak Ballroom. She will provide updated information on some of the approaches the university is taking in light of a \$10 million cash deficit this year and a \$9 million shortfall (as it currently stands) in next year’s budget.”
- Graduate Council’s language regarding the Accelerated Master’s/4+1 Degree Program for the undergraduate and graduate catalogs was approved by both Academic Policies Committee and Faculty Senate.
- President Norton attended the March 19th Faculty Senate meeting to speak about the Colorado College of Osteopathic Medicine (CoCOM). Also, see attached presentation slides from the Board of Trustees meeting. Norton mentioned an MOU had been signed by UNC 10 months ago, but the language of this document is unknown to Senate. Members of Faculty Senate are very concerned about ensuring faculty representation on the planning team for the Colorado College of Osteopathic Medicine (CoCOM). As such, a motion was passed to request that University Administration appoint two senators (Kathryn Sullivan and Mitchell McGlaughlin) to attend any meetings in which CoCOM is discussed. It is recognized that this language is very broad, but as Faculty Senate is unsure as to what committees may be in place or being planned, this language covers the bases. Other discussion points included:
 - Are there enough residency placements for students of CoCOM?
 - What money is UNC making from this deal? Norton responded that most money, aside from the original lease of the land) would come from indirect sustaining funds in the form of new allied programs.
 - Is there storage planned to replace Bishop-Lehr once renovations begin? Not yet.
 - How will UNC students from the health sciences be impacted (specifically in clinical placements)?
- Faculty Perception of Administrator surveys are out, please check your inbox and complete surveys by April 12.
- The next UNC All Faculty Meeting will be April 17th, in the UC Council Chamber, from 3:30-5:00 PM.
- Final exam language for the catalog was approved by both Academic Policies Committee and Faculty Senate (see attached). The language is much simplified from prior catalogs. The significant change is when students must notify instructors of conflicting final exam periods.

- Michelle Quinn gave presentations at both the March 19th and April 2nd meetings of Faculty Senate on cost-saving measures that the university is currently considering. According to Michelle, none are confirmed and none are of the table. These cost-savings are not meant to eliminate next year's anticipated \$9 million deficit, only to reduce it to \$6 - \$7 million. FY19 budget possibilities:
- UG financial aid (need to scale back on our discount rate for students)
- VPs, deans, and AVPs are reviewing their budgets for additional cost savings (this does not include personnel)
- Reductions to staff and administrator travel and official functions (an initial target of \$200,000 and \$100,000 respectively); this does not include travel for faculty, sport, recruiting, etc.
- Capital and new technology funds (minimizing investments both hardware and software to backend technology, not student facing technology)
- Reviewing strategic investments in 9 core plans – specifically, two of the plans (RSCW and international relations) in which additional travel funds were invested
- Personnel expenditures (considering mandatory hold periods for open positions, furlough, freezing positions)
- Elimination of UNC personnel/spouses/dependents tuition waivers (this is estimated to be a value of 1.5M; however, it is not clear what programs are at capacity and how much savings would actually be made; this was not on Michelle's slides at the April 2nd meeting, but was at the March 19th meeting)
- Article 8, of the Board Policy Manual, was significantly revised by Faculty Welfare Committee. Faculty Senate approved these changes (see approved version attached). This section of the Manual is currently titled "Academic Affairs" addresses scientific misconduct. While language was clarified, the substantial changes 1) more appropriately labeled this section "Research", 2) broadened the definition to include all research, scholarship and creative works at UNC, 3) brought UNC policy in line with federal regulations, 4) added requirements for non-human animal subjects, and 5) added faculty rights for faculty accused of misconduct.
- Faculty Senate approved Salary Equity Committee's revised Compensation Identity (CI) (see attached). The CI is now based on comparisons with CUPA Doctoral All group, instead of NCHEMs, as NCHEMS data had become increasingly unreliable. This now puts us on a calendar of FY23 for 90.5% identity compensation with our peers. **"It is important to note, this change does not affect the amount of money budgeted for salary pools or reduce our commitment to faculty and staff salaries - it simply reflects the more aspirational nature of the Doctoral All comparison group and our comparisons to peers will be more stable and meaningful."**

B. Standards Committee –Rutilio Martinez

Rutilio reported the Standards Committee reviewed ten applications and seven out of the ten were approved with no issues. Applications 5, 6 and 9 are pending further review. The first app did not report work at the graduate level. The other two apps are incomplete; vita was attached but the application had no information. Rick moved to approve the slate. Mia seconded the motion and the motion approved by vote. Linda suggested that Standards talk about and discuss faculty who apply for GF status from a program that does not have a graduate program. Can a request for GF status be approved if the faculty can demonstrate approved level of scholarship and what about tested experience? Linda suggested that Standards bring some ideas forward and lead a discussion at the next meeting.

C. Program Review Committee Report– Carissa Reddick

The Program Review Committee completed a review of the Master of Arts in Teaching: CURRICULUM STUDIES and the Educational Doctorate: EDUCATIONAL STUDIES programs at the end of February. A review of the Educational Policy and Leadership Studies program will be completed by the end of March.

D. GSA Representative – Michelle Morgan for David Shimokawa Michelle reported that Graduate Student Appreciation week is April 2-6. Show your appreciation to your graduate student. GSA is working on activities throughout the week at the UC.

- The GSA grant cycle for spring opens May 1 and goes through May 18.
- The Graduate School will set up tables at the Garden Theater on April 2 and at the McKee Breezeway on April 3 and giving away pizza and cookies as long as it lasts.

E. Assessment Council: Mia Williams

The Council continues to work on institutional learning objectives. There is a luncheon on March 28 to discuss assessment items. The call for assessment grant funds is in process.

F. Professional Educational Council (PEC): Mary Evans

Mary reported that the last PEC meeting was held during the same time as Graduate Council. There was discussion regarding the Special Education Generalist program by request of the Registrar's Office. There was reauthorization of 70 programs. CDE will be on site at UNC November 5 – 9, 2018.

G. Library Representative – Stephanie Wiegand

- UNC Libraries are reviewing their subscriptions to *Science* and *Nature*. While these are considered core and cutting-edge journals, they also outpace everything else in inflation (for example, the price increase for *Science* this year is 14%). At the Libraries we work to be good stewards of the money we are entrusted with, so we are currently weighing price and price increases against value, use, and need for these two journals. We appreciate any and all input from faculty. Please contact your subject librarian and let them know your thoughts, if you are so inclined.
- Summer is coming on quickly. If you are teaching or working with students or working on your own scholarship through the summer, remember that the University Libraries are open all year, and the librarians are here to help you and your students. So please feel free to send students our way if they are struggling with library research, need guidance on literature reviews, etc.
- Mark Anderson, the Government Publications and History Librarian, is retiring after 24 years with UNC Libraries.
- The new extended hours study space in Michener Library is seeing good use. So if you have students unsure of where they can study/access information online, Michener Library now has space open until 3:00 AM Sunday – Thursday nights.

H. Research Advisory Council – Jenni Harding

Jenni reported that this Council is still working on a variety of things and still working on their leadership. A grant workshop is scheduled for April 17. This is open to all faculty and if spots are available, it will open for graduate students as well.

V. Old Business: GA/TA Duties & Responsibilities Discussion

Jenni asked for the formation of 3 groups and for each group to discuss what they do specifically for their graduate assistants with regards to research and teaching responsibilities. What support do you give and what does that look like?

- Mary said that it depends on the program. In her program, there is no teaching responsibilities as there are no undergraduate students. Very little is required of them; GA's do grading of multiple choice, manage canvas and develop class for summer (this is a required elective).
- Kathy shared that the students in Nursing provide informal help with practicum supervisors, lit reviews and they assist faculty.
- Rick said that in his program, they prepare their graduate student for their TA. They hold TA workshops for 2 days on duties and responsibilities, how to manage students and how to orchestrate the Lab. Students teach labs which consists of weekly quizzes and full scale lab exams which they grade. Students are assigned 3 labs a week equal to 9 hours of contact time that is face to face with faculty. There is a debriefing to discuss what worked and what went wrong.
- GA's for Mathematical Sciences will teach two 3 credit classes or one or two 4 credit hours classes per semester and are listed as the instructor of record. TA's are responsible for teaching, assessment and labs. There is an issue knowing what is reasonable as far as time and there is another issue when a TA is assigned to work with a faculty mentor. Not always clear what faculty should do or what is reasonable.
- There was question as to whether a TA should have an annual review. Graduate students are reviewed annually but there is nothing or any guidelines with regards to TAs.
- Mia indicated that it depends on the program/unit whether there is formalized reporting, tracking and feedback of TA's.
- Linda shared that graduate students cannot teach graduate program courses. Faculty cannot leave students in the classroom. Also, grading exams for a graduate level class is not appropriate – this is something TA's should not do. When graduate students are asked to take on an instructor role, it blurs the lines between faculty and teaching assistants and the graduate student's peers.
- Silvia shared that in her program, graduate students participate in a teaching apprenticeship and they are paired with faculty as part of their teaching experience. Linda said this is great! This is what we want. This is great pedagogy for teaching assistants.
- Rick: What about labs? Labs are double numbered courses with undergraduate and graduate students and a TA is the instructor. Can we create an exception around this?

- Michelle added that this type of situation does blur the lines between the graduate students in the class and the TA. The TA may be a friend. Also, if the course is dual numbered and if a TA is assigned, what are the responsibilities?
- Jenni: We have heard egregious things, but we do not want to penalize faculty/students who are doing good things. We put students in a very vicarious position. We do not want to punish but we want to keep our students and faculty safe.

There was a comment made asking the Curriculum Committee to review this issue regarding teaching assistants and graduate level courses. Discussion will continue regarding the Graduate Assistantship Agreement. If a decision is made or there is an outcome to the TA teaching situation, this should be added into the Terms and Conditions section of the agreement. Jenni asked all to have a conversation with their colleagues and come back with ideas/thoughts for possible guidelines. And also, what direction you would like to see the Council go with this issue. Some of the issues to consider:

- Roles and responsibilities for teaching assistants
- What would help you with your TA to have that transparent working relationship?
- What are the expectations?
- What about space and supervision?

Cindy is developing a TA/GA Handbook and should have it ready for fall 2018. Linda added that perhaps we see where we want to go once the handbook is ready. There are multiple way to get this worked out.

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

Linda is still working on policy language regarding doctoral internships and full time status.

The Honorary Degree Policy has not been updated since 1984. Cindy has provided a draft after researching other honorary degree policies. Cindy asked for all to review and please send her any comments by April 1. She will forward to Senate for their review.

VII. **Adjournment**

Jenni called for a motion to adjourn. Silvia motioned to adjourn, Kathleen seconded. Approved by vote.

Adjourned at 4:55 p.m.

Respectfully Submitted,

Frances Braafhart, Recording Secretary