

Graduate Council

Graduate Council Minutes

Thursday, August 29, 2019

1:00 - 3:00 P.M.

Present: Michael Cohen, Silvia Correa-Torres, Kathleen Dunemn, Mary Evans, Amy Graefe, Robyn Hess, Katie Kage, Isaac Wanasika, Melissa Weinrich, Annie Epperson, Cindy Wesley, Kirsten Ranalli recording secretary
Absent: Rick Adams, Galen Darrough, Jay Schaffer, Bomin Paek, Salaheddin Sharif, David Shimokawa

Mary Evans established a quorum and called the meeting to order at 1:02 p.m.

I. Welcome and Introductions

Mary Evans welcomed everyone to Graduate Council and introduced herself as the Chair of Graduate Council. Mary is an Associate Professor from Criminology and Criminal Justice. All attendees introduced themselves. If you can't make it to a meeting in person you can attend via Zoom but you can only attend two meeting a year via Zoom.

II. Approval of Agenda

Mary Evans called for a motion to approve the agenda as presented. Kathleen Dunemn motioned to approve the agenda and Silvia Correa-Torres seconded. Motion approved by vote.

III. Review and Approval of Minutes: April 26, 2019

One correction was noted on page two with a misspelling. Kirsten Ranalli has made the correction to the minutes.

After review of the April 26, 2019 minutes, Mary Evans called for a motion to approve. Motion to approve with one correction by Kathy Dunemn and seconded by Katie Kage. Minutes approved with one correction by vote.

IV. Announcements/Updates

A. Interim Graduate Dean's remarks – Cindy Wesley

- Welcome to new members and those returning. The Graduate School has been busy over the summer and did not get to projects we were hoping to work on.
- Linda Black decided after 8 years as the Dean of the Graduate School to return to teaching. She will be on sabbatical in the fall and then teach in the spring term. Linda will have an office in McKee hall.
- Cindy was asked to take on the Interim Associate Provost and Dean position. She hopes that she can keep things steady for the staff since she is aware of what is going on with graduate programs. Concerns with programs or students will still go to Cindy. Cindy is also overseeing graduate student professional development and thesis and dissertation. Cindy has taken on some of Linda's responsibilities such as working with assistantships, enrollment planning, and marketing of graduate programs.
- New Graduate Student Orientation was on August 20. One hundred and seventy nine students attended from on campus programs. Cindy is working with Extended Campus to identify ways the Graduate School can work better with their office to offer more resources to these students so they are prepared and feel like they are a part of UNC. Cindy has been to the Loveland Center to greet students for the Nursing programs and will visit the Lowry and Loveland Centers this fall to hold town hall meetings.
- Graduate Teaching Assistant Training was on August 21. We will be sending a survey in 2-3 weeks to those that attended for feedback and to find out one thing they took away from the training. Over two hundred students attended and they seemed engaged throughout the day. A number of programs also led breakout sessions.
- We have moved to an electronic thesis, dissertation, and scholarly project submission process. This eliminates the need for students to make copies and send for binding. We haven't had any negative

response from students since implementing this process. We are looking to reduce the \$85 processing fee.

- The recent UNC Today email had information about enrollment for this fall. Buried in the email was the fact that UNC graduate enrollment is up. Overall numbers are flat. However, some programs do not start until the end of September so we should be up in October. The increase in enrollment for the MBA program is a major contributor to the increase in overall graduate enrollment.

B. Chair Remarks – Mary Evans

- Mary discussed that Graduate Council members should act as a representative from your college to make sure concerns are brought to the Graduate Council to discuss and help the provost and graduate dean think about consequences of decisions.
- Mary would like the Graduate Council to think about what we want to accomplish and how can we do that this year. What do we think about graduate education on campus? Last year was a hard year with everything in flux and now is the time to think about these things.
- At the next Graduate Council meeting, Provost Mark Anderson will be joining us at 3:30pm. For the first half hour of the meeting, we should talk about how we want to approach our time with Mark and make sure we are focused on graduate education. There is some concern with focus on undergraduate success and we want to ask about focus on graduate education. Ask your colleagues what they would like asked so we can use those questions in steering the discussion.
- One expectation of being a Graduate Council member is to disseminate information from the meetings to your colleagues within your college. Think about this and the best way you can share the information whether it be by sharing at college meetings or sending via email.
- It is important to attend the meeting so that we have a quorum. We allow for absence but if absent we need a representative to come in your place. We have implemented Zoom as an alternative if you cannot attend in person.
- There are two standing committees for Graduate Council: Standards Committee and Program Review Committee.
- The Program Review Committee works to complete college level program reviews. Kim Black will send the Program Review Committee Chair the reviews to complete. There is a template to use to complete the review. You will have to look and see if they addressed issues in their proposal. Members will complete the review and then send to the chair of the committee. The chair will then compose a formal letter. This committee serves as the checks and balances for graduate programs to make sure they are meeting graduate student outcomes. Last year only two programs were reviewed. This committee also reviews the nominations for outstanding thesis, dissertation, and scholarly project. You will review these at the end of term and provide your scores to the Graduate School.
 - a. Cindy commented that the program review process might change this year. The provost has asked about bringing a small group of faculty into the academic review process. Cindy has a meeting with Mark and Nancy Matchett to review metrics and a way to initiate conversations via review. The Program Review Committee will be asked to help with this process and find the right measures for programs and list of programs to review. Mark's interest isn't in eliminating programs but identifying programs that aren't meeting metrics and discuss what needs to change or if we need to create space for new programs that would be viable.
- Standards Committee review for Graduate Faculty status. They make sure and hold us to standards of what it means to be a faculty at the graduate level. The committee also recommends for Doctoral Research Endorsement. Carol Steward receives the Graduate Faculty application through Digital Measures and then creates a list in the first week of each month. Carol then sends the list to the committee and uploads the application documents to xtender. The committee either meets in person or emails their recommendations and then the list is shared at Graduate Council.

V. Standing Committee Reports

A. Faculty Senate/APC – Mary Evans

- Mary attended the retreat last week and it focused on undergraduate education and how the plan will be implemented. The role that teaching assistants play in undergraduate success was the focus for graduate education. Undergraduate is current focus for UNC, this is a priority because of the deficit. Mark did make comments about how there might be decentralization for assistantships and give that decision to colleges to decide where the money will go and the justification for that.

B. Standards Committee – Galen Darrough

- Mary provided an overview of this committee.
- C. Program Review Committee – Vacant/TBD**
 - Mary provided an overview of this committee.
- D. GSA – Saleh and Bomin**
 - No report.
- E. Assessment Council – Vacant/TBD**
 - This is the same time as Graduate Council meetings, are we going to have a member go to it?
- F. Professional Educational Council (PEC) – Vacant/TBD**
 - Focus on undergraduate education, do we need a rep?
- G. Library – Annie Epperson**
 - Annie will provide updates on what is going on with University Libraries. It is helpful for them to know what is going on with graduate programs so they can think about collections. Annie will also update on new products the library is bringing online and collaborate with the Graduate School on workshops.

VI. New Business

- A. Graduate Dean Search Committee, Mary Evans**
 - A search will be conducted this year to fill the Associate Provost and Dean of the Graduate School position. The Faculty Senate must select three faculty members for the committee and the Graduate Council will select three faculty members. Mary will come to the next meeting with the nominations and we can discuss the nominees and narrow it down. If you want to volunteer then let Mary know.
- B. Breakout Groups, Cindy Wesley**
 - Cindy was asked by the provost to complete an assessment to determine how the provost will evaluate her this year. Cindy identified two goals for herself. One goal is to develop a plan to move assistantships allocation budget to the colleges. This will involve walking the deans through how to allocate to each program. This year it will be a cooperative processes between deans and the Graduate School. The Graduate School will still process the paperwork for the students but the deans will decide how the money will be allocated to each program. The provost feels the deans know best what the need is for their college. The deans will have to decide if the money is used for recruitment or retention.
 - Robyn asked about the graduate assistant positions that aren't part of a college. Cindy explained those would be determined by student affairs leadership.

Right now the Graduate School has close to a 1 million dollar budget for assistantships. Cindy will work on a plan to show them how money is allocated so they can do it in the future.
 - Cindy's second goal is to engage with the Graduate Council about the Strategic Enrollment and Student Success Plan and discuss what does this look like for graduate students. With the university focus on undergraduate student success, Cindy will be looking to the Graduate Council to determine what graduate student success looks like.
 - Cindy posted two questions for the council to answer:
 - What do graduate students contribute to UNC?
 - Curiosity, energy, new directions of inquiry
 - Recruitment – because they know someone who talked to someone who did the program
 - Fill important student support positions
 - Accountability
 - Ideas/Energy
 - Role models for next generation of professionals
 - Cheap labor
 - TA does prepare them to be faculty.
 - When graduate students teach they are more likely to publish research
 - 75% persistence rate to graduation for students that receive funding beyond their first year
 - Recognition for university via research and presentations
 - Teach undergraduate courses
 - Cindy discussed recruitment of graduate students. Graduate students come to UNC for a particular program not necessarily the university. Students want to study with particular faculty.

- Robyn commented that for some students it is the program and campus.
 - The Graduate School contributes money to University Relations to help with UNC name recognition. In the Graduate School, our marketing team focuses on marketing programs. Cindy just looked at on campus programs that were not WICHE and made them all WICHE. This allows for students from a certain region to attend with in state tuition. This will help with recruitment and with assistantship funding. We are planning to do marketing scans on the western states to find students with undergraduate degrees related to our graduate programs and target those markets with digital advertising.
- What do students need to be successful and what do you perceive their needs to be?
 - Same support for online
 - Professors and advisors with time to meet, call, provide support
 - Consistent support for students – faculty on committees when students want to study year round we need to get back to filling the void. The solution is not asking people to take on more.
 - Cindy discussed that we need to sell graduate student contribution to undergraduate student success.
 - Cindy discussed the Exit Survey and Quality of Life Survey – these can be found on the Graduate School website. We see comments from extended campus students that they didn't know they had an advisor or their advisor was never in touch. Extended Campus students need as much support as on campus students and the communication doesn't seem to be as consistent and they are 60% of the graduate student population.
 - Mentorship
 - Clarify regarding policies
 - There is a lot to know, students often don't know the process. We need a more centralized way to convey that information.
 - Cindy – the Graduate School is willing to help faculty with policy. We can come to your department to talk about and walk you through these processes.
 - \$
 - Timely support
 - Individual Development Plan
 - Chemistry works with students to develop a big picture plan and not just how to get the degree
 - TA, career mentoring
 - Better socialization
 - More opportunity with field work
- Cindy discussed that Nicole Morse in the Office of Research and Sponsored Programs can now do short IRB reviews. IRB has a retreat next week. ORSP has a new Director, Chris Saxton. Mark and Cindy are working together with their office.
- Cindy talked about the Quality of Life Survey which has a 25-29% response rate. Students are asked about program climate, financial support, accessibility (are classes offered when I need them in a way I need them) experience with professional development, research, networking and advisor support.
 - Cindy will talk to Mary and see if we can spend time each meeting to talk about one of these areas and concerns and ideas. Cindy would like constructive ideas that she can take to various offices to address.

VII. **Adjournment**

Cindy called for a motion to adjourn the meeting. Cindy motioned, and Robyn Hess seconded. Approved by vote. Adjourned at 2:43 p.m.

Respectfully Submitted,

Kirsten Ranalli

Kirsten Ranalli, Recording Secretary