



Graduate Council Minutes

Thursday, August 30, 2018

1:00 - 3:00 P.M.

Present: Linda Black, Silvia Correa-Torres, Galen Darrough, Mary Evans, Amy Graefe, Janel Greiman, Katie Kage, Amra Mohammed, Alan Morse, John O'Neill, Carissa Reddick, Jay Schaffer, Jacob Skousen, Cindy Wesley, Mia Williams, Chair, Frances Braafhart, recording secretary

Absent: Rick Adams, Achilles Bardos, Angie Henderson, Rutilio Martinez, David Shimokawa, Jerry Suits

Mia established a quorum and called the meeting to order at 1:05 p.m. Several were not at the meeting due to class schedules. Mia welcomed new members and asked for introductions around the table. New and returning Council members shared what college and department they represent.

I. Approval of Agenda

Mia asked for any addition to the agenda. Hearing no requests for additions to the agenda, Mia called for a motion to approve the agenda as presented. Silvia motioned to approve the agenda and Mary seconded, Jay abstained. Motion approved by vote.

II. Review and Approval of April 26, 2018 Minutes

Approval of the April 26, 2018 minutes deferred to the first regular Council meeting on September 20, 2018.

III. Announcements/Updates

A. Dean's remarks – Linda Black

- Graduate student enrollment appears to be down for the first time in five years. The overall target was 3,106 for fall 2018. In 2011, we had 1,075 graduate students, so we have seen tremendous growth. Graduate faculty have done this. Tomorrow is census and Linda Black suspects that by the time all the numbers are in, we will only be down by 2%.
- Linda asked how many have met Interim Provost Theo K. Linda would like to schedule both Theo and President Feinstein to come visit Graduate Council. It is important to get them both connected with the governance groups on campus.
- If you are interested in sitting on this search committee, Linda would like to see you throw your hat in. The committee consists of five faculty and 1 undergrad student. Not sure about Graduate Student Association.
- Linda shared that she is overseeing the Office of Research. Bob Houser has returned to his faculty position.
- Charlie Couch, Registrar, will be at Graduate Council meetings this year. He will attend Ex-Officio and a non-voting member. Charlie is attending to inform and talk about policy decisions that intersect with what Graduate Council does.
- Linda thanked all for their response regarding Slate Training. Slate replaced Recruiter and it is a very intuitive and efficient system. UNC is losing a fair number of applicants to other institutions who make their admissions decision quicker. Marissa Boston from the Graduate School has been providing training. Great feedback on training.

Linda welcomed everyone back, and she looks forward to another active year!

B. Associate Dean Remarks – Cindy Wesley

- Cindy shared that it has been a very busy summer in the Graduate School. There have been staff changes: currently the Graduate School is down three staff members. We are working on reassigning and shifting job duties until the Graduate School is able to search to fill these positions.

- New Graduate Student Orientation and Graduate Teaching Assistant Conference were held August 14 and 15. There were 200 TA's who attended sessions on basic classroom management, pedagogical skills, and modules for Title 9, Disability Support Services and the Dean of Students. The sessions have been posted online for students to access anytime. This year, the sessions were more hands on and discipline specific sessions. The feedback was very good.
- Cindy spent much of the summer developing the Graduate Student Handbook. The handbook can be found at: [Graduate Student Handbook: Policies and Campus Resources](#).
- The Dissertation Seminar held in May was a huge success. The Graduate School helped with logistics and food but the Library did the heavy lift. Twenty-five participants attended sessions on Friday, Saturday and Sunday. Tremendous response. Several presentations were video taped and will be available for on and off campus students via Canvas. The Library and the Graduate School host two of these events a year; one is held spring and one in the summer.
- Cindy provided an update on electronic dissertation and thesis process. Students will be able to start with the proposal stage onward and all through Canvas. Cindy is hoping for a launch of the new process by fall 2019.

C. Chair Remarks – Mia Williams

- Mia talked about the message the new President has been sharing regarding sabbaticals. How will this impact graduate level classes? Mia suggested we get clarification regarding hiring and sabbatical although any decision regarding sabbatical is on hold for the time being.
- Mia shared that she had spoken with President Feinstein at an event and he is very excited about coming to a Graduate Council meeting. Mia indicated the President has been invited to attend in September or October.
- Mia also shared that Council will keep moving forward on one of the issues discussed by this Council last year "Compensation for Dissertation Work."
- Jay commented that Graduate Education can appear to be very expensive and very easy to cut; we have to be very welcoming and open when the President meets with Council. Linda added that before President Feinstein comes to Council, how we want to represent Graduate Council.

IV. Graduate Council Coaching – What Does Graduate Council Do:

A. Mia and Linda

- Mia would like to review the Graduate Council Bylaws and see what the expectations are for Graduate Council. She suggested a Proxy during each Council members term. There have been issues in the past regarding attendance due to class schedules, etc. If you are unable to attend and miss more than two meetings, you will need to be replaced.
- Everyone one has been assigned a subcommittee either Standards or Program Review. Carissa, Chair of Program Review described the duties of this committee. Every five year cycle, programs go through a big assessment process and prepare huge reports with regards to their graduate program. Program Review gets this report before the Dean and review using "Quality Indicators" developed in 2011 to assist in the oversight of curriculum. Program Review typically supports what the program has proposed and this committee prepares a report of their findings and forwards to Linda Black. Linda Black will in turn take the report to the Provost Leadership Team and pitches the program. A Market Research is done on the proposal at which time the report either approved or not. Stage 2: market research and curriculum is provided that then before the program is set in place, there are more meetings with the Registrar and Extended Campus. Program added to the application ready for applicants.
 - Program Review also reviews and forwards recommendations for the Dean's Citation and for Outstanding Thesis, Dissertation or Capstone.
 - Rutilio could not attend the Council Orientation so Alan Morse, Co-Chair of Standards provided a short description of what Standards Committee does. Standards reviews Graduate Faculty, Doctoral Research and Graduate Lecturer applications submitted by faculty. Standards reviews applications and checks for application completeness. Carol Steward only forwards completed applications for review. Standards reviews applications to make sure faculty meet the requirements for level of status they are applying. There was a question about Terminal Degrees – example in PVA. There are highly qualified folks who cannot sit as committee chairs. Linda Black would like to revisit this issue.

- The Graduate Admissions policy has been updated. Sonja Rizzolo, Assistant Dean, has been instrumental in the research and implementation of this update. The Graduate School will only ask for transcripts that show degree completion or if they are in current graduate program now and transferring. This will save graduate students money and make processing of applications more efficient and save time. If your programs want every transcript, the Graduate School will still get them, but the Graduate School will only collect completed degree.
- The new Emeritus Graduate Faculty policy will allow Kay Ferrel, Diane Bassett to continue to chair their student committees after retirement. DRE Workshops for the 2018-19 academic year have been set.
- When Matt Birnbaum was chair of Council, the workload discussion was one of the main topics. Council continues to be concerned about workload and a letter with concerns sent to Provost Wacker, but since Dr. Wacker's departure, we have seen several administrative changes in the Provost Office. We cannot let this fall from our radar.
- Mia and Linda spoke on attendance. Mia would like to review the Graduate Council Bylaws and see what the expectation are for Graduate Council. She suggested a Proxy for each member. There have been issues in the past regarding attendance due to class schedules, etc. If you are unable to attend and miss several meetings, you will need to be replaced.
- Communication to all graduate faculty is a priority and all should connect with faculty in your areas by providing them with decisions made by this Council. You are the voice of your departments, so please solicit any concerns your faculty may have and bring forward to this group.
- Linda shared a feature of Slate, the product that has replaced Recruiter for student admissions and processing. When applicants apply in Slate and if they are accepted, the student is designated an advisor right away. Linda wanted to make everyone aware that we do have a crisis with graduate student advising and we need to tackle this issue. Cindy added that masters' level students have commented that they did not realize they had an advisor. We are trying to remedy that; we are aware how busy faculty are but are concerned about that advising piece.

V. **Year Plan**

A. **Committee Chairs**

PEC – Mary is unable to serve on this committee this year. Meetings are usually at the same time as Graduate Council and most discussions surround undergraduate education.

FRPB – Mia will contact the chair of this group to see if a Grad Council representative is desired.

Assessment Council: Volunteer needed.

Library Representative – Mia will contact the Library.

If anyone is interested in filling one of the above slots, please send an email to Mia.

B. **Topics of Interest for Year Plan**

Mia asked to break out in groups of 3 or 4 to discuss the list of topics presented as possible discussion/work items for the Graduate Council. Mia asked that small groups discuss the topics. How should we handle these topics? Mia will prepare a master list of group priorities for 2018-19.

1. Faculty Workload
2. Intellectual Property
3. Appeals
4. Graduate Writing
5. Graduate Status Expectations
6. Roles and Responsibilities of Faculty on Dissertation Committees

VI. **Adjournment**

Mia called for a motion to adjourn. Alan motioned to adjourn and Silvia seconded the motion. The meeting adjourned at 3:00 p.m.

Respectfully Submitted,

Frances Braafhart, Recording Secretary