



Graduate Council Minutes

Thursday, November 30, 2017

3:00 – 5:00

Present: Rashida Banerjee, Achilles Bardos, Linda Black, Silvia Correa-Torres, Kathleen Dunemn, Paul Elwood, Mary Evans, Janel Greiman, Jennifer Harding, Chair, Angie Henderson, Deborah Kauffman, Rutilio Martinez, Michelle Morgan, Alan Morse, Carissa Reddick, David Shimokawa, Jacob Skousen, Jerry Suits, Cindy Wesley, Stephanie Wiegand, Frances Braafhart, recording secretary

Absent: Rick Adams, Mia Williams

Jenni established a quorum and called the meeting to order at 3:15 p.m. Jenni added that today, guest speaker Crystal Brothe, Director of the UNC Writing Center, will speak on Graduate Student Writing. Crystal will do her presentation at 4 p.m. and then there will be time for questions.

I. Approval of Agenda

Jerry motioned to approve the agenda and Angie seconded. The motion approved by vote.

II. Review and Approval of November 16, 2017 Minutes

Carissa motioned to approve the November 16 minutes and Rutilio seconded. The minutes were approved by vote.

III. Announcements

A. Dean's remarks – Linda Black

- Linda just completed enrollment planning across campus. Graduate enrollment showed smaller increase than projected – enrollment at 3-4%. TA/GA funding and allocations will be walked back as currently we are 300,000 over budget. An option will be to convert some assistantships to scholarship funding instead. The University is looking for 4-5 million to be a self-sustaining institution.
- There was more discussion regarding the new tax plan that would have graduate students pay tax on tuition and fee waivers and stipends. GSA representative Michelle Morgan added that stipend is currently taxed but now tuition and fee waiver will be considered income and will be taxed as well. Students are trying to reduce their debt, but this tax proposal appears to shift more debt to the student. Linda Black said she is glad to share any information with graduate students. Angie asked why we set enrollments targets we are not going to make? Linda explained that the numbers were rolled back and smaller and asked the deans/department directors if this was a makeable target and they all agreed yes. Enrollment growth has been based on assistantships, and the method to cut TA/GA's is related to students in programs and what really supports enrollment. Linda has already met and talked with program leaders and some programs have seen a cut in the number of assistantships. Linda is also looking at an option of converting some assistantships to scholarships and is hoping to meet fiscal sustainability of 2010. Jerry asked if there have been any efforts to contact other universities and contact our state senators. Linda has contacted all deans in Colorado and has sent a letter to lobbyists.

B. Associate Dean Remarks – Cindy Wesley

Cindy shared that she was able to work with a student in Sociology so the student would be able to walk in the fall graduation ceremony.

C. Chair's Remarks– Jenni Harding

Jenni thanked all Council members for all they have done on this committee and their due diligence. She looks forward to continued efforts in the spring.

IV. Standing Committee Reports

A. Faculty Senate/APC – Stephanie Wiegand

APC and Faculty Senate met on November 20, I was unable to attend, so these notes come through conversations with members of each group.

- The bulk of the meeting continued the discussion on a survey regarding recent university administration changes. As you will have noted a survey a link to the survey was sent out via email on Tuesday, November 28th. The final date for completing the survey is Friday, December 8th. It is a very short, four item survey with an additional area for open comments.
- The Faculty Senate endorsed the naming of the Bob Heiny Student-Athlete Academic Success Center in Butler Hancock. The naming is being proposed in recognition of a gift of \$185,000 made by Bob Phelps of San Jose, California to update the current Student-Athlete Academic Success Center and to recognize the commitment of Dr. Heiny to the well-being and success of UNC's student-athletes.
- A question came about through APC that the university should maintain a single website with all current wording for policies that are often included in course syllabi (e.g., statements regarding Academic Conduct, Academic Integrity, Disability Resources, Equity & Inclusivity, Grade Replacement, and Sexual Misconduct/Title IX). This suggestion was passed on to Ann Bentz, who has agreed to look into doing so.
- As reported here previously, APC is working on updating the catalog language for final exams. APC considered the changes minimal and gave the changes to Faculty Senate as an information item. Faculty Senate considered one of the changes more than minimal and kicked it back to APC. This specific change regards when a student must notify an instructor s/he has three or more finals on the same day and needs the professor to offer an additional or separate final exam time.

B. Standards Committee –Rutilio Martinez

Standards Committee reviewed 16 applications. Thank you to committee members for your comments and decisions. Some areas very consistent in their applications and submissions, such as, SES. Linda asked if the review of applications for completeness is something that perhaps Carol should be catching. Application needs to be complete and Carol should catch before they go forward to Standards Committee. Motion to approve the slate. Angie motioned to approve the slate and Kathleen seconded. The motion approved by vote.

C. Program Review Committee Report– Mary Evans

Program Review Committee: completed the reviews of the dean's citation for excellence and dean's citation for outstanding dissertation, thesis or capstone. Carissa Reddick will chair Program Review in the spring 2018.

D. GSA Representative – David Shimokawa

January 8, 2018 will open the next grant cycle. Graduate students who will attend conferences January through Aprils should apply for funds. 44 grants were awarded for the cycle 2.

E. Assessment Council: Mia Williams

Assessment Council has not met since their last meeting.

F. Professional Educational Council (PEC): Mary Evans

Mary did not receive minutes from PEC. No report.

G. Library Representative – Stephanie Wiegand

No report, but Stephanie reminded all to order books or other materials if needed.

V. Old Business: Provost Compensation Letter

A. Linda Black handed out language for the 4+1 Accelerated Masters. Petition to count higher degree, Linda will add. Programs will have to apply. Junior/Senior year student has to apply to the program. Student meets with advisor and completes the form at that time. Up to 9 hours will petition to add those 9 credits. LLB to add to sentences. To apply, programs will go through the Curriculum Committee and get their accelerated program in the catalog. Achilles: if another university and student had a 4+1, can their courses transfer to UNC? Linda responded that this is a process for an internal 4+1. LLB. Right now no way to accept a 4+1 from another institution. Stephanie Wiegand will take to Faculty Senate for approval. Motion to support and to forward to Faculty Senate. Alan motioned to approve and Achilles seconded. Motion approved by vote.

B. Crystal Brothe, Director of the UNC Writing Center: Graduate Student Writing

Crystal Brothe came to Council to present the results of her survey on graduate student writing. Crystal went through the survey and answered questions from Council members after the presentation. Some of the comments regarding the survey and suggestions for the operation of the Writing Center are as follows:

- There seems to be a disconnect on what is important for graduate students and faculty with regards to workshops; one of the questions asked was regarding tone and style which was low factor with faculty. Alan commented that when he took the survey it was hard to define the issue.
- Silvia asked what percent of graduate students request services. Crystal said Online clients helped in 2016 – 250 online appointments. Students helped via chatboard or uploading documents and communicating back and forth. Barriers in this method such as technology problems, firewall issues, many clients are out of the country and do not want to meet early morning appointments. Some students think the Writing Center is a drop off service
- Tutors at the Writing Center – how many have written a dissertation? Jenni commented that she knows of one of the graduate students who are in the process of writing their dissertation and a faculty member who has written a dissertation.
- Janel: there is a disconnect on what graduate students need and what they think they need.
- Jenni: if there is funding, create a Writing Center for graduate students.
- The hours for the Writing Center are Monday – Friday, 9:00 – 5:00 p.m. Jenni wondered if offering Wednesday evening hours would be helpful. Also, offer smaller writing groups with a tutor.
- Employ Tutors that are discipline specific.

Linda added that the Graduate School does allocate funding for 1 full time GA at 20 hours a week to the Writing Center. Crystal shared with the Council what the tutors do at the Writing Center. They do not copy and edit student work. Tutors will ask the student what the issue is and assess their writing. They will read through and talk to the student about things that may be problematic. The tutor may ask about the writing process, but will remain neutral. The Writing Center is available to help students with their writing.

There was discussion about collaboration between the Writing Center and the Graduate School, specifically with Graduate Student Professional Development and Kirsten Ranalli, to offer assistance and workshops. Some of the topics suggested:

- APA format – organization of specific genre/style – this is what professions writing looks like
- Avoiding Plagiarism
- Online Podcasts – encrypted and captioned by Disability Support Services
- Linda suggested holding workshops with 3-5 minute sound bites to accommodate graduate student schedules as many students also have families. Also work together in groups.
- Silvia: Also workshops for blind students on scholarly writing and research method courses.
- Crystal: A writing course by discipline?
- Stephanie said that the Library would like to be part of the conversation regarding APA and attribution if taking this around campus for feedback. Jenni asked how many students use RefWorks. Stephanie will check and report back to Council at the next meeting.

VI. **New Business/Action/Discussion Items** **Support/Space for Graduate Students**

The final discussion was about support and on campus space for graduate students to meet and gather. The Campus Commons came up in the discussion. Carissa toured the site of the new building. There appears to be a lot of room for gathering places at the Commons, but Linda indicated that there is no dedicated space for graduate students. The Commons is mostly an undergraduate facility. Linda Black and David Shimokawa will meet with Kirk Lechliter regarding the Facilities Master Plan. Some areas of Carter will become vacant once the Commons are completed, and perhaps some of the vacated space can be re-assigned as graduate student space.

Adjournment

Rutilio motioned to adjourn and Kathy seconded. Motion passed by vote. Council adjourned at 5 p.m.
Respectfully Submitted,

Frances Braafhart, Recording Secretary