



## ***Graduate Council Minutes***

**Thursday, April 26, 2018**

**3:00 – 5:00**

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

Absent: Kathleen Dunemn, David Shimokawa, Mia Williams, Paul Elwood (on sabbatical)

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

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

Jenni asked for any addition to the agenda. Hearing to requests for additions to the agenda, Jenni called for a motion to approve the agenda as presented. Carissa motioned to approve the agenda and Silvia seconded. Motion approved by vote.

### **II. Review and Approval of April 12, 2018 Minutes**

Council members reviewed the minutes. Two Council members were present at the April 12 meeting but not listed as present. Frances will add Deborah Kauffman and Stephanie Wiegand as present. Jenni called for a motion to approve the minutes with corrections. Rutilio moved to approve the minutes and Rick seconded. The April 12 minutes approved with corrections by vote.

### **III. Announcements**

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

Graduation for spring 18 will be an extremely large group of 660 graduates from both spring and summer. The Graduate Dean is awarding 17 total awards. There are 11 Dean's Citation for Excellence and 9 Outstanding Dissertation, Thesis and Capstone. Three of the graduates are double award winners. This was a very good group of nominees and outstanding projects.

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

- Cindy reported that registration opened last week for the Dissertation Writing Intensive and registration quickly closed with 33 applicants. A nice variety of programs attending the intensive. Very exciting to see the mix. Faculty invited to have lunch with students to talk about writing in their disciplines.
- Planning for the GTA Conference is coming along. This year, FERPA and Title IX information will be posted "On Demand" to teaching assistants can review the materials prior to the conference and the session they will attend will be an "applied" session.
- Cindy is working on a Graduate Student Handbook.

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

Jenni thanked all Council members for reading and evaluating all of the nominations. Everyone selected 2 nominations to evaluate last meeting and Frances sent the selected nominations to everyone.

All Faculty Meeting: faculty met the new UNC President Any Feinstein. Also in attendance was President Norton and Acting Provost, Nancy Sileo. It was encouraging to faculty to hear that the Provost position should be filled by this time next year. We hope to get some traction on items we have been working on as a Council.

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

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

Academic Policies Committee (APC) and Faculty Senate met on April 16th. An All Faculty Meeting was held on April 17th.

- The agenda in front of APC was completely undergraduate. Stephanie did ask if Graduate Council could see the current draft of the Academic Appeal Procedure Taskforce's amendment proposals. Ann Toewe, chair of APC, reported that the proposed changes are going forward to the Steering Committee for the Oversight of HLC and Legislative Academic Compliance. As Dean Black is a member of the Steering Committee she will be receiving a copy of the proposed changes that she can share with those who need to review it and bring forward any concerns.
- Stephanie brought forth a motion to Faculty Senate that "Faculty Senate ask university administration to add one representative from the Graduate School and one representative from the Graduate School to serve on the planning committee and/or attend any meetings in which the Colorado College of Osteopathic Medicine is discussed." Members of Senate did not believe that it is within their purview to ask for the appointment of an administrator (i.e., someone from the Graduate School) to any university body. The Senate did pass a motion asking university administration to invite the chair of the Graduate Council to any meetings of the planning committee and/or attend any meetings in which the Colorado College of Osteopathic Medicine is discussed.
- Further, Stephanie asked if Faculty Senate could see the wording of the original memo of understanding (as discussed by Kay Norton at an earlier Senate meeting). Gloria will send a copy to the chair of Faculty Senate. Stephanie will send a copy to all members of the Council.
- Faculty Senate approved a motion to request that funds be identified to address compression and inversion issues for university employees for FY 2019.
- Ann Murphy, Director of Disability Support Services, encourages all faculty with questions concerning service animals and emotional support animals (and the difference therein and which are allowed) in their classrooms to contact her office. The message is this: if you have students bring animals into the classroom, you are encouraged to contact DSS to determine if that animal is allowed in the classroom. DSS will work with you, the students, and others if allergies or other problems are an issue.
- Senator Dietz brought forth a motion to endorse the University of Chicago's Freedom of Expression Resolution. Multiple senators questioned the need for this document – as it does not seem to extend students' freedoms/responsibilities beyond what is already allowed/required by law, by UNC policies, and by the Student Code of Conduct. An additional motion was made to change this into a major motion, therefore giving senators an additional two weeks to consider the motion. Stephanie asks that anyone with thoughts or comments on this motion to please let her know by Monday, April 30<sup>th</sup> by noon, as the Senate will meet later that day.

**B. Standards Committee –Rutilio Martinez**

Rutilio thanked the committee members for their work. The committee reviewed three applications. Application #1 was approved GFE for a student committee only. The second application approved but there was no signature because the applicant was a Director. But a question was raised if it is appropriate to accept a signature that is written or typed in or should Standards be requesting an electronic signature? The committee would like to be consistent. Linda Black will speak with the college deans to ask that signatures not be typed but that faculty should set up their electronic signatures. Jenni asked for a motion to approve the slate. Carissa motioned to approve the slate, Jerry seconded. Motion approved by vote.

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

No report; last report was turned in on April 3 for review of the HESAL program.

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

Nothing new to report since the last Council meeting. One item: the 4<sup>th</sup> round of grant applications begins next Tuesday, May 1, 2018. Applications for this grant cycle will be May 18.

**E. Assessment Council: Mia Williams**

Mia was not present. No report.

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

No report.

**G. Library Representative – Stephanie Wiegand**

- A happy and friendly reminder that the UNC Libraries are open year-round. As a bonus, if you make your way over to Michener Library this summer, we are hosting approximately 30 CEBS administrators and faculty you can visit with in addition to your favorite librarian.
- The libraries are working on preparing a report for Academic Affairs concerning the potential impact of the Colorado College of Osteopathic Medicine to library funds, resources, and services.

- The Dissertation Prep & Writing Intensive workshop has full registration, and we have started a waitlist. We are very excited about making the first a success and serving graduate students.

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

No report.

#### **V. Old Business: HLC Tested Experience – Rutilio Martinez**

##### **A. Recommendations from Standards Committee**

Discussion began by a question for Standards Committee. Linda asked if anyone from Standards Committee will be available to review applications over the summer. Rutilio will be on campus until the second week of June and can review applications on a case-by-case basis, but he added that there is typically not a great need over the summer. Linda suggested that she and Cindy Wesley, Associate Dean of Academics review applications and provide interim appointments through the first week of fall term. Faculty are to submit their materials for review by the Standards Committee when committee convenes in the fall.

Discussion continued regarding tested experience and the work Standards does with review of GF/DRE applications. The question before Council: If faculty of a discipline says that someone they are recommending for GF/DRE is someone who meets the HLC Tested Experience, what does that mean in years of experience and in the years they have taught at the graduate level/graduate courses? This body is responsible for the review of these standards and the decision on what experience is required to teach at the graduate level. Tested Experience standards are coming long after some faculty have been degreed. How will this be handled? Next fall, the Standards Committee will work on a draft form of Tested Experience.

##### **B. Graduate Council Quorum Discussion – All**

Jennie expressed her frustration surrounding lack of a quorum when Graduate Council meets each month. Jenni asked for ideas on how to address the quorum issue. Linda suggested that whatever options suggested, Council should be sure it is in concordance with Faculty Senate. Stephanie will ask Senate what their current practice is to make a quorum.

- Can a Council member meet electronically – skype or zoom?
- Should a Council member send a proxy if they are unable to attend? Linda wondered if someone can represent/proxy for an absent Council member is not elected by their peers?
- Graduate students may represent ¼ to 1/3 of the student population. Should Council get more faculty representation?

Jenni asked Stephanie to follow-up in the fall other ways to create a quorum either by election or proxy.

##### **C. Election Information 2018-19**

Jenni asked Council members to think about filling one of the open seats for Graduate Council. She added that being chair of Council has been an awesome experience and she has enjoyed working with all. Jenni also added that Mia is willing to be chair of Graduate Council for 2018-19 if no else volunteers. Here are the officers for Graduate Council for 2018-19 by unanimous vote:

- Chair, Graduate Council – Mia Williams
- Chair, Standards Committee – Rutilio Martinez will continue; Alan Morse will serve as Vice Chair
- Chair, Program Review – Carissa Reddick will continue; Mary Evans will serve as Vice Chair

#### **VI. Adjournment**

Jenni called for a motion to adjourn. There was a motion to adjourn and the motion was seconded. Approved by vote. Adjourned at 5:00 p.m.

Respectfully Submitted,

Frances Braafhart, Recording Secretary