

MINUTES

Graduate Studies Committee

March 23, 2012 meeting

The meeting of the Graduate Studies Committee was called to order by Dr. Nancy Hodges at 10:00 a.m. in 1607 MHRA.

Members Present: Bill Carroll, Laura Chesak, Tonya Doane, Vince Francisco, Bill Harden, Nancy Hodges, Matina Kalcounis-Rueppell, Ken Klase, Lynne Lewallen, Paul Mazgaj, Jodi Pettazzoni, Kelly Rowett-James, Ken Snowden, David Teachout, Bill Wiener. Also present: Barbara Tookey.

Excused Absence: Michael Kane and Todd Lewis.

APPROVAL OF MINUTES

Upon motion duly made and seconded, the minutes from the February 24, 2012 meeting were approved as written.

REPORT OF THE CHAIR - Dr. Nancy Hodges

A nomination was made and unanimously voted in favor for Dr. David Teachout to chair the 2012-2013 Graduate Studies Committee.

Dr. Hodges asked everyone to start thinking of nominations for the chair of the Curriculum Subcommittee.

Discussion took place in regards to having one chair as opposed to different assignments each month. A suggestion was made to assign a chair by semester. Further discussion will take place at the next meeting once the Senate nominations have been made public.

Dr. Snowden addressed whether or not discontinuations/moratoriums should continue to fall under the Student Affairs Subcommittee or return to the Curriculum Subcommittee. It was voted upon by the full committee to have discontinuation/moratorium requests continue to go first through the Student Affairs Subcommittee for the 2012-2013 academic year.

Dialogue ensued regarding the heavy workload of the Curriculum Subcommittee. A suggestion was made to have the school/college representative on the subcommittee review the requests from their unit and address any issues before being reviewed by the every subcommittee member. Another suggestion was to model the Office of Research compliance, which would be to have one to three unit/department representatives willing to review, answer questions, and sign off on the request before it is submitted for CSC review. Another suggestion was to have video training on the website for departments to use when completing curriculum requests.

REPORT OF THE DEAN - Dr. Bill Wiener

The topic of the potential reaffirmation of SACS raised a concern about the classification of graduate assistants. It was determined that common terminology was needed to distinguish between the different types of assistants (i.e. senior teaching assistant, teaching assistant, research assistant, fellowship, and traineeship) and a list was created and handed out defining each type for all departments to use when reporting.

Dean Wiener reported that a survey had been sent out to around 200 individuals, who attended the strategic planning session back in February, asking to rate by most importance, most feasible, etc. the items that resulted from the earlier brain storming sessions. The results of this survey will be compiled and shared with everyone.

The Graduate School is down 16-20% in applications, as is undergraduates. Telephone calls to those applicants with incomplete applications are being made with a positive response. Recruitment programming is being put into place where we offer \$250 to each department with doctoral or MFA students (up to 5) whom the department would really like to accept into their programs. This is now being offered for Masters student's as well. Next year, there is a plan to have a program in place where we offer \$2000 as recruitment grants to departments where they come up with innovative approaches that we can share across campus.

Peer writing support program was just completed that consisted of three hour blocks of time that lasted for 8-9 weeks with 5-8 students. The overall reaction was positive so Dean Wiener plans to continue to offer these programs over the summer and hopefully in the fall and spring.

Dissertation Boot camp is May 14-18. There is a \$100 fee that is refundable if the student participates all week from 8am to 5pm.

Research and Creativity Expo has 80-85 participants and will have 6 winners who will win \$1000 each. The top two winners will go to Graduate Education Day in Raleigh.

Dean Wiener reported next year's implementation of the Research Development Program that involves 10 students who want to learn how to write a grant within their discipline or funding to help support their academic activities. He also reported that he has already started to receive applications.

Also next year, he hopes to develop a PFA (Preparing Future Faculty) and PFP (Preparing Future Professionals) program to prepare those students who do and do not go into academe. He is working with various offices across campus to offer workshops for two non-bearing credit tracks where students put together a portfolio that they can take with them after they graduate. Dean Wiener has discussed with Dr. Kelly Rowett-James the possibility on having it notated on the student's transcript that they have completed the program. It was concluded by Dean Wiener and Dr. Rowett-James that the proposal would first need to go to the GSC for approval and then to the Faculty Senate. More information will be presented in the fall.

Dean Wiener reported that he has received information concerning health insurance for the next academic year. Instead of sharing the cost of the health insurance equally across all of the students, there has been an age banded approach that has been suggested and negotiated by GA for the entire UNC system. Because there has been greater use of health services than money that was put into health services, there is an over usage of around 20% at the graduate level. He was expecting the premium to go up about 20-25% and had put in for additional funding to cover at least all of the graduate assistants. However, with the age banded proposal that increase would only be for those under age 25. Those that are aged 25-34 would be a much greater increase. 35-44 even greater and those over 44 would go from \$861 to \$3900. This will have a significant impact on enrollment. Dean Wiener has written to GA and has contacted the deans of the other UNC schools to create a unified letter to GA requesting they reconsider. An e-mail has been sent out to departments informing them that due to this increase, The Graduate School will be unable to cover the full amount of the health insurance for graduate assistants.

REPORT OF THE CURRICULUM SUBCOMMITTEE – Dr. Vincent Francisco

The following were approved:

1. **ACC 621: Accounting Internship** – Change prerequisite to Pr. Grade of C or better in ACC 318 **and permission of instructor.** – Effective Summer 2012
2. **ENG 724: ~~Twentieth-Century British Literature~~ Studies in British Literature after 1900** – Request to have the course be repeated once for credit when topic varies. – Effective Fall 2012
3. **KIN 798: Doctoral Seminar in Grant Writing** – Change of course grading option from S/U to letter grade. – Effective Fall 2013
4. **PSC 511: ~~Problems in Public Management~~ Topics in Public Affairs** – Effective Fall 2012
5. **SES 640: Policies and Procedures in Special Education** - Delete Pr. Admission to PAIL or M.Ed. in Special Education or permission of instructor. – Effective Fall 2012
6. **SES 641: Assessment of Individuals with Special Needs** – Delete Pr. Permission of instructor. – Effective Fall 2012
7. **SES 643: Issues in Educating Individuals with Special Needs** – Delete Pr. Permission of instructor. – Effective Fall 2012
8. **SES 647: Collaboration and Consultation in Education:** Delete Pr. Permission of instructor. – Effective Fall 2012
9. **SWK** – Change prerequisite to Pr. SWK 351 or permission of instructor. – Effective Fall 2012

- a. 522, 527, 530, 540, 550, 554, 555, 570, 582, and 584

The following were tabled:

1. **ISM** – Effective Fall 2012 - Delete the following courses:
 - a. 601-612, 614-615, 620-627, 631-633, 641, 650-658, 660-662, 751-752, 761-763, 765, 771, 773-775, 777, and 781
2. **SCM** – Effective Fall 2012 – Delete the following courses:
 - a. 601-602, 606-608, 610, 612, 620, 630, 640-642, and 654

NEW/AMENDED COURSE PROPOSALS (Form A)

The following were approved:

1. **MAT 790: Directed Doctoral Research** – Effective Fall 2012
2. **RCS 584: Retail Strategy** – Effective Spring 2013

The following were approved with minor revisions:

1. **BIO 634: Current Research in Environmental Health Science** – Effective Fall 2012
2. **BIO 635: Molecular Toxicology** – Effective Fall 2012
3. **CST 652: Practicum in Communication Research** – Effective Summer 2012
4. **LIS 641: Cataloging and Classification** - Effective Fall 2012
5. **LIS 643: Metadata** – Effective Fall 2012
6. **LIS 664: Reading, Literacy, and the Library** – Effective Fall 2012
7. **LIS 665: Information Literacy** – Effective Fall 2012
8. **THR 656: Scene Design Application** – Effective Spring 2013
9. **THR 666: Costume Design Application** – Effective Spring 2013
10. **THR 676: Lighting Design Application** – Effective Spring 2013
11. **WGS 602: Internship Seminar** – Effective Spring 2013

The following was tabled:

1. **SOC 593: Thesis Proposal Seminar** – Effective Fall 2012

CERTIFICATE/LICENSURE PROGRAM PROPOSAL (on-line/off-campus) (Form J)

The following was approved:

1. **MS in Consumer, Apparel and Retail Studies** – Non-thesis concentration – Effective Fall 2012

CONCENTRATION, SECOND ACADEMIC CONCENTRATION (SAC), AND/OR MINORS (Form F)

The following was approved:

1. **M.Ed. in Teacher Education** – Instructional Technology, Teacher Leadership Track – Moratorium of Concentration – Effective Fall 2012-2014

PROGRAM REVISIONS (Form G)

The following were approved:

1. **Classical Studies** – M.Ed. in Latin. Delete Classroom Practice Track. Decrease total degree hours from 38 to 30. Add CCI 559: Readings in Roman History to Core Courses (was 6 hours now 9). Remove TED 545, TED 669, and TED 675 from Professional Education Courses and

add TED 676 and TED 677 (was 9 hours now 6). Change number of electives from 6-9 hours to 0-3 hours. Change wording for M.Ed. description, Electronic Portfolio, and Teacher Leadership Track information.

2. **Interior Architecture** – MS in Interior Architecture. Increase total degree hours from 36 to 45. Increase number of studio course hours from 6-12 to 12-18. Increase number of electives required from 12 to 15-18. Increase number of approved electives for the Historic Preservation Concentration from 3 to 6 hours. Increase number hours in Studio Courses from 6 to 12 hours by requiring IAR 501. Change the number of Required Studio Course hours for Interior Product Design Concentration from a minimum of 12 hours to a minimum of 18 hours. Change the number of electives for the Interior Product Design Concentration from 0-3 hours to 3-6 hours. – Effective Fall 2012
3. **Mathematics and Statistics** – PhD in Computational Mathematics. Increase the number of dissertation hours from 12 to 20. Increase the number of qualifying exam topics available from five to eight and grouping them into two categories. Change to “Programming Project.”
4. **Music Studies** – PBC in Musicology. Remove “One course from the following (3 credits) – Music Education Methods & Approaches” section. – Effective Fall 2011
5. **Music Studies** – MM in Music Theory. Change MUE 699 to MUS 699.

INFORMATION ITEMS

1. SACS, effective March 8, 2012, accepted notification of the EdS in Educational Leadership Online Program. Since this is a substantive change, this program is not authorized until we receive an approval letter from UNC General Administration. The Request for Authorization to Establish the EdS online program was sent to UNC General Administration on January 12, 2012.

REPORT OF THE POLICIES AND PROCEDURES SUBCOMMITTEE – Dr. Ken Klase

Appeals Procedure: Grades and Regulations – A motion was duly made and seconded; the Committee approved to change the amount of time a student had to appeal a grade or regulation from one year to 90 days. Also, to eliminate the approval step of The Graduate School if the grade appeal is endorsed at any level.

Appeals Process – A motion was duly made and seconded; the Committee approved the Appeals Process and wording for the Graduate Bulletin with a revision to Step 2 (second paragraph) eliminate the words “Step 3”.

Draft policies will be sent to all DGS’s for comments regarding Time Limit on Certificates and Accelerated Bachelor's to Master's Degree Program for a possible vote by the full GSC committee next month.

The policy on Annual Reviews of Doctoral and Specialist Students was discussed with some concern presented as to the implementation, enforcement and/or tracking. Dean Wiener stated that at this point the tracking would consist of a template with a place for a brief statement from the departments stating it had been done. The departments would be responsible for how they implement and manage the annual review according to their own needs. Dean Wiener expects to have further discussion between himself and University Council on this topic. At this time, the possibility of a policy for Annual Reviews of Doctoral and Specialist Students should be treated as an information item.

REPORT OF THE STUDENT AFFAIRS SUBCOMMITTEE – DR. SNOWDEN

No report.

REPORT OF THE SENATE REPRESENTATIVE – DR. ARRINGTON

No report.

ADJOURNMENT

With no further business, the meeting adjourned.