

## MINUTES

### **Graduate Studies Committee**

November 18, 2011 meeting

The meeting of the Graduate Studies Committee was called to order by Dr. Ken Snowden at 10:05 a.m. in MHRA 2711.

Members Present: Rebecca Adams, Jacob Babb, Cheryl Buehler, Vincent Francisco, ByoungHo Jin, Matina Kalcounis-Rueppell, Michael Kane, Ken Klase, Lynne Lewallen, Todd Lewis, Paul Mazgaj, Kelly Rowett-James, Ken Snowden, David Teachout, Barbara Tookey, and Bill Wiener.

Excused Absence: Bill Carroll, Laura Chesak, Bill Harden

### **APPROVAL OF MINUTES**

Minutes from the October 21, 2011 meeting were approved as written.

### **REPORT OF THE CHAIR - DR. SNOWDEN**

Dr. Ken Snowden shared that he will be submitting a memo to the Faculty Senate Chair, Dr. Josh Hoffman, regarding clarification of policies regarding changes to the Graduate Studies Committee Practices and Policies. He shared the current charge, policies, and practices of the committee with emphasis on the Changes in the Committee's Policies and Practices section. It states, "Upon approval by the Committee, any changes approved by the Committee will be forwarded to the Faculty Senate as an information item." Dr. Snowden also shared relevant excerpts from the Faculty Senate Bylaws that will be included with the memo.

Dr. Snowden also presented a Senate Resolution that was approved as written by the committee requesting that the Senate recognize in its Bylaws three changes in membership that have been approved by the GSC over the past three years: **Two (2) graduate students elected by the Graduate Student Association are voting members on all issues except for student appeals** and that the **University Registrar and a representative from the University Libraries** are now ex-officio and non-voting members.

### **REPORT OF THE DEAN - DR. WIENER**

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Dr. William Wiener presented four proposed areas regarding policies and procedures: grade appeals process, leave of absence policy, accelerated bachelor's to master's degree programs, and a policy regarding annual reviews of doctoral students.

Dr. Wiener reported that the Policy and Procedures subcommittee discussed the current approval process for grade appeals. The appeal is first presented to the faculty member of the course where the grade was assigned. If not approved, the appeal is submitted to the chair of the department, and then to the Dean/Associate Dean of the School or College. The final step is for the Dean of The Graduate School to consider the appeal. Currently it is required that the Dean of the Graduate School also consider the appeal even if it has been approved at a lower level. Dr. Wiener would like to eliminate the Dean of The Graduate School's approval from this process when it has been resolved at a lower level. He would continue to review denied grade appeals. Dr. Kelly Rowett-James asked whether or not this would apply to graduate students taking undergraduate courses. Dr. Wiener stated he would review those cases when the student is a graduate student but would confer with the UCC. Dr. Wiener also discussed the current one year time frame for grade appeals. The subcommittee would like to see this reduced to 90 days.

The current time limit for a leave of absence is usually for one year. However, this one year is included in the student's degree completion time. A proposal was presented to have the time taken during a leave of absence not count towards a student's allotted degree completion time. Dr. Wiener also stated a policy needs to be created stating legitimate reasons for why a leave of absence would be approved.

The subcommittee did not have an opportunity to discuss in detail the accelerated master's degree programs but Dr. Wiener stated they would be discussing the possibility of including in the criteria a student having a 3.5 GPA or higher and the option of having up to 12 hours of coursework be counted for both undergraduate and graduate requirements.

Lastly, the proposal of having an annual review of doctoral students was presented as a topic for future discussion. This review would give students an opportunity to gain feedback on whether or not they were achieving satisfactory results towards their doctoral degree. The subcommittee plans to discuss in more detail at their next meeting.

Dr. Wiener also reminded the committee that the Graduate Research and Creativity Expo is on April 3, 2012 in the Elliot University Center. The deadline to register is March 1, 2012 at 5:00 p.m. He asked the committee members to encourage their students to participate.

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## **REPORT OF THE CURRICULUM SUBCOMMITTEE – DR. TEACHOUT**

### **ROUTINE COURSE CHANGE REQUESTS (Form D)**

#### **The following were approved:**

1. HIS 511A, B, C Seminar in Historical Research and Writing – Change of prerequisite as follows: ~~One 300-level Research Intensive (RI) history course~~ For social studies concentration candidates HIS 430: Historical Methods of Social Studies; for all other history majors Pr. HIS 391: Historical Skills and Methods and permission of instructor. – Effective Fall 2012
2. **TED 551 Teaching Practices and Curriculum in English** – Change of prerequisite as follows: Pr. TED 545- 445, admission to teacher education, and an overall minimum GPA of 2.75, or permission of instructor. Required of all student teachers in English. Designed to acquaint prospective teachers with modern concepts and practices of English instruction in secondary schools; emphasis on teaching four fundamental language arts: speaking, writing, reading, and listening. (Fall) Formerly CUI 551. - Effective Fall 2012
3. **TED 553 Teaching Practices and Curriculum in Social Studies** – Change of prerequisite as follows: Pr. TED-545 445, admission to teacher education, and an overall minimum GPA of 2.75, or permission of instructor. Required of all student teachers in social studies. Organization of social studies in secondary schools; classroom methods, techniques, and activities teaching materials; testing and evaluation. – Effective Fall 2012
4. **TED 559 Teaching Practices and Curriculum in Science** - Change of prerequisite as follows: Pr. TED 545- 445, admission to teacher education, and an overall minimum GPA of 2.75, or permission of instructor. Required of all student teachers in science. Development of philosophy of science teaching and of attitudes and values relative to science teaching in secondary school. Emphasis on recent curriculum studies in biology, chemistry, physics, and earth-science and the changing approaches to teaching these subjects. (Fall) Formerly CUI 559. – Effective Fall 2012

## **PROGRAM REVISIONS (Form G)**

**The following were approved:**

1. **MA in Communication Sciences and Disorders**
  - a. Replace CSD 601 Special Topics in Communication Sciences and Disorders with CSD 612 Augmentative and Alternative Communication as one of the Required Professional Area Course Requirements. – Effective Fall 2012
2. **PBC in Teaching English as a Second Language** – Change name to PBC in Teaching English to Speakers of Other Languages – Effective Fall 2012

## **\*INFORMATION/DISCUSSION ITEM: PREVIOUSLY APPROVED PROGRAM REVISION**

During the September 16, 2011, the GSC committee approved for the Post-Baccalaureate Certificate for NC TEACH Alternative Licensure to change to a Post-Baccalaureate Program for the NC Teach Alternative Licensure – Effective Fall 2011. However, after discussion with our SACS liaison, the certificate program will first need to be discontinued and a new licensure program established. Dr. Debra Ackerman has decided to leave the program as it is and try to meet the gainful employment requirements for next year.

## **REPORT OF THE POLICIES AND PROCEDURES SUBCOMMITTEE – DR. KLASE**

Dr. Klase reported the subcommittee met to discuss the reconfiguration of the GSC composition. The consensus of the subcommittee was to allot a Nanoscience Representative to the GSC. Upon motion duly made and seconded, it was the unanimous decision of the committee to approve the allotment of a Nanoscience representative. Dr. Snowden reported that he will inform the Faculty Senate of the decision and submit another Senate Resolution to the Bylaws.

Dr. Klase also reported that the subcommittee discussed and recommend the assignment of “NR” instead of “F” r as a grade for unassigned courses. Upon motion duly made and seconded, it was the unanimous decision of the committee to approve the assignment of “NR” as a grade.

## **REPORT OF THE STUDENT AFFAIRS SUBCOMMITTEE – DR. MAZGAJ**

### **DISCONTINUATION/MORATORIUM REQUESTS (Form K)**

**The following were approved:**

1. **PB Certificate in Entrepreneurship – moratorium thru June 1, 2012**
2. **PB Certificate in Technical Writing – discontinuation effective November 18, 2011**

Sample notification memos were presented and the moratorium memo was approved as written. Discussion took place concerning the discontinuation memo. It was agreed that the memo should instead be addressed to the Office of Planning and Assessment, informing them of the committee’s decision to approve the discontinuation, with a copy going to the department. The Office of Planning and Assessment will then forward the information to UNC General Administration. Upon GA’s final approval, the OPA will contact the department and The Graduate School regarding external reporting requirements.

## **REPORT OF THE SENATE REPRESENTATIVE – DR. ARRINGTON**

No report.

## **ADJOURNMENT**

With no further business, the meeting adjourned.