

MINUTES

Graduate Studies Committee

October 23, 2009 meeting

The meeting of the Graduate Studies Committee was called to order by Professor Lewallen at 10:00 a.m. in Conference Room A, EUC.

Present: Ananian, Bartlett, Callanan, Carroll, Chesak, Ehrhardt, Hodges, Jackson, Lewallen, Lewis, Saunders, Snowden, and Telfair. Registrar Rowett-James. Student member Pond.

Excused Absence: Mazgaj and Petersen. Student member Tedder.

Guests: Dr. Bruce Kirchoff, Dr. Rebecca Adams

APPROVAL OF MINUTES

Minutes from the September 18, 2009 meeting were approved as written.

REPORT OF THE CHAIR - DR. LEWALLEN

Ken Snowden was elected as chair-elect.

Possible ex officio membership of the Associate Provost of Planning and Assessment was discussed. Dr. Rebecca Adams explained her position serves as liaison to SACS and GA and is responsible for maintaining the academic programs roster. She sees GSC membership as a way for her to be aware of new programs and program changes that need to be reported to GA and SACS and to provide procedural information about the approval of new programs.

Discussion revolved around if membership was necessary and if so, if membership to the full committee, Curriculum Subcommittee or both was appropriate.

A motion to approve ex officio membership for the Associate Provost of Planning and Assessment to the Curriculum Subcommittee was made, seconded, and after further discussion, withdrawn.

A motion to approve ex officio (non-voting) membership for the Associate Provost of Planning and Assessment to the Graduate Studies Committee was made, seconded, and approved by majority vote.

REPORT OF THE DEAN - DR. SAUNDERS

In the absence of the Dean, Associate Dean Saunders reported.

The state budget is still a concern because revenues are not as robust as expected. Effects to graduate study at UNCG are unknown. Monies for health insurance offered to those who have the minimum level assistantship stipends were replaced.

GA has been gently prodded for the last two years to review program proposals that have been submitted for approval. GA has recently established disciplinary review boards for some proposals. The request to establish the professional MS in nanoscience was reviewed by the disciplinary panel and returned to GA for action. The Dean is waiting for GA to inform us which programs can go on the next agenda of the system's Deans Council meeting.

REPORT OF THE CURRICULUM SUBCOMMITTEE – DR. HODGES

New/Amended Course Proposals

The following were approved (pending minor revisions):

ATY 525 The Social Roots of Health and Disease
ELC 666 Writing Preparation and Proposal Development
ELC 685 Passionate Pedagogies

Program Revisions

The following were approved:

1. M.A., Sociology and M.A., Sociology, Criminology concentration, effective Fall 2010.
 - a. Increase hours required for thesis option (both programs) from 30 to 33 hours.
 - b. Reduce hours required for internship option (both programs) from 36 to 33 hours.
 - c. Reduce Required Courses by 3 hours by replacing SOC 614 and SOC 620 with SOC 615 The Logic of Social Inquiry.
 - d. Add Area Courses (general program) of 9 hours chosen from SOC 640 Sociology of Culture (3) (approved 9/09), SOC 644 Sociology of Globalization (3) (see below), SOC 571 Advanced Topics in Social Psychology (3) and Seminar in Social Inequalities: Theory and Research (3).
 - e. Set Electives to 9 hours (both programs).

The following related new course proposal was approved (pending minor revisions):

SOC 644 Sociology of Globalization

2. M.Ed., Curriculum and Instruction, Elementary Education (classroom practice track), effective Spring 2010. (No change in hours.)
 - a. Replace TED 622 Differentiated Instruction with new course TED 625 Mathematics in the Elementary School II (see below) under Pedagogical Expertise.
 - b. Increase internship requirement hours
 - c. Revise undergraduate course requirements for licensure.

The following related new course proposal was approved (pending minor revisions):

TED 625 Mathematics in the Elementary School II

3. M.Ed., Curriculum and Instruction, English as a Second Language (classroom practice track), effective Spring 2010. (No change in hours.)
 - a. Replace TED 616 Literacy Development and Instruction Across with TED 516 Emergent Literacy and Literature OR TED 535 Literacy in the Content Areas under Pedagogical Expertise

Major Name Change

The following was approved:

The departments of Educational Leadership and Cultural Foundations and Teacher Education and Higher Education request to revise the name of the major for the joint Ph.D. in Curriculum and Teaching to “Educational Studies.”

REPORT OF THE POLICIES AND PROCEDURES SUBCOMMITTEE – DR. SNOWDEN

Action Item: Policy of Appointment to the Graduate Faculty, effective Fall 2010. (See attached) Approved as amended. New appointments for the remainder of the 2009-2010 academic year will follow the revised policy.

Dr. Saunders thanks Dr. Snowden and the subcommittee for the hard work on this endeavor.

REPORT OF THE STUDENT AFFAIRS SUBCOMMITTEE – DR. CALLANAN

No report.

REPORT OF THE SENATE REPRESENTATIVE – DR. JACKSON

A revision of the Promotion and Tenure Guidelines is on the docket of the November 4 Faculty Senate meeting. The most prominent change will add collaborative community-based research to the guidelines. Any concerns should be forwarded to Dr. Jackson.

OTHER

None.

With no further business, the meeting adjourned at 11:16 a.m.



POLICY ON APPOINTMENT TO THE GRADUATE FACULTY

Approved at 10/23/09 Graduate Studies Committee Meeting

Appointment to the Graduate Faculty must be as a Member, Research Member, Academic Professional Member, or as an Adjunct Member of the Graduate Faculty. Eligibility for appointment and functions for each category are described below. Doctoral Committees may be chaired only by individuals who have received an Endorsement to Chair Doctoral Committees, as described below. The Dean of The Graduate School administers this policy as the designee of the Graduate Studies Committee, and may approve exceptions to it. The Dean or the Chair of the Graduate Studies Committee may ask for particular exceptions to be brought before the full Committee for consideration.

Members, Research Members, and Academic Professional Members of the Graduate Faculty

Members of the Graduate Faculty

Eligibility

- All tenured or tenure-track faculty members who hold a terminal degree in a field appropriate for their appointment are eligible for appointment as Members of the Graduate Faculty.
- Candidates for Membership should have competence in research/creative activities as demonstrated, for example, by exhibitions or performances, by publication in professional journals, books, or monographs, or in other forms as is common in their discipline.
- Candidates for Membership should have a demonstrated commitment to professional development in a manner that is common in their discipline.

Appointment

- Membership on the Graduate Faculty will be awarded, based on the recommendation of their immediate supervisor and, where appropriate, their Dean, to tenure-track and tenured faculty members at the time of hiring. Recommendations on appointment are made to the Dean of The Graduate School.

Research and Academic Professional Members of the Graduate Faculty

Eligibility

- Professionals who hold a terminal degree in a field appropriate for their appointment, who have responsibilities within the graduate program, and whose appointments place them in one of the following categories are eligible for appointment as Research or Academic Professional Members of the Graduate Faculty¹:
 - Research scientists holding full-time EPA non-faculty positions may be appointed as Research Members of the Graduate Faculty.
 - Academic Professional faculty members holding full-time EPA non-faculty positions may be appointed as Academic Professional Members of the Graduate Faculty.
- Candidates for Research or Academic Professional Membership should have competence in research/creative activities as demonstrated, for example, by exhibitions or performances, by

¹ Academic Professionals may be called Clinical Faculty in some schools. Clinical Faculty in the School of Nursing are covered under Adjunct Members of the Graduate Faculty, below.

publication in professional journals, books, or monographs, or in other forms as is common in their discipline.

- Candidates for Research or Academic Professional Membership should have a demonstrated commitment to professional development in a manner that is common in their discipline.

Appointment

- Research or Academic Professional Membership in the Graduate Faculty will be awarded to eligible professionals upon the recommendation of their immediate supervisor and, where appropriate, their Dean. Recommendations on appointment are made to the Dean of The Graduate School.
- The terms of Research and Academic Professional Members' appointments shall not exceed the length of the individual's term of employment at UNCG. The following guidelines shall typically apply:
 - One-year, renewable terms shall be granted to eligible professionals hired to teach graduate level courses.
 - Three-year, renewable terms shall be granted to eligible professionals who are recommended for service on Master's or Doctoral Advisory/Dissertation Committees.

Functions of Members, Research Members, and Academic Professional Members

- Members, Research Members, and Academic Professional Members may teach any graduate course designated for them by the department in which they serve.
- They may chair or serve as committee members on Master's Thesis Committees.
- They may serve on or co-chair a Doctoral Advisory/Dissertation Committee with a Member who holds an Endorsement to Chair Doctoral Committees.
- A Member, Research Member, or Academic Professional Member of the Graduate Faculty who does not hold an Endorsement to Chair Doctoral Committees may not chair a Doctoral Advisory/Dissertation Committee.

Removal of Members, Research Members, and Academic Professional Members

- Members, Research Members, and Academic Professional Members of the Graduate Faculty shall enjoy protection against unjust and arbitrary removal from the Graduate Faculty.
- Procedures for Removal
 - Recommendations to remove a member from the Graduate Faculty should be made to the Dean of The Graduate School by the member's immediate supervisor and, where appropriate, their Dean.
 - Recommendations to remove a member from the Graduate Faculty must document the following:
 - a. the failings of the individual such as neglect of duty (including sustained failure to meet assigned graduate classes), violations of professional ethics, research misconduct, mistreatment of graduate students, or other misconduct that indicates that the individual is unfit to continue as a Member, Research Member, or Academic Professional Member of the Graduate Faculty.
 - b. how these failings disqualify the individual from effectively performing the duties of a Graduate Faculty Member, Research Member, or Academic Professional Member.
 - c. the steps that were taken by the Department, Unit, or their immediate supervisor to redress the inadequacies, the outcome of these steps, and that they did not succeed.
 - Removal from membership on the Graduate Faculty shall also remove an Endorsement to Chair Doctoral Committees.
- Appeals
 - A faculty member who believes that his or her graduate faculty status was removed unjustly or arbitrarily may appeal the removal to the Faculty Grievance Committee of the Faculty Senate.
 - Research and Academic Professional Members may appeal removal from the Graduate Faculty by the procedures laid out in the Appeal Guidelines for Designated Exempt Employees (EPA).

Adjunct Members of the Graduate Faculty

Eligibility

- Faculty or staff members and professionals who hold an advanced degree in a field appropriate for their appointment, have responsibilities within the graduate program, and whose appointments place them in one of the following categories are eligible for appointment as Adjunct Members of the Graduate Faculty:
 - Adjunct faculty
 - Clinical faculty in the School of Nursing
 - Emeritus faculty
 - Faculty who are employed on a part-time basis
 - Faculty from other universities
 - Lecturers
 - Non-teaching staff members or other qualified professionals
 - Other special categories of faculty such as writers-in-residence or artists-in-residence
 - Outside community professionals
 - Visiting faculty employed on a full-time basis

Appointment

- Adjunct Membership will be awarded to eligible individuals upon the recommendation of their immediate supervisor and, where appropriate, their Dean. Recommendations on appointments are made to the Dean of The Graduate School.
- The terms of Adjunct Faculty appointments shall not exceed the length of the individual's appointment at UNCG. The following guidelines shall typically apply:
 - One-year, renewable terms shall be granted to eligible individuals hired to teach graduate level courses.
 - Three-year, renewable terms shall be granted to eligible individuals who are recommended for service on Master's or Doctoral Advisory/Dissertation Committees.

Function

- Adjunct Members may teach any graduate course designated for them by the department in which they serve, except they may not teach any class offered exclusively for doctoral students.
- Adjunct Members may serve as members of Master's Thesis Committees; however, they may not Chair Master's Thesis Committees.
- Adjunct Members may serve as members of Doctoral Advisory/Dissertation Committees; however, they may not co-chair a Doctoral Advisory/Dissertation Committee or receive an Endorsement to Chair Doctoral Committees.

Endorsement to Chair Doctoral Committees

Eligibility

- Members, Research Members, and Academic Professional Members of the Graduate Faculty are eligible to receive an Endorsement to Chair Doctoral Committees. Adjunct Members are not eligible to receive an Endorsement.
- Endorsements are normally granted only to qualified individuals who have the following:
 - ongoing contributions in research or creative activities as evidenced by publication in professional journals, books, or monographs, or by exhibitions or performances in other forms as is common in their discipline

- experience as a mentor of graduate student research, as appropriate within their discipline. Service on a Doctoral Advisory/Dissertation committee through the defense of the dissertation will generally be considered sufficient experience to qualify for an endorsement. However, supervision of graduate student research within a collaborative research environment may be sufficient experience in certain disciplines. By requesting an endorsement, the candidate's immediate supervisor acknowledges that the faculty member has the appropriate level of experience for their discipline.

Appointment

- A member may be nominated for an endorsement either by a majority vote of departmental or program faculty in which their appointment occurs who already hold Endorsements or, where this is not possible, by the recommendation of their immediate supervisor, and, where appropriate, their Dean. The nomination is communicated to the Dean of The Graduate School by the candidate's immediate supervisor or, where appropriate, their Dean.

Maintenance, Review, and Removal of Endorsements to Chair Doctoral Committees

- Review of Members holding Endorsements should be conducted and documented at the department or unit level at the time of Post-Tenure Review.
- Review of Research and Academic Professional Members holding Endorsements should be conducted and documented at the time of the renewal of their term contracts.
- Review of any member holding an Endorsement may take place at more frequent intervals, as deemed appropriate by an individual's immediate supervisor and, where appropriate, their Dean.
- Procedures for Removal of an Endorsement
 - Recommendations to remove an Endorsement should be made to the Dean of The Graduate School by the individual's immediate supervisor and, where appropriate, their Dean.
 - Recommendations to remove an Endorsement must document the following:
 - a. the failings of the individual, such as a failure to maintain a record of contributions in research, a failure to pursue professional development in a manner that is common in their discipline, or neglect of dutiful service as a Chair of Doctoral Committees.
 - b. the steps that were taken by the Department, Unit, or their immediate supervisor to redress the inadequacies, the outcomes of these steps, and that they did not succeed.
- A Member of the Graduate Faculty may appeal the removal of an Endorsement to the Faculty Grievance Committee of the Faculty Senate.
- Research and Academic Professional Members of the Graduate Faculty may appeal the removal of an Endorsement by the procedures laid out in the Appeal Guidelines for Designated Exempt Employees (EPA).
- Removal of an Endorsement does not remove membership on the Graduate Faculty. In contrast, removal from membership on the Graduate Faculty does remove an Endorsement.