

MINUTES

Graduate Studies Committee

September 18, 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: Professors Bartlett, Carroll, Chesak, Ehrhardt, Hodges, Jackson, Lewallen, Lewis, Mazgaj, Petersen, Snowden, and Telfair. Registrar Rowett-James. Student member Pond.

Excused Absence: Professors Ananian, Callanan, and Saunders. Student member Tedder.

Guest: Dr. Bruce Kirchoff

APPROVAL OF MINUTES

Minutes from the April 24, 2009 meeting were approved as written.

REPORT OF THE CHAIR - DR. LEWALLEN

Dr. Lewallen explained the election of chair-elect will be held at the next meeting. Typically, nominations are solicited from the floor and later by email. Ken Snowden was nominated for chair-elect.

Dr. Rebecca Adams, Associate Provost for Planning and Assessment, has requested ex officio membership to the GSC. In an email to Dr. Lewallen, Dr. Adams stated her role would be to ensure that our academic programs roster is properly maintained, to monitor GSC activities of substantive changes to graduate programs that require her to notify SACS and GA, and to be available to advise GSC members on GA and SACS procedures and requirements as relevant. Questions arose about the primary role she would serve and if appointment should be to the full committee or the curriculum subcommittee. After discussion, the committee members decided to invite Dr. Adams to the next meeting to ask her about her potential role and postpone a vote until then.

REPORT OF THE DEAN - DR. PETERSEN

The Budget Situation: When the General Assembly finally passed the state budget, the cuts to the UNC system were not as large as many had feared but President Bowles then asked for a 10% cut in anticipation of further reductions during the year. A cut this large, even if much of it is made up of one-time cuts, will be exceptionally difficult and will certainly require many changes in how we normally do things.

The good news is that the universities did receive full funding for enrollment growth. In addition, the Graduate School has not cut any of the assistantship funding that goes to the academic units and most of the academic units also maintained their funding of assistantships. I am very pleased that the university was able to maintain our funding of health insurance for all graduate assistants. While funding for health insurance was considered as a possible area of budget reduction in some budget planning scenarios, ultimately the Provost and Chancellor supported protecting this important area of graduate student support.

We still have not received notice of our required cut in the budget for the Graduate School for the current year. I expect to receive that information pretty soon and, based on our earlier planning, the budget cut is likely to require us not to fill a currently vacant staff position, to reduce our operating expenses, and to reduce our funding of summer assistantships. If the budget situation improves during the academic year, I hope to be able to get additional funds to support funding for summer assistantships. Already the demand for summer assistantships exceeds our ability to fund them.

Enrollment: Overall graduate enrollment is up slightly (+46 -- 1.2 %) from last fall. On-campus enrollment is down by 28 students (.9%) for an on-campus headcount of 3,217 while enrollment by graduate students who are exclusively taking DCL classes (583) is up by 74 students (14.5 %). Thus there are a total of 3,800 graduate students taking classes this fall at UNCG. Enrollment of

master's degree students is down by 49 (2.4 %) while enrollment of doctoral students is up by 54 (7.9 %). On a headcount basis, the 3,800 graduate students are 21% of the total student body of 18, 241.

During the past fiscal year, UNCG conferred 1,118 graduate degrees. This included 988 master's degrees, 22 Specialist in Education degrees, and 108 doctoral degrees.

Transition to ApplyYourself application software: Our new ApplyYourself software for handling on-line applications was implemented during the summer and we have been running training sessions for departments on using the new system. It has countless advantages over the former system and gives departments much more information early in the application process. This fall we were, of course, using both ApplyYourself and the former system and that will still be true for some applicants for Spring 2010. After that, however, we should be completely moved over to the new system which will certainly bring additional efficiencies. I'm confident that this new application system is a huge step forward and will greatly streamline the process for reviewing graduate school applicants. It should prevent the delays that plagued us last year and should greatly improve communication with prospective students.

Orientation: In the week before classes began, a total of 510 new graduate students attended orientation sessions conducted by the Graduate School. We ran two sessions – one in the evening attended by 243 students and one during the day attended by 267. I think we've made progress in coordinating these sessions with those conducted by individual departments but we will be continuing to try to refine our sessions to minimize duplication.

New Program Development: There is a significant backlog of new program proposals at UNC's General Administration. They have not acted on doctoral proposals for two years. As part of the UNC Tomorrow initiative, the campuses of the UNC system identified a total of 296 potential new degree programs that were under consideration. This included 139 master's degrees and 61 doctoral degree programs. You may remember that UNCG submitted a total of 26 possible new programs in our Phase II response to UNC Tomorrow --- 19 of them at the graduate level and 11 of those at the doctoral level.

Most of the 296 potential new programs are, however, still in the early planning stages. As of June, GA had actually received planning or implementation requests for 19 baccalaureate programs, 11 master's programs, and 22 doctoral programs.

We have submitted a request to establish a Professional Science master's degree in Nanoscience (joint with A&T), requests to establish a PhD in Environmental Health Science and a PhD in Nanoscience (joint with A&T) and requests to plan doctoral degrees in Institutional Research and Assessment, Social Work (joint with (A&T), and Pharmacy.

GA has promised to begin holding Graduate Council meetings soon but they had also promised to hold meetings in the spring and nothing was scheduled.

Review of Master's Degree Programs: This spring I presented data on our master's degree programs at the Deans Council retreat. The report provided data on applications, admissions, and enrollments by program for the period from Fall 2003 through Fall 2008. The report included a measure of selectivity and a measure of yield. In addition, mean GRE verbal and quantitative scores were provided for enrolled students and the number of graduates by program were provided for the period from 2003-2008.

Our array of 65 master's degrees developed over the past 67 years. The programs range in size from programs that typically enroll fewer than 10 students to programs enrolling hundreds of students. A few of the programs are highly selective but most admit more than 50% of those who apply. A few programs have not been revised for as long as 30 or 40 years.

The College and the schools are currently expanding this review of programs to take a finer grained look at master's programs and to determine if changes in offerings are warranted.

Reception for Fellowship Recipients: Last fall the Graduate School held a reception to recognize all graduate students who received fellowships from the Graduate School or the College and the six professional schools and to also honor donors who made those awards possible. Last year's reception was a very nice occasion and we are currently planning a similar reception for this academic year. The budget uncertainty has meant that it will be later in the year than was the case last year.

CGS Reports – International Students and PhD Completion Study: The Council of Graduate Schools has recently released four reports that are likely to be of interest to you. Just yesterday they released a report on graduate enrollment in 2008. Among the findings were:

- While historically applications to grad schools have increased during recessions, the 4.8% growth in 2008 was smaller than the 8% increase in 2007.
- Growth in first-time enrollment was greater for minority groups than for whites.
- The most popular fields for grad applications in 2008 were business, engineering, and social and behavioral sciences. Over the past decade growth has been strongest in physical sciences, engineering, and health science.
- Just three fields – education, business, and health sciences – accounted for almost half of first-time enrollment in fall 2008.
- 85% of first-time graduate students were pursuing either a master's degree or a certificate.

CGS's ongoing monitoring of international graduate admissions shows that for the first time in five years the number of offers of admission from U.S. graduate schools to prospective international students decreased by 3% from 2008 to 2009. Applications were up 22% from the Middle East and Turkey and up 14% from China but were down 12% from India and down 9% from South Korea. CGS, of course, points to the global economy as playing a role in the decline in admission offers. Doctoral institutions which often offer financial support actually saw an increase in international applications while master's institutions saw a decline.

CGS also released the third in their series of monographs on PhD Completion and Attrition. This document focuses on findings from exit surveys of PhD completers. Not surprisingly, those who completed doctorates identified the main factors in their ability to complete their degree as financial support, mentoring/advising, and family support. Sixty percent of respondents cited the reputation of the faculty and program as one of their main reasons for selecting their doctoral program. Over 90% of respondents reported being satisfied with the quality of their relationship with their mentor.

Finally, CGS has issued Graduate Education in 2020. This work contains several chapters that reflect on the factors and trends that are shaping the future of graduate education. My favorite chapter title is "Of Course it's not Your Father's Oldsmobile: They Don't Make Them Anymore." The chapters in the report are quite varied and include a discussion of the demographic factors shaping the characteristics of graduate students in the future, the role of information and communication technologies in shaping graduate education in the future, and how graduate education might do a better job of preparing doctoral graduates for the jobs they will hold.

More detail can be found in the reports at the Council of Graduate Schools website (www.cgsnet.org).

REPORT OF THE CURRICULUM SUBCOMMITTEE – DR. HODGES

Curriculum Revisions:

The following was approved:

Prefix Change: All ESS courses to KIN, effective Spring 2010.

New/Amended Courses:

The following was approved:

SOC 640 Cultural Sociology

The following was tabled:

ATY 525 The Social Roots of Health and Disease

REPORT OF THE POLICIES AND PROCEDURES SUBCOMMITTEE – DR. SNOWDEN

The subcommittee will review the doctoral residence requirement of two consecutive semester of full-time enrollment (*Bulletin*, page 23) and draft a “Student as Faculty” section to the current Conflict of Interest policy (*Bulletin*, page 18).

Discussion Item: Policy of Appointment to the Graduate Faculty, effective Fall 2010. (See attached)

Revisions to the policy in 2008 included creating an endorsement to chair doctoral committees to give departments greater flexibility in determining who can supervise doctoral committees. Despite the best intentions, the revision left some incoherencies and inconsistencies. Additionally, a proliferation of the kinds of faculty on campus added to the need for further refinement.

Changes to the policy include the creation of new categories, the addition of removal processes for graduate faculty appointments and endorsements to chair doctoral committees, and appeals processes for these instances. A change to the preamble now explains the relationship of the policy to the Dean of The Graduate School and the GSC. Implicit in the preamble is that the Dean will notify and/or discuss exceptions with GSC Chair.

Twice last year, the subcommittee sent similar versions of the policy to every graduate faculty member. The revisions have also been reviewed by University Counsel.

Former GSC and Policy and Procedures Subcommittee member Dr. Bruce Kirchoff noted the following minor revisions:

- Add “full-time” before “EPA non-faculty” in both sub-bullets under the first bullet for Research and Academic Professional Members: Eligibility. Anyone who is not full-time may be eligible for an adjunct appointment.
- Add “in the School of Nursing” after Clinical Faculty in the second sub-bullet under Adjunct Members: Eligibility to distinguish this category from clinical faculty in other units.

REPORT OF THE STUDENT AFFAIRS SUBCOMMITTEE – DR. CALLANAN

No report.

REPORT OF THE SENATE REPRESENTATIVE – DR. JACKSON

Laurie Kennedy-Malone is the faculty senate chair and her PowerPoint presentations are available on senate website.

OTHER

None.

With no further business, the meeting adjourned at 11:25 a.m.



POLICY ON
APPOINTMENT TO THE GRADUATE FACULTY
September 4, 2009: Final Draft for Consideration of the Full GSC

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, 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, 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 EPA non-faculty positions may be appointed as Research Members of the Graduate Faculty.
 - Academic Professional faculty members holding EPA non-faculty positions may be appointed as Academic Professional Members of the Graduate Faculty.

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.

- Candidates for Research or Academic Professional Membership should have competence in research/creative activities as demonstrated, for example, by exhibitions or performances, by publication in professional journals, books, monographs, or in other forms as is common in their discipline.
- Candidates for Research or 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
 - 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 may be awarded to eligible individuals upon the recommendation of their immediate supervisor and, where appropriate, their Dean. Recommendations are made to the Dean of The Graduate School.
- 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 a 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 a Master's Thesis Committee.
- 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 work as evidenced by publication in professional journals, books, monographs, exhibitions or 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 by a majority vote of departmental or program faculty in which their appointment occurs who already hold Endorsements or, where appropriate, 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 they did not succeed.
- A Member 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.