

Graduate Council Meeting Minutes
Mendenhall Social Room
February 17, 2014
2:00 - 4:00 pm

Members Present: Atkinson, Terry; Benfield, Rebecca; Bickley-Green, Cynthia; Coddington, Charles; Cox, Kathleen; Eble, Michelle; Gemperline, Paul; Harer, John; Lamson, Angela; McFadden, Cheryl; Monroe, Richard; Pokorny, Preston, Ron; Marie; Ratcliff, Gail; Reisch, John; Ries, Heather; Russoniello, Carmen; Schwager, Paul; Skalko, Thom; Thompson, Bob; West, Terry; and Michael Wheeler

Members Absent: Brown, Carol; Croskey, Thomas; Donica, Denise; Franklin, Richard, Gares; Paul; Keiper, Brett; Mott, Vivian; Vogelsong, Hans; Wheeler, Michael

Ex-officio members present: Andrew Morehead, Annette Greer, Jim Decker, Mark Sprague, Rita Reaves,

Ex-officio members absent: none

Guests: McConnell, Tom, Belinda Patterson, Ringler, Marjorie

1. Call meeting to order: 2:05 pm
2. Minutes

- a. Approval of the 1/27/2014 GC minutes

Approved

- b. Approval of 2/5/2014 GCC Minutes

Addition to the minutes: Proposal to change the name of the **Public Management Certificate**, approved by the GCC at the Nov. 20 meeting, to **Public Management and Leadership**. The Graduate Curriculum Committee reviewed the request and approved it on the basis that this was not a change in curriculum. This was not an action item at the last GCC meeting, therefore, it was brought before the Graduate Council in order to add this revision to the minutes.

Approved

3. Assistantship Budget Allocation project, FY 2014-15 and FY 2015-16 -

- Forms used last 2-year cycle were circulated to Graduate program directors for feedback. An overview of the process was presented: Summer 2014 the forms will be populated. Fall 2014 forms will be sent to departments to complete request for proposals. Graduate directors will have a chance to review data. Mid October 2014 forms will need to be approved by each unit. Early December, Graduate council will finalize

budgets based on the requests received. This is the same process used previously. Requested feedback from GCC about the process. Feedback discussed:

- The section in the forms regarding student satisfaction. Question was asked as to whether there may be other ways to gather data relative to students' program of study. The purpose of the question was to determine whether will be enough data to drill down by program level. In the past the response rate was 30% and it varied greatly by programs due to the different sizes of programs. Aim is to remove as much of burden from program directors and to keep forms short. Supplemental information submitted with the forms will be accepted
- Faculty productivity reporting was raised as a concern because Sedona does not provide a report. One committee member asked each faculty for the information for this report which was cumbersome. A suggestion was made to develop a system within the unit where faculty reports their productivity. For those who wish to have academic analytics data, it is available by program. Academic analytics reports at PHD level – scholarly productivity by program.
- Committee member reiterated that every two years is a good timeline for this process and commended that the decisions are made by facts and data.
- Graduate school enters data based on teaching or research assistant. To the extent that the self-report is accurate the graduate school can generate a report to determine the number of teaching assistants and graduate assistants. In a department that relies heavily on teaching graduate assistants any cut has an effect on faculty productivity – such as chemistry and English.
- Start up funds do not factor into these allocations.
- Next step is to gather data from Graduate Program Directors

4. Revision to Official Withdrawal policy - for approval

- Legal has not reviewed the revisions yet. If this is policy revision is approved legal will probably make more edits. The previous version confused the issue of withdrawal on a voluntary basis (self-withdrawal for non-medical or non-counseling reasons) and situations of withdrawal due to medical reasons. The revisions separate the two withdrawal situations.
- Motion: to approve the withdrawal policy as amended. **Motion approved**

5. Announcements and reports

- a. Update: Thesis/dissertation oversight committee Started developing a survey will include two sets of questions. Brett will write the survey on Qualtrics. Want to get it out to faculty March 2014.
- b. Update: Faculty mentor awards - Marjorie Ringler.
 - Deadline for nominations is February 24th by 8 am. Continuing to

collect nominations.

- Review committee is formed.
 - Planning to conduct review nominations either the week before or after spring break.
- c. Update: Graduate school web-site and banner recruiter - Paul Gemperline –
- Process is taking longer than expected. At this time applicants pay and have to wait until the next day to start completing the applications. ITCS is stating that Banner recruiter 3.0 should address this issue and will be available this summer. Many universities use the Hobson software; however, ECU decided to not use this software and therefore we continue to use Banner. At this point we cannot afford to have these technology issues because the application process needs to be user friendly and fast. Provost Sheerer, Vice-chancellor Mitchelson, and Dean Gemperline are scheduling a meeting with Don Sweet, ITCS, to discuss concerns.
 - Concerns raised about concentrations appearing on the application. The online Graduate School application for admissions does not show Math, Secondary Education as an option when applying. Paul Gemperline will address this as soon as possible.
 - Concerns raised about incomplete applications that take long to be processed to be completed; complaints about lost transcripts;
 - Temp position helping with Marketing and Graduate School website. Also working on templates for program Web pages.
- d. Update: Targeted Google ad campaigns - Paul Gemperline
- e. New UNC-GA regulation 400.1.5.[R] – Fostering Undergraduate Student Success. Drop/Add Period, Course withdrawal with/without extenuating circumstances, course repeats, forgiveness policies - for information.
GA via Board of Governors has approved a policy that will require the Registrar to make changes at the undergraduate level. To the extent that the Registrar changes processes then the Graduate school is monitoring to make sure we can harmonize processes and look for opportunities to improve graduate affairs.
- f. Another regulation 700.7.1 – military student success. Campuses shall develop policy for military students on leave of absences. The Graduate School will be working on a draft policy statement and will bring the draft statement to the Council for consideration. . At this point there is not a general policy on leave of absences for graduate students or for military; so the new policy will be written to address both. It was suggested that the policy include information on incompletes and what effect, if any, the leave of absence would have

on incomplete deadlines for students having incompletes on their record.

- g. Discussion whether missed class days due to snow days affect drop dates? Dean Gemperline will look into this matter and inform the committee on his findings.

6. Other:

- Question: A committee member would like the executive committee to discuss extending the ability to grade research courses as S/U rather than letter grade.

7. Closed Session – entered closed session at 3:15 to review minutes from previous closed session.

- a. Review of 1/27/2014 GC Closed session meeting minutes

Minutes approved

Ended closed session 3:16 pm

Adjourned 3:17 pm