Graduate Council Meeting Minutes

May 5, 2020

Members Present: Allan, Craig – Geography and Earth Sciences
Anderson, Nadia – School of Architecture
Browne, Aidan – Engineering Technology & Construction Management
Burfield, Allison – School of Nursing
Godev, Concepción – Languages & Culture Studies/Graduate Council Chair
Lachance, Joan – Middle, Secondary & K-12 Educ (alt. for L. Abrams, CLSG)
Lipford, Heather – Software & Information Systems
Mauer, David – Finance
Miller, Elizabeth – English (joined meeting via WebEx, but had technological difficulties and had to drop out).
Mostafavi, Taghi – Computer Science (alternate for Heather Lipford, SIS)
Reynolds, Tom – Graduate School Dean (ex-officio, non-voting)
Scarborough, Beth – Atkins Library
Suptela, Alex – PhD Candidate, BIOL and Grad Student Rep (GPSG)
Tabor, James – Religious Studies

Also Attending: Beauregard, Tracy – Mechanical Engineering
Goodliffe, Julie – Graduate School
Hall-Hertel, Katherine – Graduate School
Krause, Sandy – Graduate School
Mejias, Marlon – Software & Information Systems
Morse, Janet – Graduate School
Names-Mattefs, Alaina
Perez-Quinones, Manuel
Ramaprasad, Harini – Bioinformatics and Genomics
Rasmussen, Lisa - Philosophy
Skerlak, Christi – Graduate School
Thorsheim, Peter - History
Watson, Johnna – Graduate School
Wyse, Matt – Faculty Governance, Academic Affairs
Xu, Terry – Mechanical Engineering

I. Report of the Chair – Concepcion Godev

A. Approval of the April 7, 2020 Meeting Minutes
The April 7, 2020 meeting minutes were approved as submitted by a unanimous vote.
• Graduate Student Funding Committee – still no response from Office and Research and Economic Development Feedback (RED) on TA and RA definitions.

• Godev thanked the Graduate School team as well as the Graduate Council members who will be rotating off and looks forward to working with the newly elected members.

II. Report of the Dean – Tom Reynolds

• Dean Reynolds thanked the Council for their participation this year and in using the new virtual environment.
• Reynolds informed the Council about the delay in the start of the fall semester to September 7.
• The Graduate School will hold virtual office hours this Thursday, May 7, 2020 at 10:00am. For meeting information, contact Karla Stanchina, kstanchi@uncc.edu.

Report by Johnna Watson (Associate Dean, Graduate School)

• Fall 2020 enrollment is looking robust. Graduate applications are up by 105. Offers of admission are up by 516. Fall applications are up 323 compared to this time last year.
• 109 students requested their admission be deferred to 2021.
• We anticipate some travel restrictions for fall.
• Summer enrollments are really off the charts. Maybe people are not working and want to focus on a degree.
• Please encourage your colleagues and Graduate Program Directors to connect with existing and newly enrolled students to understand their needs and lend your support.

Report by Katherine Hall-Hertel (Associate Dean, Graduate School)

• Graduation numbers are up by 114, most are Master’s.
• 115 doctoral students are on track to graduate.
• The numbers overall are up from last spring.

III. Course and Curriculum Proposals

A. ITIS 5101 – Foundations of Programming

Originator: Marlon Mejias, Software and Information Systems

Graduate Council Assignments: Aidan Browne and Elizabeth Miller

The proposal was reviewed and a minor revision was requested on the syllabus to include the link to the digital textbook that was listed in the proposal. Lipford made a motion to approve pending revision with a second from Anderson. The proposal was approved by a unanimous vote.
B. ITIS 5135 – Web-based Application Design and Development  
Originator: Debarati Basu, Software and Information Systems  
Graduate Council Assignments: Aidan Browne and Elizabeth Miller  

Lipford made a motion to approve the proposal as submitted with a second from Burfield. The proposal was approved by a unanimous vote.

C. ITSC 8665 – Graduate Teaching Seminar  
Originator: Harini Ramaprasad, Bioinformatics and Genomics  
Graduate Council Assignments: Aidan Browne and Elizabeth Miller  

The proposal was reviewed and revisions were requested to the syllabus. Lipford made a motion to approve pending revisions with a second from Burfield. The proposal was approved by a unanimous vote.

D. New Graduate Certificate – Software Development  
Originator: Heather Lipford  
Graduate Council Assignments: Aidan Browne and Elizabeth Miller  

The proposal was reviewed and it was noted that the SLO’s were not attached to the proposal. Browne made a motion to approve the proposal pending revisions with a second from Miller. The proposal was approved by a unanimous vote.

E. HIST 5797 – Honors Methods and Practice – Early Entry  
Originator: Peter Thorsheim, Department of History  
Graduate Council Assignments: Allison Burfield and Alex Suptela  

The proposal was reviewed and revisions were requested to the syllabus. Burfield made a motion to approve the proposal pending revisions with a second from Miller. The proposal was approved by a unanimous vote.

F. HIST 5799 – Honors Research and Thesis – Early Entry  
Originator: Peter Thorsheim, Department of History  
Graduate Council Assignments: Allison Burfield and Alex Suptela  

The proposal was reviewed and revisions were requested to the syllabus. Burfield made a motion to approve the proposal pending revisions with a second from Miller. The proposal was approved by a unanimous vote.
G. **MEGR 7152 – Mechanics of the Human Locomotor System**  
Originator: Nigel Zheng, Mechanical Engineering and Engineering Science  
Graduate Council Assignments: Allison Burfield and Alex Suptela  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

H. **MEGR 7174 – Engineering Analysis I**  
Originator: Russell Keanini, Mechanical Engineering and Engineering Science  
Graduate Council Assignments: Allison Burfield and Alex Suptela  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

I. **MEGR 7175 – Engineering Analysis II**  
Originator: Kosta Falaggis, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Nadia Anderson and David Mauer  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

J. **MEGR 7222 - Mechatronics**  
Originator: Stuart Smith, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Nadia Anderson and David Mauer  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

K. **MEGR 7223 – Mathematical Concepts for Dynamics and Control**  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Nadia Anderson and David Mauer  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.
L. **MEGR 7224 – Analytical Mechanics**  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Nadia Anderson and David Mauer  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

M. **MEGR 8152 – Mechanics of the Human Locomotor System**  
Originator: Nigel Zheng, Mechanical Engineering & Engr Science  
Graduate Council Assignments: James Tabor and Craig Allan  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

N. **MEGR 8174 - Engineering Analysis I**  
Originator: Russell Keanini, Mechanical Engineering & Engr Science  
Graduate Council Assignments: James Tabor and Craig Allan  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

O. **MEGR 8175 - Engineering Analysis II**  
Originator: Kosta Falaggis, Mechanical Engineering & Engr Science  
Graduate Council Assignments: James Tabor and Craig Allan  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

P. **MEGR 8222 - Mechatronics**  
Originator: Stuart Smith, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Joan Lachance and Taghi Mostafavi  

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.
Q. MEGR 8223 – Mathematical Concepts for Dynamics and Control  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Joan Lachance and Taghi Mostafavi

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

R. MEGR 8224 – Analytical Mechanics  
Originator: Scott Kelly, Mechanical Engineering & Engr Science  
Graduate Council Assignments: Joan Lachance and Taghi Mostafavi

The proposal was reviewed and revisions to the syllabus were requested. Lipford made a motion to approve pending revisions with a second from Anderson. The proposal was approved by a unanimous vote.

S. NANO 8400 – Nanoscale Science Internship  
Originator: Bernadette Donovan-Merkert, Chemistry, Nanoscale Science PhD  
Graduate Council Assignments: Joan Lachance and Taghi Mostafavi

Lipford made a motion to approve the proposal as submitted with a second from Burfield. The proposal was approved by a unanimous vote.

IV. Discussion Topics

A. Grade Types for Research Credit – possibly standardizing the policy – Katherine Hall-Hertel, Associate Dean for the Graduate School

Hall-Hertel communicated that some programs are using letter grades while others are using pass/fail. We need a uniform policy to standardize how we grade multi-semester research. IP grades have to be converted to a grade and have to be done term by term. They cannot be done as a batch. And there is no Banner functionality at this time. This can affect Master’s thesis hours. IP grades do not imply satisfactory progress. The Council was receptive to Hall-Hertel drafting a policy for Research Credit to bring back to the Council for a vote.
V. Other Business

There was no other business.

Browne made a motion to adjourn with a second from Anderson. The meeting adjourned at 1:38pm.

Respectfully submitted,

Annette Parks
Graduate Council Secretary