

GRADUATE COUNCIL
Minutes
Thursday, September 29, 2016
3:30 pm, DePaolo Hall Conference Room

Council members attending: Drs. Almeida, Boomershine, Feng, Janicki, Kinsey, Pilgrim, Schlichting and Sweeney. Guest presenter: Michael Wilhelm. Also attending: David Childers, Kimberly Harris, Nancy Holland, Thom Porter, Wanda Underwood, Sarah Watstein and David Webster. Dean Vetter presided.

I. Approval of March 31, 2016 minutes, approved

II. Announcements

Graduate Faculty Update: The following faculty have been approved since the last Graduate Council meeting.

Cameron School of Business

Information Systems and Operations Management –Ulka Clark, five year appointment, Drew Rosen, five year appointment, George Schell, five year appointment, Christopher Sibona, three year appointment
Economics and Finance – Clay Moffett, five year appointment

College of Arts & Sciences

Biology & Marine Biology – Jeffrey C. Bailey – five year appointment, Bradley Baumgarner – three year appointment, Elizabeth Darrow Condon, special three year appointment, Pierre Le Pabic, special three year appointment, Katherine Mansfield, special three year appointment, Aaron Roberts, three year appointment, Cliff Ross, special three year appointment, Jeffrey Seminoff, special three year appointment, Kara Shaw, three year appointment

Chemistry & Biochemistry – Chris Halkides, five year appointment, Robert Kieber, five year appointment, Kelly Lee, special three year appointment, Michael Webb, five year appointment

Communication Studies – Rick Olsen, five year appointment, Julie-Ann Scott, three year appointment

Computer Science – HyunBum Kim, five year appointment, Brittany Morago, three year appointment

Creative Writing – Wendy Brenner – five year appointment, Clyde Edgerton, five year appointment

Earth & Ocean Sciences – Eman Ghoneim, five year appointment, Andrea Hawkes, five year appointment, Scott Nooner, five year appointment, Roger Shew, five year appointment, Amy Wagner, three year appointment

History – David Houpt, special one year, Lynn Mollenauer, five year appointment, Robert Spaulding, five year appointment

Mathematics & Statistics – Gabriel Lugo, five year appointment

Psychology – Richard Pond, five year appointment

Sociology & Criminology – John Rice, three year appointment, Julia Waity, five year appointment

Women’s Studies & Resource Center – Jamie Pond, special three year appointment

World Languages & Cultures – Jess Boersma, five year appointment

College of Health & Human Sciences

School of Health and Applied Human Services – Sue Combs, five year appointment, Randall Cottrell, five year appointment, Steven Elliott, five year appointment, James Herstine, five year appointment

School of Nursing – Laurie Badzek, administrative appointment, April Bice, three year appointment, Traci Bramlett, five year appointment, Jeeyae Choi, three year appointment, Elizabeth Deaton, three year appointment, Sandra Diehl, special three year appointment, Kelly Ellington, three year appointment, Kellie Griggs, three year appointment, Amelia Huelskamp, three year appointment, Barbara Keith, three year appointment, Kelly Laham, three year appointment, Barbara Lutz, three year appointment, Brandy Mechling, three year appointment, Melinda Miller, three year appointment, Diane Parker, three year appointment, Diane Pastor, five year appointment, Barbara Pennington, five year appointment, Rand Pennington, three year appointment, Linda Pugh, three year appointment, Susan Sinclair, five year appointment, David Summerfield, three year appointment

School of Social Work – Kristin Bolton, five year appointment, Arthur Frankel, five year appointment, Chris Hall, five year appointment, Andrea Jones, five year appointment, Stacey Kolomer, administrative appointment, Jacquelyn Lee, five year appointment, Lori Messinger, five year appointment, Noell Rowan – five year appointment, Reggie York, five year appointment

Watson College of Education

Early Childhood, Elementary, Middle, Literacy and Special Education – Elizabeth Crawford, five year appointment, Allison Jones, three year appointment, Jacqueline Webb-Dempsey, three year appointment, Crystalyn Schnoor, three year appointment, Lynn Sikma, three year appointment, Martin Wasserberg, three year appointment, Gerald Zinner, three year appointment

Educational Leadership – Alfred Bryant, three year appointment, Amy Cavanaugh, special three year appointment, Eric Irizarry, three year appointment, Janet Johnson, special three year appointment, Candice Johnston, special three year appointment, Chuck Jurich, three year appointment, Marjorie Ringler, three year appointment, Andrew Ryder, five year appointment, Edelmikra Segovia, three year appointment

Internship Agency Approvals: The following internship agencies have been approved.

- **New Jersey Department of Environmental Protection, Office of Coastal and Land Use Planning**
- **NC DEQ, Division of Coastal Management**
- **Cape Fear Council of Governments**
- **The Carousel Center**
- **Town of Wrightsville Beach**
- **Land Management Group, Inc.**
- **United States Army Corps of Engineers**

Graduate Program Planning Update:

- **PhD in Integrative Coastal and Marine Sciences, Appendix A approved by UNC-GA**
- **MS in Data Sciences, Appendix C revised and re-submitted to UNC-GA**
- **MS in Business Analytics, Appendix A approved by UNC-GA, Appendix C in preparation**
- **MS in Finance and Investment Management, Appendix A approved by UNC-GA, Appendix C in preparation**
- **MA in Film Studies, Appendix A submitted to UNC-GA; waiting on timeline for MFA implementation**
- **Distance Education (online) approval for Master of School Administration under consideration at UNC-GA**
- **Distance Education (site-based) approval for Educational Leadership (EdD) under consideration at UNC-GA**

Curriculum updates:

2016-17 Catalogue:

EMBA approved by UNC-GA to begin January, 2017

2017-18 Catalogue:

MA Spanish program revision, approved

MA Sociology & Criminology program revision, approved

EdD program revision, approved

EdD 48 EDL course revisions, approved

iSTEM graduate certificate request to establish, approved

III. New Business

- **Update to BYLAWS OF THE GRADUATE FACULTY – change WSE to WCE and School of Nursing to CHHS (see attached); approved**
- **Policy updates for Graduate Catalogue**
 - **International Graduate Applications; approved**

Academic Transcripts

For international applicants, the University of North Carolina Wilmington may accept copies of transcripts directly from a limited number of third party agencies that have been approved by the university.

Credential Evaluations

Credential evaluations from an external organization are not required for government-sponsored students (i.e., Fulbright, AMIDEAST, Laspau, or USAID). In these instances, the Office of International Programs, in conjunction with the academic department, will certify the local accreditation of the conferring institution. Agencies will submit original transcripts once the student decides to attend UNCW.

Conditional Admission

The University of North Carolina Wilmington offers conditional admission to applicants who have demonstrated their academic abilities in the classroom, but may need additional English language preparation and support in order to succeed in a graduate program.

Students requesting conditional admission must meet all of the university's international admission requirements except the English proficiency requirement. To apply for conditional admission, complete the UNCW application and then send an e-mail to the Graduate School requesting conditional admission after you have completed the application.

If you are conditionally admitted, you will attend the UNCW CEA-accredited English as a Second Language program to study English in an intensive environment. Upon completing level 4 of UNCW's English as a Second Language program, you will be granted full admission to the University of North Carolina Wilmington.

- **Application for Graduation; approved**

Students who have completed all requirements for a degree or certificate must apply to graduate before the graduation application closes. If an application is not entered by the application close date, the student will need to apply to the next open graduation term.

- **Date that all requirements for a degree or certificate to be completed; approved**

Students who are scheduled to graduate must complete all requirements for the degree or certificate by the end of the semester. The end of the semester date can be found on the University Calendar which is listed in the Graduate Catalogue for each academic year. If requirements are not met by that date, the student will be moved to the next graduation date and term.

- The “Thesis Release Form” needs to be updated. Action - assigned to the Policy & Planning Committee for review.
- There needs to be a policy in the graduate catalogue to determine “Thesis Committee Membership”. After discussion, the council agreed to adopt a policy with a 3-member minimum for master’s theses and a 4-member minimum for doctoral dissertations. The Graduate School will draft the policy.
- FMLA effect on graduate faculty appointment term; discussion, no action taken.

IV. Old Business

V. Other

Add to catalogue: GRC 700 level for Ph.D. continuous enrollment courses and GRC 600 level for Master’s continuous enrollment courses, approved.

VI. Adjournment at 4:50pm.

BYLAWS OF THE GRADUATE FACULTY
of
The University of North Carolina Wilmington

Article I- PURPOSE AND AUTHORITY

The Graduate Faculty, formed under authority vested with the chancellor of the University of North Carolina Wilmington, shall enhance graduate education and its research components, and thereby preserve, generate, transmit, and apply knowledge and understanding and foster and support a vital spirit of open inquiry and critical thinking.

Article II- MEMBERSHIP

Section 1: Eligibility

All full-time faculty members holding academic rank of professor, associate professor or assistant professor, who meet the criteria established by the UNCW Graduate Council (hereafter called Graduate Council) shall be eligible for membership in the Graduate Faculty. Appropriate exceptions may be approved from time to time, including persons holding the status of adjunct professor.

Persons employed for the first time at UNCW as tenure track faculty, adjunct, or visiting faculty may be granted membership on the Graduate Faculty at the discretion of the graduate dean for an initial appointment not to exceed three years.

Faculty with full-time administrative appointments that include the administration of graduate programs shall be members of the Graduate Faculty in recognition of those duties and responsibilities. Whenever such administrative appointments are concluded, such persons shall be granted a five-year extension of membership, after which each shall be evaluated using the prevailing criteria in the normal five-year cycle, as described in Section 2.

Section 2: Admission and Criteria

An eligible person desiring membership on the Graduate Faculty may be appointed (or reappointed) to a five-year membership by the dean of the Graduate School upon nomination by the appropriate department chair and college or school dean, and with the advice and consent of the Graduate Council.

At the minimum, the following general criteria shall be required for membership on the Graduate Faculty.

1. An earned terminal degree in an appropriate discipline along with demonstrated effectiveness in teaching.
2. A continuing record of productive scholarship. Scholarship shall be defined as the creation of factual, theoretical, or interpretive knowledge, including performances, showings, and other forms of artistic accomplishment, which (a) is subject to regional, national, or international peer evaluation, (b) is disseminated regionally, nationally, or internationally in professional media, and (c) establishes a permanent record in a format appropriate to the discipline.
3. A record or strong indication of growing involvement with scholarship for those applicants/members holding the rank of assistant professor.

Academic units, either colleges, schools, or the respective departments, may at their option propose additional criteria. Such criteria shall not negate the general criteria, but may further define the expectations for membership on the Graduate Faculty for persons within the academic unit. An academic unit, if it chooses, thus may propose that their members demonstrate a record of scholarly accomplishment that meets specific qualitative and quantitative criteria. Such criteria shall be adopted by procedures established within each unit (e.g., majority vote) in concert with the appropriate academic officers and submitted to the Graduate School for approval by the Graduate Council. Academic units may propose revisions in their criteria at any time, but the previously established criteria shall remain in effect until the revisions have been approved by the Graduate Council.

Exceptions to the application of these criteria may be approved on a case-by-case basis upon petition to the dean of the Graduate School and the Graduate Council. Nothing in these and future criteria shall be

adopted as a means of discriminating against any person because of race, sex, physical handicap, religion, age, or ethnic background.

Graduate research faculty may serve on graduate student supervisory committees in accordance with the graduate faculty guidelines of the academic unit offering the degree. Ordinarily, a research faculty member cannot serve as sole chair of a graduate supervisory committee, but may, as allowed by the unit's guidelines, serve as assistant or co-chair with a tenured or tenure-track graduate faculty member at the university. Exceptions may be approved on a case-by-case basis upon petition to and approval of the dean of the Graduate School and the Graduate Council. The petition must include a letter of recommendation from the chair or head of the relevant unit and curriculum vitae for the research faculty member. (This paragraph addition to the Bylaws was approved by a vote of 81 to 23 of the graduate faculty on April 19, 2005.)

Section 3: Activities of Graduate Faculty

Members of the Graduate Faculty may serve on the Graduate Council, vote on amendments to these Bylaws, and participate in graduate instruction, advisory committees of graduate students, and in other matters concerning graduate education within their college or schools and the university.

Section 4: Implementation Period

Implementation shall extend for a five-year period, beginning with the fall semester of the 1989-1990 academic year. During this period, teaching assignments for graduate courses, participation on the advisory committees for graduate students, appointment to the Graduate Council, and other activities that later will require membership on the Graduate Faculty shall remain available to all members of the faculty at the discretion of the chairs and deans of each academic unit. After academic year 1994-95, activities associated with graduate education, as described in Section 3, shall be limited to members of the Graduate Faculty.

Section 5: Temporary Membership on the Graduate Faculty

By the end of the period of implementation, academic units normally shall use only members of the Graduate Faculty as instructors for graduate courses (note: see definition below). On those occasions when someone who is not a member of the Graduate Faculty is proposed as an instructor for a graduate course, or proposed for service on a graduate student's advisory committee, the dean of the college or school shall request approval for such an appointment from the dean of the Graduate School; the request should include a justification, the person's curriculum vitae, and a statement concerning timely actions toward making the person eligible for regular membership of the Graduate Faculty. The dean of the Graduate School will report these requests to the Graduate Council for its advice and consent.

Graduate courses shall be defined as those classes identified by a 500 or above prefix. Classes that are cross-listed (i.e., concurrently carry an undergraduate course number and a graduate course number) also must be taught by members of the Graduate Faculty.

Article III - MEETING OF THE GRADUATE FACULTY

Section 1: Purpose and Call

A general meeting of the Graduate Faculty shall be called by majority vote of the Graduate Council, the chancellor, the provost and vice chancellor for academic affairs, the dean of the Graduate School, or by petition of at least 10 percent of the Graduate Faculty. A general meeting shall be for the purpose of communication, discussion, and/or determining whether an issue warrants a referendum by the full membership of the Graduate Faculty.

Section 2: Quorum

A quorum shall consist of 25 percent of the Graduate Faculty.

Article IV - GRADUATE FACULTY REFERENDA

Graduate Faculty referenda shall be conducted only with the consent of the Graduate Council or the Graduate Faculty, shall be conducted by mail ballot, shall be conducted only during the September-May academic year, and shall be valid only if one-third or more of the eligible voters return ballots. A majority of

the ballots cast shall represent the decision of the Graduate Faculty. The decision shall be binding on the UNCW Graduate Council.

Article V - UNCW GRADUATE COUNCIL

Section 1: Function

The primary function of the Graduate Council shall be to review, develop, and make recommendations concerning policy for the Graduate School and graduate education at UNCW. (Note: The Graduate Council replaces the body known as the Graduate Administrative Board.) The Council also shall serve in an advisory capacity to, and shall undertake special assignments from, the dean of the Graduate School.

Section 2: Composition

Voting members of the Graduate Council shall be thirteen elected members of the Graduate Faculty, including three each from Voting Divisions I and II of the College of Arts and Sciences, two from Division III of the College of Arts and Sciences; two from the Cameron School of Business; two from the Watson College of Education; and one from the College of Health and Human Services (see below).

Non-voting members of the Graduate Council shall be the chancellor, the provost and vice chancellor for academic affairs, the college and school deans, the university librarian, and the president of the Faculty Senate, or their designees; and a student representative from the Graduate Student Association.

1. Voting divisions shall be those stated in section 14 of the Official Senate Election Procedures.
2. Provisions of this section shall be periodically reviewed by the Graduate Council and amendments proposed as necessary (as provided in Article IX) to insure an equitable distribution of members among the Graduate Faculty.

Section 3: Chair of the Graduate Council

The chair shall be the dean of the Graduate School, who shall vote only in the case of ties. In the absence of the dean, the associate dean has the authority to preside over meetings of the Graduate Council and shall vote only in the case of ties.

Section 4: Vice-Chairperson of the Graduate Council

At the first meeting of each academic year the graduate council will elect a vice-chairperson. The vice-chairperson's primary responsibility is to preside over the graduate council when the dean of the Graduate School is unable to attend a meeting due to a schedule conflict. The vice-chairperson will also be responsible for convening a meeting and presiding over it if a situation arises when the majority of the voting members of the graduate council request that a meeting be called without the dean of the Graduate School being present.

Section 5: Election of Members

Faculty members of the Graduate Council shall be elected in the spring for a term of three years. Newly elected members shall begin service at the beginning of the subsequent fall semester.

Representatives must be tenured members of the Graduate Faculty and may be from any department regardless of whether that unit awards an advanced degree. Administrators (half-time or more) and department chairs are ineligible to serve as elected members.

Election of members shall occur within voting division (College of Arts and Sciences Division I, College of Arts and Sciences Division II, College of Arts and Sciences Division III, Cameron School of Business, Watson College of Education and the College of Health and Human Services). Terms of members within each division shall be staggered. No more than one member may serve from any department.

Each spring the Graduate School shall distribute a list of eligible candidates to members of the Graduate Faculty for challenges and withdrawals. Having processed the responses, the Graduate School shall distribute

ballots to members of the Graduate Faculty in divisions where there is a vacancy. Faculty may vote for one candidate for each vacancy within their division. The candidate receiving the most votes within a division shall be elected for a three-year term. In the case where more than one vacancy exists within a division, the candidate receiving the second-most votes shall serve the second longest term, and so on, consistent with the stipulations in the preceding paragraph. If a member is unable to complete a term, the Graduate Council shall appoint a faculty member from within the same division to serve for the remainder of the academic year, with any remainder of the unexpired term to be filled the following year by election. A member who has served for six consecutive years may not be elected to an additional consecutive term.

A non-voting graduate student representative will be chosen by the Graduate Student Association to serve a one-year term. This term will rotate among the schools and college so that each academic unit is represented once every four years according to a pre-determined schedule. The graduate student selected must be currently enrolled and in good academic standing.

Section 6: Responsibilities

The Graduate Council shall:

1. Advise the dean of Graduate School on matters of graduate education and its research components;
2. Initiate, review and make recommendations concerning graduate education;
3. Review and make recommendations on all curriculum requests at the graduate level;
4. Review and make recommendations on all proposals for new degree programs, concentrations, or certificate programs at the graduate level;
5. Review and make recommendations on the criteria developed by academic units for membership on the Graduate Faculty; approve or disapprove applications based on the recommendations of the dean of the Graduate School;
6. Develop appeals procedures for issues related to the Graduate School;
7. Establish such committees as may be deemed necessary and proper for the purpose of furthering graduate education at UNCW;
8. Participate in the recruitment of the dean of the Graduate School, and have input into the selection of the dean;
9. Participate in matters of concern to graduate education in the University of North Carolina through representation on the University Graduate Council.

Section 7: Standing Committees

The standing committees of the Graduate Council shall include, but not be limited to the following:

1. Student Affairs
2. Program and Curriculum
3. Policy and Planning
4. Graduate Faculty

Section 8: Meetings

Meetings of the Graduate Council shall be held regularly during the academic year (September-May), Special meetings may be called by the dean of the Graduate School by circulating a written notice and agenda to members at least seven days prior to the meeting day, Also, the dean of the Graduate School must call a meeting within 30 days if requested in writing by at least four members of the Graduate Council.

Section 9: Graduate Council Action Between Academic Years

The Graduate Council shall function only during the academic year (September-May). At other times, the dean of the Graduate School shall render ad hoc decisions on policy matters until such times as the Council

resumes its meetings: such decisions as may be necessary shall not necessarily serve as precedents for subsequent actions by the Council.

Section 10: Quorum and Voting

A quorum of the Council shall consist of a majority of the voting members of the Council (i.e., seven of thirteen members), and the affirmative vote of a majority of the quorum shall be necessary to evoke action (i.e., a minimum of four of seven voters present). The dean of the Graduate School shall vote only in the case of ties.

Article VI- PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised, the latest edition, shall govern meetings of the Graduate Council and its committees in all parliamentary situations not covered by these Bylaws or the laws of the State of North Carolina.

Article VII- DUTIES OF OFFICERS

Section 1: Chair of the UNCW Graduate Council

The dean of the Graduate School, acting as chair, shall preside over meetings of the UNCW Graduate Council, call meetings of the Council as necessary, or whenever requested to do so in writing by four of its members or the Provost, represent UNCW on the University System Graduate Council, speak on behalf of the Graduate Council as necessary, and perform any other duties assigned by the Council.

Section 2: Dean of the Graduate School

The primary role of the dean of the Graduate School is to assure the quality of all graduate programs of UNCW. The dean reports directly to the provost and vice chancellor for academic affairs. The dean of the Graduate School advises the provost on the attraction and retention of faculty and in the budgeting process so that graduate education is properly represented when academic funds are distributed. The dean should also be the chief advocate for graduate education and its research components at all levels of the university. The dean of the Graduate School should lead and assist the departments and colleges within the university to develop new programs in response to identified needs. In summary, the dean represents the university's commitment to excellence in graduate education and its associated research components.

Although not limited to the following, the dean of the Graduate School is expected to:

1. Administer the policies of the Graduate School as determined by the Graduate Council as approved by provost;
2. Administer the Office of the Graduate School;
3. Admit students to the degree programs of the Graduate School upon recommendations of the appropriate colleges or schools;
4. Appoint, with the advice and consent of the Graduate Council, individuals nominated for membership of the Graduate Faculty;
5. Represent graduate education on behalf of the Provost's Office, in the Faculty Senate, UNCW Planning Committee, the UNC Graduate Council, and appropriate graduate educational associations;
6. Cooperate with and support the school and college deans, department chairs and graduate coordinators in the development and maintenance of quality graduate programs;
7. Meet with graduate program coordinators on a regular schedule for the purpose of communication and coordination;
8. Consult with appropriate personnel in the development and revision of budget matters concerning graduate education;
9. Assist in the exploration and development of new graduate programs;
10. Assure that periodic evaluations of all graduate programs occur;
11. Assist in the expansion of professional development opportunities for the Graduate Faculty;
12. Advocate and support the enhancement of research activities associated with the conduct of the graduate programs.

Article VIII - UNIVERSITY GRADUATE COUNCIL

Representation of the UNC Graduate Council shall be vested in the dean of Graduate School and, upon action of the provost, in such other members of the Graduate Faculty as may be elected or appointed in the conformance with policy of the University of North Carolina.

Article IX - AMENDMENT OF BYLAWS

Section 1: Proposal

Amendments to these Bylaws may be proposed by voting members of the Graduate Council or by dean of the Graduate School. Proposed amendments shall be presented in an open hearing of the Council and, if receiving at least nine affirmative votes, thereafter shall be sent to the entire Graduate Faculty by mail ballot within 30 days, unless the voting cannot reasonably take place before the end of the spring semester, in which case voting shall be delayed until the following fall term.

Section 2: Adoption

The adoption of amendments to these Bylaws requires a mail ballot sent to the entire Graduate Faculty. To be valid, one-third of the eligible voters must return ballots and a two-thirds majority of the mail ballots returned shall be necessary to pass any amendment.

Last updated: September 29, 2016