

GRADUATE COUNCIL
Minutes
Thursday April 22, 2021

Council members attending: Drs. Cox, Sweeney, Berliner, Hawkes, Shefsiek, Pursuit, McClure, Hunt, Sackley and Bolton.

Non-voting members attending: Nivine Richie and Rachel Gliniak.

Graduate School staff attending, Linda Byrnes, Kimberly Harris and Nancy Holland.

Dean Finelli presided.

I. Approval of previous minutes (March 25, April 8, April 15) Approved

II. Announcements

a. Graduate School updates

- i. With the reorganization of Academic Affairs, the Graduate School is prioritizing staffing needs that will ensure continuity of operations and a smooth transition to the new structure.
 1. Beginning the process for defining and hiring an Associate Dean for the Graduate School. Please keep your eyes open for opportunities
 2. Will also try to fill an open position in our Current Student Team.
- ii. Curriculum updates - EVS will pull back 13 Curriculog proposals to be considered next fall.

III. Old Business

IV. New Business

a. **Policy Committee**

- i. **Maximum Credit Hour Policy** – A motion to create a waiver system for certain programs to increase the maximum number of credits allowed per semester **Approved as written. For Catalogue**

Registration

No minimum number of hours is required for official registration; however, specified maximum course loads must not be exceeded. Students in graduate programs are permitted to register for no more than 15 hours in any one traditional semester, while OAP students may register for no more than 6 hours in any one term. Course loads for students who have service appointments will be determined on an individual basis. A student enrolled in the summer may not register for, and will not receive credit for, more than 6 hours a term. Some programs may have a Special Credit Hour Circumstances Waiver. Students would need to check with their program coordinator to determine if such a waiver is in place for their respective degree program.

Special Credit Hour Circumstance Waiver

Programs may request special permission from the Graduate Council to increase credit hours for their students based on programmatic need. This permission must be granted at the program level and not to individual students. A written description containing the request, need for the increase, and overall impact on the students' progress towards their degree must be submitted to the Graduate Council for consideration. Increase in credit hours cannot be used to expedite students' movement towards degree completion beyond what is stated in the catalog. For example, if a program is intended to be 4 terms, the increase in credit hours could not allow students to complete the program in 3 terms. The increase in credit hour request cannot exceed 18 hours per term during the fall and spring term and 15 hours total across the two summer terms.

For registration and preregistration dates, please refer to the Office of the Registrar's Calendar of Events: (<http://www.uncw.edu/reg/calendars.htm>).

- ii. **Access to applicant demographic data** – A motion to allow graduate admissions committee members to access applicant demographic data **Approved as written. This is not a catalogue policy, but is a policy that will be implemented by Graduate Admissions.**

Motion: Members of graduate admissions committees shall be granted access to applicant demographic data within the application review system upon request to Graduate School. All requests, should include clear justification for why access is needed. Applicant demographic data shall not be exported from the application system, printed, saved on other computers, or shared with any person not a member of the relevant admissions committee. Misuse of applicant demographic data, including exporting, printing, or sharing such data with non-committee members will result in revocation of access privileges for the remainder of the academic year.

- iii. **English proficiency policy** – A motion to update the English proficiency standards for graduate admissions. The motion also removes separate standards for graduate assistantships. **Will bring back next Fall**
- iv. **Graduate School-wide policy on requirements for application for graduation** – A motion to standardize the benchmark for students to apply for graduation **Will bring back next Fall**
- v. **Change the Graduate Mentor Award to include Assistant Professors and Lecturers** – A motion to allow nomination of Assistant Professor and Lecturer for the Graduate Mentor Award **Will bring back next Fall**
- vi. **Reapportionment of Graduate Council seats** – Discussion of reapportionment of Graduate Council seats among colleges and the Library. **Tabled, needs more discussion**
 1. Council expressed support for a process that would reapportion Graduate Council seats among the units.

2. There is an open question regarding whether seats should be apportioned by the number of graduate students in a college or the number of graduate faculty in a college. The two often co-vary, but there are exceptions that require additional conversation
3. The question of where Randall Library fits was considered. Should it be within a voting division (currently included in proposed Division I) or as its own division. There was support for both considerations. Are there enough library faculty to sustain a presence on Council if made into own division? What would happen to Ex-Officio status for Library? Is there enough library faculty to warrant the library having a dedicated seat on Council?
4. Provision to re-examine representation: every year? Every three-years? Tied to metric such as growth? Some support for every three years.
5. How should we think about OAP and doctoral programs to ensure that their unique needs are addressed?
6. Is there a minimum number of seats that any unit should expect?
7. This issue will need to be brought forward next year for consideration by Council, Deans, and Faculty. It is a change in by-laws, so needs to be voted on by Graduate Faculty.

V. Other

VI. Adjourn 5:00 pm

Future Meetings
April 29, 2021