<p style="text-align:center">The Graduate Curriculum Committee (GCC)
Meeting Minutes
Wednesday, April 17, 2013</p>

Regular Members Present:
> Jim Decker (Chair)
> Bob Thompson (Vice Chair)
> Carol Brown
> Amy Carr-Richardson
> Will Forsythe
> Rich Franklin
> Linda Mayne
> Ravi Paul

Regular Members Excused:
> Hamid Fonooni

Ex-Officio Members Present:
> Meaghan Johnson and Linner Griffin

Ex-Officio Members Excused:
> None

Academic Program Planning and Development:
> Kimberly Nicholson

Guests:
> Paul Gemperline, dean of the Graduate School
> Diana Wright, member of the Graduate and Professional Student Senate

Actions of Committee:

I. Call to Order

1. **Report on Graduate Council (GC) Actions**
   The 03-06-13 and 03-20-13 GCC minutes were approved. The environmental health (EHST) package, which was included in the 03-06-13 GCC minutes, was presented separately by faculty from the Department of Health Education and Promotion, College of Health and Human Performance at the GC meeting. It was approved by the GC and subsequently forwarded to the Academic Council for agenda placement and presented by Terry West to the Faculty Senate for formal faculty advice with no issue.

2. **The 03-20-13 GCC minutes were approved electronically and forwarded to the Graduate Council for agenda placement**

II. Forms, Guidelines, Manual, and Policies and Procedures

1. **5000-level Policy Approved by the Graduate Council on 02-20-12**

The existing 5000-level policy approved by the Graduate Council on 02-20-12 and the chancellor on 02-15-13 was discussed. The committee does not recommend revision of the policy at this time. The GCC was tasked with the responsibility to respond to SACS standard 3.6.1. Although the committee members understand the logic that 5000-level courses are graduate-level courses available for enrollment by advanced undergraduate students that should be able to complete graduate-level work, the issue of rigor within the courses, and how it is differentiated, had to be addressed. The recommendations by the GCC and subsequent policy created by the Graduate Council were developed in response to the SACS directive that the university will ensure clear distinction between requirements for undergraduate and graduate students taking graduate-level courses. It was noted that there are many undergraduate students in 5000-level courses. Dean Gemperline stated BIC reports have indicated many courses have none or few graduate students. It was also noted that many graduate students have complained of 'watered down" curriculum in 5000-level courses they have taken where there is a predominance of undergraduate students enrolled. The committee also wants to make sure that ECU is not vulnerable in the event of an audit, as 5000-level courses are funded as graduate-level courses and should not have predominant undergraduate enrollment.

2. **FS Res #13-31 Approved by the Faculty Senate on 03-19-13**
   The committee is aware of FS Res #13-31, which states "The Graduate Curriculum Committee and Undergraduate Curriculum Committee must adhere to both the University Undergraduate Catalog and University Graduate Catalog definition of 5000-level courses; that is, that all such courses are graduate level courses and must have graduate-level objectives, learning outcomes, and all other graduate school requirements for such courses. No 5000 or higher level courses will require the University Undergraduate Curriculum Committee's approval or undergraduate course requirements." As such, the committee will await the decision of the chancellor. Dean Gemperline will write a narrative for the Academic Council in response to feedback from the discussion at this meeting, and the GCC's decision to uphold the existing 5000-policy. Dean Gemperline will attempt to get this item on the Academic Council's 04-25-13 meeting agenda.

3. **5000-level Standard Operating Procedure (SOP) Approved by the GCC on 02-06-13**
   The 5000-level SOP was developed to address the mechanical elements involved in implementation of the new 5000-level policy and to assist both the faculty submitting packages and the bodies that will review them. The GCC and Graduate School collaborated with the UCC chair during the creation of this SOP in order to provide an opportunity for the UCC to play an active role in the review and approval of the undergraduate objectives, topics, assignments and grading scales submitting by units within 5000-level course proposals for courses with anticipated graduate and undergraduate enrollment. The UCC has stated they will now take no formal action on the 5000-level SOP or entertain review of any graduate-level courses. The SOP will require revision in response to the decision of the UCC. The GCC has moved to await the chancellor's feedback on the original SOP document and FS Res #13-31 before proceeding with any revisions. It was the decision of the committee to follow the existing SOP as closely as possible when dealing with new or revised 5000-level courses with anticipated undergraduate enrollment in an effort to maintain SACS compliance. Currently the GCC is not requiring a default prerequisite of "graduate status" be added to 5000-level courses with anticipated undergraduate enrollment that are not reviewed by the UCC. To date, the only courses impacted by this situation are ENGL 5150, 5280 approved by the GCC on 01-16-13.

4. *Graduate Curriculum Committee Course Proposal Form for Courses Numbered 5000 and Higher*

Minor editorial revisions were recommended. The form will be revisited once feedback has been received from the chancellor regarding the 5000-level policy, SOP, and FS RES #13-31. It was noted that additional editorial revisions from Diane Coltraine will be incorporated during the summer. These revisions are in response to Acalog, the university's new catalog management system.

5. *Signature Form for GCC Curricular Changes*
   No revisions were made to the existing form.

6. **Graduate Curriculum and Program Development manual (body text)**
   Minor editorial revisions were recommended, to include utilization of SUTO 6900 as an example of a variable credit course. The manual will be revisited once feedback has been received from the chancellor regarding the 5000-level policy, SOP, and FS RES #13-31. It was noted that additional editorial revisions from Diane Coltraine will be incorporated during the summer. These revisions are in response to Acalog, the university's new catalog management system.

III. Annual Report

1. **Draft 2012-2013 GCC Annual Report**
   Minor revisions were recommended. The committee stated the GCC chair has additional duties as requested by the Graduate Council, in addition to the dean of the Graduate School. Two additional items were recommended as suggestions for improving committee effectiveness. These items address the timeliness and details included in the chancellor's approval memoranda and the GCC's role regarding conflict resolution of noncurricular issues between units. The attendance section will be updated to include this meeting.

IV. GCC Membership

1. **Graduate and Professional Student Senate (2013-2014)**
   Meaghan Johnson brought Diana Wright in to meet the committee, as there is a good probability that Diana will be the GPSS vice president next year and will therefore represent the graduate student body on the GCC. The committee thanked Meaghan for her time on the committee and expressed their appreciation for her dedication both through her regular attendance and her contributions to the discussions and decisions that were made during the academic year. She was a great asset.

2. **College of Allied Health Sciences (2013-2016)**
   The GCC is awaiting a name from the dean as to who will represent this college on the GCC. Chair Decker will work with Dean Gemperline to fill this vacancy.

3. **College of Education (2013-2016)**
   – Dr. Carol Brown is eligible

   The GCC is awaiting a name from the dean as to who will represent this college on the GCC. Chair Decker will work with Dean Gemperline to fill this vacancy. Dr. Carol Brown is eligible for two full three year terms now that she has completed Dr. Lea's term. Dr. Brown has

expressed an interest in returning to the GCC and the members of the committee would welcome her back.

4. College of Human Ecology (2013-2016)
- Dr. Kerry Littlewood

The dean has provided Dr. Littlewood's name as the college representative on the GCC to replace Dr. Forsythe, who completed the final two years of Dr. Jackson's term. The committee thanked Dr. Forsythe for his commitment to the committee and encouraged him to consider returning in the future. He will be missed.

5. GCC Membership Tracking Spreadsheet
Minor editorial revisions were made for clarity. It was announced that Dr. Linner Griffin is retiring. The committee expressed their gratitude to all of her work while a members of this committee and the many other committee's she has served on during her time at ECU. Her involvement and contributions have been invaluable. The committee members wished her well in her retirement.

V. GCC Officers
The committee applauded Dr. Decker and Dr. Thompson on their effectiveness as committee officers throughout the academic year. The members believe the GCC was able to function optimally as a direct result of their organization and leadership and their ability to navigate many complex and challenging issues.

1. Chair
The committee nominated, voted and approved Jim Decker for an additional year as chair of the GCC.

2. Vice Chair
The committee nominated, voted and approved Bob Thompson for an additional year as vice chair of the GCC.

VI. Old Business
None

VII. New Business

1. Graduate Council Action Items Tracking
- o 02-15-13 Chancellor Approval Memorandum
- o 2012-2013 GCC minutes Approval Dates Tracking Spreadsheet

The difficulty in identifying curricular actions represented by the action items in the chancellor's approval memoranda was discussed. More information would be helpful. The timeliness of graduate curricular approvals was also discussed. Dean Gemperline will assist in synchronizing the items for Academic Council agenda placement and providing more details (GCC meeting date, etc.) for each action item so that the final memoranda are more comprehensive. It was noted that this is a new approval process and that it is expected to function more smoothly with time. It was also noted that there are considerable delays at the

undergraduate level as well, and that ECU is known to have a very complex and lengthy approval process. Currently there is a tracking spreadsheet on the GCC Web site, kept as current as possible, to assist faculty in identifying where their packages are in the approval process and to assist with the historical record. Brainstorming for optimization of the approval process for specific curricular actions may be a topic for the future, as it is possible that some minor actions like prerequisite revisions may require less vetting than other more complex actions. It is not clear what body should initiate those discussions.

2. **2013-2014 Draft GCC Meeting Schedule**
   No discussion

3. **GCC Charge**
   The charge was reviewed with no recommended revisions.