The Graduate Curriculum Committee (GCC)
Meeting Minutes
Wednesday, August 21, 2013

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

Regular Members Excused:
>None

Ex-Officio Members Present:
>Rita Reaves and Diana Wright

Ex-Officio Members Excused:
>None

Academic Program Planning and Development:
>Kimberly Nicholson and Karen Summey

Guests:
>Paul Gemperline, Dean of the Graduate School
>Diane Coltraine, Office of the Registrar
>Amy Tripp, Graduate School
>College of Technology and Computer Science: Barbara Muller-Borer, Evelyn Brown and David White

Actions of Committee:

I. Call to Order

1. **Report on Graduate Council (GC) Actions**
   The Graduate Council does not meet during the summer. The 04-17-13 GCC minutes and 2012-2013 GCC Annual Report will be reviewed at the next GC meeting on 08-26-13.

II. Introduction
Dean Gemperline thanked the committee members for their willingness to serve and welcomed all new members.

III. Opening Comments

Chair Decker thanked and welcomed the committee members and expressed his disappointment that this would be his 6th, and final, year on the GCC due to the limitations identified in the charge.

IV. GCC Membership

1. **Carol Brown, College of Education (2013-2016)**

2. **Ginger Woodard, College of Human Ecology (2013-2016)**

3. **Diana Wright, Graduate and Professional Student Senate (2013-2014)**

4. **Rita Reaves, Academic Affairs**

5. **TBD, College of Allied Health Sciences (2013-2016)**

V. Review of Women's Studies and Statistics Minors at the Request of Dean Gemperline

Dean Gemperline introduced the topic of minors at the graduate level. There are only two graduate minors offered at ECU, women's studies and statistics. The specific courses that make up the minors, course substitutions, process by which minors are declared and awarded, etc. were discussed in great detail. According to SACS, graduate minors not affiliated with a graduate degree program (stand-alone minors) require identification of student learning outcomes and assessment of those outcomes. It is unclear how many students are awarded these minors, how often the courses within the minors are offered, the required parameters for a graduate minor, and the process by which minors are created. The question was also raised as to how 6000-level courses were created without an associated graduate program. It was confirmed by Diane Coltraine that both minors have been in existence in the graduate catalog since the 1970s. A request was made of Diane to provide the following: dates the minors were created, date WOST 6100 was created, confirm if graduate programs in statistics and/or women's studies have ever existed at ECU, and completion data for both certificates over the past 5 – 10 year period. The committee will review this data before proceeding with any recommendations to the Graduate Council regarding graduate minors. Dean Gemperline stated that if ECU offers graduate minors, a mechanism will need to be instituted, such as the process created for graduate certificates, to streamline student declaration and graduation processes. This topic will be discussed at the Graduate Council following the GCC's review and recommendations regarding graduate minors.

1. **Women's Studies Minor Catalog Text**

2. **Statistics Minor Catalog Text**

VI. College of Technology and Computer Science, Department of Engineering

Appendix C Request for Authorization to Establish a New Degree Program (Phase II): MS in Biomedical Engineering

Approved. The following recommendations were made, but are not required for resubmission prior to review by the Graduate Council. Recommendations were intended to provide guidance for strengthening the program development package. If the unit chooses to incorporate any of

the recommended revisions and submits by close of business Thursday, 08-22-13, the updated documents will be included in the package when it is forwarded to the Graduate Council for placement on the 08-26-13 agenda.

(1.)   On pg. 3 of Appendix C replace "ECU's Department of Engineering offers a bachelor of science in engineering with a concentration in biomedical, bioprocess, mechanical, industrial/systems…" with "ECU's Department of Engineering offers a bachelor of science in engineering with concentrations in biomedical, bioprocess, mechanical, industrial/systems…"

(2.)   On pg. 5 of Appendix C replace "The program objectives include:" with "The program will:"

(3.)   On pg. 5 of Appendix C replace "Apply biomedical engineering knowledge in an ethically responsible manner for the good of society" with "Apply biomedical engineering knowledge in an ethically responsible manner"

(4.)   Revise the final paragraph of section IV.D. on pg. 27 of Appendix C to state the situation was "recognized" and that 2 new faculty have been hired to address the impact of the course load of the engineering faculty.

(5.)   Throughout Appendix C there needs to be a stronger reference to the undergraduate program as a mechanism by which resources can be recuperated.

(6.)   Verify that the RAE not only includes the projected new faculty member, but the additional space that will be needed for that faculty member.

(7.)   Show monetary support of programs (grants, etc.) versus support of projects on pg. 4 and throughout Appendix C.

(8.)   If eligible, on approximately pg. 35 of Appendix C consider adding either a surcharge per credit hour or a tuition supplement to offset the costs of the program.

(9.)   In number 5of the State Funding matrix section of the budget template, replace "4" with "5.5" as the average number of the proposed program's courses that one student enrolled in the program would take each year.

VII. Old Business

1. **2012-2013 GCC Annual Report**
   Chair Decker reviewed the annual report with the committee.

2. **5000-level Courses**
   Discussed the topic of 5000-level courses; the status of recent and current issues, policies, resolutions, and procedures; and introduced topics for review and possible revision.

   o **Recent Actions Regarding 5000-level Courses**
     Reviewed

   o **04-17-13 GCC Minutes**
     Reviewed GCC's position regarding 5000-level courses and policy as of the 04-17-13 GCC meeting

   o **FS Resolution #13-31**
     Reviewed resolution and chancellor's comment

   o **5000-level Standard Operating Procedure (SOP)**

The SOP was developed in collaboration with the University Curriculum Committee chair, as 5000-level courses with undergraduate student enrollment may appear in the undergraduate catalog. The Faculty Senate does not support UCC review of objectives within graduate-level courses. The GCC members will craft updated text and revise the SOP at a future GCC meeting.

- o **Current 5000-level Courses Policy**
  The GCC reviewed the existing policy and confirmed that it continues to support SACS standard 3.6.1. regarding rigor, which is found in the SACS resource manual. No revision of the existing policy is recommended at this time.

3. **Review of Graduate Banked Courses Processes**
    This process is scheduled for biennial review with the cleanup action taking place annually. Diane Coltraine confirmed that the scope of courses banked 5+ years has reduced from approximately 1500 to 80 since this process was initiated. It was also noted that few units are banking courses and are now choosing to delete courses that are no longer used. No revision to the process was recommended at this time. The annual cleanup action will continue and the GCC will review the process again in the fall of 2015.

VII. New Business

1. **Annual Graduate Banked Courses Catalog Cleanup (BIC report requested)**
    The list of courses banked 5+ years has been received from the Office of the Registrar and will be forwarded to Dean Gemperline for distribution to the faculty. Units requesting to retain courses identified on the list will be asked to submit a request to the GCC mailbox (gcc@ecu.edu) by November 1st.

2. **08-28-13 GCC Resource Person Orientation**
    GCC members were encouraged to attend.

3. **09-06-13 Academic Program Development Workshop**
    Karen Summey provided an overview of the event and encouraged committee members to attend.

4. **09-27-13 Curriculum Development Workshop:** *Connections for Success*
    Kimberly Nicholson provided an overview of the event and requested the assistance of the committee members to facilitate the breakout sessions.

Curricular Actions Reviewed at this Meeting:

New courses	0
Revised courses (title, description, content, prereq., prefix, unbanking, etc.)	0
Renumbered courses (same or different level)	0
Banked courses	0
Deleted active courses	0
Deleted banked courses	0
New degrees (RAP – Phase I)	0
New degrees (RAE – Phase II)	1
New degrees (RAE – Phase III curriculum approval)	0

Deleted degrees	0
Revised degrees (admission text, core text, concentration text, dept. text, etc.)	0
New concentrations	0
Deleted concentrations	0
New certificates	0
Deleted certificates	0
Revised certificates	0
New minors	0
Deleted minors	0
Revised minors	0

Curricular Actions Reviewed to Date (to include this meeting):

New courses	0
Revised courses (title, description, content, prereq., prefix, unbanking, etc.)	0
Renumbered courses (same or different level)	0
Banked courses	0
Deleted active courses	0
Deleted banked courses	0
New degrees (RAP – Phase I)	0
New degrees (RAE – Phase II)	1
New degrees (RAE – Phase III curriculum approval)	0
Deleted degrees	0
Revised degrees (admission text, core text, concentration text, dept. text, etc.)	0
New concentrations	0
Deleted concentrations	0
New certificates	0
Deleted certificates	0
Revised certificates	0
New minors	0
Deleted minors	0
Revised minors	0