

Graduate Council Meeting Minutes
Mendenhall Social Room
March 17, 2014
2:00 - 4:00 pm

Members Present: Benfield, Rebecca; Bickley-Green, Cynthia; Coddington, Charles; Cox, Kathleen; Croskery, Thomas; Donica, Denise; Gemperline, Paul; Keiper, Brett; Lamson, Angela; Pokorny, Marie; Preston, Ron; Ratcliff, Gail; Ries, Heather; Schwager, Paul; Thompson, Bob; Vogelsong, Hans; West, Terry;

Members Absent: Atkinson, Terry; Brown, Carol; Eble, Michelle; Franklin, Richard, Gares; Paul; Harer, John; McFadden, Cheryl; Monroe, Richard; Mott, Vivian; Reisch, John; Russoniello, Carmen; Skalko, Thom; Wheeler, Michael.

Ex-officio members present: Andrew Morehead, Annette Greer, Jim Decker, Mark Sprague, Rita Reaves.

Ex-officio members absent: none

Guests: McConnell, Tom, Patterson, Belinda; Ringler, Marjorie; Summey, Karen.

1. Call meeting to order 2:09 pm

2. Minutes

a. Approval of 2/17/2014 GC minutes

Approved

b. Approval of 2/19/2014 GCC minutes

Approved

c. Approval of 3/5/2014 GCC minutes

Not approved as still pending GCC approval

3. Electronic approval of minutes **Approved**

In order to expedite processing of graduate curriculum matters in time for the April 2014 Faculty Senate meeting the Graduate Council will consider electronic approval of the following minutes.

d. Agreed on electronic approval of 3/5/14 GCC minutes

e. Agreed on electronic approval of 3/19/2014 GCC minutes

f. Agreed on electronic approval of 3/17/2014 GC minutes

4. Review and approval of Graduate Appeals Policy

At the request of the Dean of the Graduate School, the Office of University Attorney reviewed and provided recommended changes to the Graduate Appeals Policy. Changes included language to clarify that insufficient GPA is not grounds for appeal. The list of appealable items was expanded to include refusal to readmit a previously enrolled student. The required notification or request to initiate an appeal was expanded to include a list of rules, policies or procedures that were allegedly violated. A motion was made, seconded and approved to convert time limits from "business days" to "calendar days" throughout the document.

A general discussion ensued on the process followed for each appeal. A review panel reviews appeals and findings are discussed at GCEC under closed sessions. It was requested that the Graduate School give a report annually summarizing the number of appeals, reasons for

appeals, and outcomes. It was noted the reporting requirement will be helpful to monitor for recurring issues.

Appeal policy approved as amended

5. Approval of new Doctorate in Epidemiology – Dr. Lloyd Novick shared changes made to Appendix C since the last time GCC approved. The changes more clearly describe the curriculum and extend program completion from three to four years. Dr. Suzanne Lea explained that while the changes were significant, the integrity of the degree is the same. ECU's PhD proposes to develop expertise in regional rural settings and this distinguishes ECU's program from the only other program in the state offered at UNC-Chapel Hill. PhD will have 3 areas of focus: Public health surveillance, data systems, and population community based epidemiology.

PhD requirements: minimum of 58 credit hours for a Masters prepared student.

40 credit hours - coursework

18-56 hours - dissertation

Discussion:

- Concerns were expressed about the proposed program's funding implications due to increasing program completion time from three to four years. At steady state conditions there will be a total 16 full time students enrolled, nominally, four in a cohort per year. If approved, program will begin 2015. Program expected to be in a steady state starting 2020. This change in assumptions alters the budgetary projections presented previously.
- Both the Doctorate of Public Health and PhD of Epidemiology will share certain courses.
- Concerns were also expressed that the projected enrollment of the proposed program would fall below the UNC-GA Graduate Program productivity standards. It was noted that the designed enrollment would exceed minimum requirements of UNC-GA assuming that the attrition not exceed 25% on average. It was suggested to consider an MPH thesis as an admissions requirement in order to recruit stronger candidates, thereby reducing attrition. Moreover, the proposal as written contained no stated attrition expectations making it difficult to estimate the likely enrollment or budgetary implications of attrition.
- The discussion raised questions about the number of dissertation credit hours expected. Program planners were advised to review the number of dissertation hours required by other PhD Epidemiology programs. The number required should be the minimum number of dissertation hours expected. Students may always enroll in more should a need arise.
- Member of the Graduate Council concurred with the request by the UNC Graduate Council for additional evidence on the societal and student demand, with specific references to quantitative estimates of the employment prospects of program graduates. The need for graduates of this program needs to be more fully documented.
- Concerns were expressed about the faculty needed to deliver the program. Program proposers reported that they currently have 3 PhD Epidemiology faculty and are currently searching for additional faculty. This was seen as being too small a number to support this program and to oversee dissertation preparation.

Approved.

5. For discussion and advice - Graduate School's practice of obtaining external reviews of new graduate program proposals (Appendix C). Feedback was requested on the practice of obtaining 2 external reviews.

Graduate Council recommended continuing with current practice.

6. Revisions to Official Withdrawal policy – notice of editorial changes

Editorial changes to the policy approved at the previous month were distributed.

7. Announcements and reports

a. Update: thesis/dissertation oversight committee - Brett Keiper

Ad hoc committee continued to meeting to study and make recommendations on the roles for the different members involved with a thesis/dissertation. A Qualtrics survey will be sent to all graduate program directors to get an idea of what programs are doing similarly and differently regarding advising students and how theses/dissertations are examined. The goal is to develop a set of best practices to present to the Graduate Council for discussion

b. Update: Faculty mentor awards - Marjorie Ringler

c. Assistantship workload policy (under development, Gemperline & McConnell, for advice on guiding principles)

- Assistantships are 20 hours per week with exceptions of up to 25 hours per week permitted with a written program justification.
- Programs will be asked to issue new EPAFs on July 1 using the standard of 1 job FTE = 40 hours per week. The current standard is 1 FTE = 20 hours per week.
- The FTE limit is intended to ensure students complete degree in the appropriate time limit

Meeting adjourned,
4:02 pm