

GRADUATE COUNCIL

Faculty Senate

MINUTES

Thursday, October 19, 2023, 2:30 PM

Graduate School Conference Room, RH 2215

PRESENT: Michael Hair (Chair), Carole Frick, Soondo Kweon, Jerry Weinberg, Therese Dickman, Susan Morgan, Jill Smucker, Cinnamon VanPutte, Jim Monahan, Rony Die, David Cluphf, Wai Cheah, Bhargav Patel, Beidi Qiang, Rahmat Ibironke Salau, Gloria Sweida, Eric Wrobbel, Bernadette Sobczak

ABSENT:

EXCUSED: Michael Shaw, Cheryl Borowiak, Andrea Keller

GUESTS: Marcus Agustin

The meeting was called to order at 2:32 p.m. by Michael Hair, Chair.

I. Announcements

A. *Course Review Committee (CRC) Report* – On SharePoint

B. *Graduate Committee on Assessment (CGOA) Report* – On SharePoint

C. *Enrollment Management Report*

- i. Jim Monahan gave the committee a review of the report. The number of admitted but non-enrolled graduate students in fall 2023 is close to the number it was last fall. Graduate Admissions hosted two virtual open house events and one more coming up. The events have gone well, but they are looking for feedback. They will send a request for feedback to the Graduate Program Directors' listserv soon.
- ii. A committee member asked about the number of international students in attendance at open houses and Jim responded that there are still a great number of international attendees. Plans to divert attendees into categories and minimize repeated questions were unsuccessful. He also said that this is a nationwide trend: the number of international applicants is up, while the number of domestic applicants is down.

D. *Student Affairs Announcements*

- i. Rony Die let the Council know about changes with the Cougar Cupboard. They have changed the hours they are open so that students can drop in rather than scheduling an appointment. They have also already surpassed their numbers from 2022 even though we are still early in the fall term for 2023. It is expected that their outreach will quadruple in 2023-2024.
- ii. A committee member asked if it is possible to contribute financially to the Cupboard by money being deducted directly from their paycheck. Rony replied that he will inquire about this. He also said that there are no updates on their search for a new Vice Chancellor for Student Affairs.

E. *International Affairs Announcements* – None

F. *University Advancement Announcements* - None

G. *Graduate School Announcements*

- i. Michael Hair let the committee know that he had asked the Vice Chancellor for Equity, Diversity, and Inclusion's office about Dr. Weinberg's suggestion to include a representative for them on the Council. They had liked the idea but were still deciding who would best represent them on the Council.
- ii. Jerry Weinberg let the Council know that the Graduate School is in the process of raising the minimum stipend for graduate assistants as of 1/1/24 and then again on 1/1/25. He also let them know that the Graduate School had helped launch the Emeritus College. Interested parties can view the [Emeritus College page](#) and a brochure ([here](#)).
- iii. Jerry gave the committee an update on the search for a new Associate Dean. None of the finalists for the position had been selected. He has asked the search committee to review the current pool of candidates and consider additional interviews from the pool. If the committee decides against that, there may be a second posting to refresh the search.

H. *Other Announcements* - None

II. Approval of Minutes of September 21, 2023

The minutes were approved with no changes.

III. Public Comments – None

IV. Graduate School FY23 Report and FY24 Goals

- A. Jerry Weinberg reviewed the Graduate School FY 23 Annual Report and FY 24 Graduate School goals. The report can be accessed [here](#).
- B. A committee member asked if the award amount for Research Grants for Graduate Students would be increased, and Jerry replied that such an increase has not been considered but could be discussed.

V. Report of the Educational and Research Policies (ERP) Committee

A. *Policy 1M11: Review of Compensation Charged to Sponsored Projects*

B. *Policy 1M5: Implementation Guidelines Concerning Research*

Cinnamon VanPutte let the Council know that both policies reviewed were regular reviews. There were no major changes to 1M11 and no suggested changes to 1M5. The committee had approved both policies.

The Council accepted the ERP Committee report with no changes or opposition.

VI. Report of the Programs Committee - 91A: Industrial Engineering

David Cluphf let the Council know that the 91A for Industrial Engineering had been approved after three rounds of review and a lot of deliberation. It was asked if the 91A had been approved with the program offering all three exit requirement options and the answer was yes. The

ramifications for the program's assessment plan were discussed. The committee was told that the program will be sending GCOA an updated assessment plan once the new exit requirement option is live.

The Council accepted the Programs Committee report with no changes or opposition.

VII. Continuing Business

A. *Election of a Chair-Elect*

Cinnamon VanPutte nominated herself as the Chair-Elect. Eric Wrobbel closed the nominations. The Council accepted the nomination with no changes or abstentions.

B. *Graduate Dean Evaluation: Documenting Process for Future Years*

- i. Michael Hair let the Council know that Michael Shaw could not be at the meeting, but he did provide a review document and the Qualtrics survey to help in this process. Graduate Council should review the Graduate School Dean evaluation process and make any updates that would be ready for when the new dean is hired.
- ii. The Council discussed the Qualtrics survey and who would oversee distributing it. There was also a warning about the formatting in the survey and trying to update it without ITS help. It was mentioned that distributing the survey could be the job the Graduate Council Chair. Michael Hair asked the Council to review the documents on SharePoint and come up with more specific measures before the next meeting. All of the materials the Council needs to review and update can be found [here](#).
- iii. It was mentioned that there had been a change in the Graduate Council operating papers in 2020 and that the Council should make sure whatever they review reflects those changes. More details on this process can be found in an email from the Graduate Council Chair to the Council members on 10/20/23.

VIII. New Business - APR/Dean of the Graduate School: Job Posting & Search Committee

- A. Michael Hair let the committee know that he had added all the documents they would need to access for the APR/Dean of the Graduate School search process to SharePoint [here](#). He had also looked at the Associate Dean job description and put some of the language from that posting into the other template. The target date for finishing the posting would be the November meeting. The Council members should also email their colleagues to see who among them would like to be on the search committee. Graduate Council should have six names that represent each unit ready to give to the Provost.
- B. The members were encouraged to review the posting and add comments and come back to the November meeting with a name of a volunteer from each unit. It was clarified that Graduate Council members could serve on the search committee, but the Council would want to make sure that all units are represented. It was mentioned that faculty members considered to be on the committee should have graduate faculty status. It was also mentioned that the Council should avoid including associate deans or chairs.
- C. The council asked Jerry if he knew when the search committee might be expected to start working and he answered that he expected they would begin in March or April. The Provost would want to begin inviting in-person interview candidates before the end of spring.

IX. Adjournment

The meeting adjourned at 3:23 p.m.