

Council of Graduate School Programs
November 21, 2008
Minutes
Granada West and LUMC Videoconference Room

Members Present: James Biester, Kenneth Byron, Paul Chiarelli, Mark Engberg, Allison Fagan, Terry Grande, Andrew Harrington, Suzanne Kaufman, Holly Kramer, Mary Manteuffel, Ruben Mestril, Prudence Moylan, Jason Myers, E.J. Neafsey, Timothy O'Brien, Jennifer Parks (for Andrew Cutrofello), Kayhan Parsi, F. Bryan Pickett, Robert Roemer, Susan Ross (for Wendy Cotter), Lee Schmidt, Peter Schraeder, Annette Steinacker, Karen Visick, Judith Wittner

Members Excused: James Marley, R. Scott Tindale

Members Absent: Gad Bensinger, Steven Brown, Mitchell Denning, Famela Fenning, Olympia Gonzalez, Robert Halpern, Phong Le, Joseph Mayne, Maria Trakas, Jana Wingo

Graduate School Members Present: Samuel Attoh, Jessica Horowitz, Frederick Wezeman

Meeting convened – 1:02 p.m.

- I. October minutes approved unanimously.
- II. By-Law Changes: Andrew Harrington submitted handout adding section c. for the Program Review Committee. “c. The council will provide an arena for issues and concerns about the Graduate Program Academic Review process. If necessary, an ad hoc committee will be formed to evaluate grievances.” To be decided at next meeting with vote.
- III. Barriers for Cross-Campus Collaboration Subcommittee update: group has not met recently but will meet next month. Will be on agenda for the February Council meeting. The Masters in Public Health has been formally approved by the Provost and will be marketed for Fall 2009. Proposed that this program should serve as model for inter-departmental collaboration.
- IV. Dean's Report:
 - a. Academic Research Forum scheduled for April 24, 2009 to discuss cross-collaboration. This forum will include round-table discussions regarding interdisciplinary programs (existing and potential)
 - b. Research Task Force has focused attention on interdisciplinary research. This task force has met five times already and will produce a set of strategies and tactics. There should be a report in early December that will promote ID research, role of centers, encourage faculty to come up with creative ideas.
 - c. Town Hall meeting sponsored by the Graduate Students Advisory Council (GSAC). This committee is very active and has produced a series of events. Space for Graduate students was a topic for discussion – Robert Seal, Dean of the Libraries has one possible solution pairing students in

library carrels. Graduate students also need meeting space – potential space in Cudahy library for this with the hope of refurbishing by end of next semester.

Another issue included mentoring – too many students and not enough attention. We need to be careful in distributing students. Council of Graduate Schools (CGS) recommends that programs do not go beyond 5 students per faculty mentor.

Funding was another issue – additional money needed for students towards the end stage of completion of dissertation. Too many students need to teach or work outside university and adds on to Time to Degree. More a problem for Social Science and Humanities students.

Student Mentoring Workshops – both the students and the Graduate School would like to improve the mentoring experience with workshops. A request for suggestions from Graduate faculty on best practices.

- d. NRC Update – Every program needs a communication strategy once the information is released. Need to think about responses to reporters on the three major indicators: Grants and citations per faculty; graduate student outcomes; and diversity of both students and faculty.
- V. Curriculum Committee: Terry Grande presented proposal to modify Graduate program in Theology. Three areas now include: New Testament, Christian Ethics and Constructive Theology. The proposed change would include: New Testament and Theology and Ethics (combine #s 2 and 3). Committee approved proposal changes unanimously.
Second proposal from committee was course proposal from School of Education for “Practicum in Supervising Supervisors.” Comment made that videotaping sessions as part of course may require consent from instructor but leave to instructor of record. Suggests checking with IRB but not needed. Proposal approved unanimously.
- VI. Task Force on On-line Courses: Kayhan Parsi mentioned set of best practices from a few years back from the Higher Learning Commission. Is now more of an issue since many new programs will be using hybrid courses (some in-person class time, some on-line through Blackboard). He suggests that people familiarize themselves with these guidelines.
- VII. Masters Theses Deadlines: Terry Grande raised issue of MS students in Biology who have difficulty with deadlines for filing for graduation. Since program is typically 2-3 years, students don’t have enough time to know if defense will happen within timeframe for degree application. Students then have to pay every time they apply to graduate, whether they are able to complete on time or not. Suggested that students only have to pay once per academic year rather than every conferral deadline (3 per year). Dean Attoh implemented this because so many problems with student applying every term. This required payment serves as a deterrent so that students think carefully before applying. Discussion about changing required deadlines for applying to graduate and perhaps Masters students not having to pay. This discussion will continue during Executive Committee meeting.

- VIII. New Business: Dean Attoh mentioned that it is now Budget hearing time and Graduate student stipends and scholarships will not be affected. Budgets are stable except for part-time teaching budget. University has systems in place to handle shortfalls. He encouraged everyone to boost Masters' enrollments to help make projections for next year.
- IX. Meeting adjourned at 2:15 p.m.