

**Graduate Council Minutes
March 22, 2016
Health Science Campus, Health Education Building, Room 103**

Present: Ainsworth Bailey, Joseph Dake, Michael Dowd, Viviana Ferreira, Eric Prichard (GSA), Dwight Haase, Mohamed Samir Hefzy, David Jex, Richard Johnson, Richard Kalinoski, Marcella Kehus, Jon Kirchoff, Patricia Komuniecki, Anand Kunnathur, Jyl Matson, Marcia McInerney, Willie McKether, William Messer, Holly Monsos, Ron Opp, John Plenefisch, Susan Pocotte, Geoffrey Rapp, Sonmez Sahutoglu, Diane Salvador, Youssef Sari, Constance Schall, Joseph Schmidt, Rebecca Schneider, Marty Sexton (for Carolyn Lee), Tracy Szirony (for Susan Sochacki), Pamela Stover Viranga Tillekeratne, Jerry Van Hoy, Richard Welsch, Kandace Williams.

Excused: Debra Boardley, Ali Fatemi, Junghwan Kim, Barry Scheuermann, Diana Shvydka,

Absent: Ali Fatemi, Hans Gottgens, Susanna Hapgood, Amal Said, Lois Ventura.

Guests: Norman Rapino

Call to Order, Roll Call, and Approval of Minutes

The meeting was called to order and the roll called.

Executive Reports

Report of the Executive Committee of the Graduate Council

Graduate Council (GC) Chair, Dr. Rebecca Schneider reported that the GCEC is working on plans for the remaining meetings for this year. We will meet Twice in April. Our May meeting will be a wrap-up of the 2015-2016 Council and the start of the 2016-2017 Council. New members will attend this meeting.

Curriculum review is a major activity for Graduate Council each spring. This year also includes the review of all graduate courses for the new Graduate Course Catalog. The GC Curriculum Committee is in the process of reviewing the course spreadsheets as they are submitted to the committee. To complete this work, GC may need to hold a special meeting or empower the GC Executive Committee to approve these changes during summer term.

Graduate Council's Academic Programs and Regulations Committee is a new committee that is charged with serving as an advisory body regarding policies, procedures, and actions to promote academic standards. This committee has reviewed the current College of Graduate Studies (COGS) policies on Academic Dishonesty and Academic Grievance and is in the process of reviewing the COGS procedures for Academic Standards.

Graduate Council will examine an example program to better understand the process for developing additional pipeline programs at a future meeting.

The Department of Environmental Sciences brought us into a conversation about professional development for graduate faculty advisors. Based on their positive experience with a faculty workshop they recommend training for all graduate faculty, support that is tailored to meet unique needs of programs, and a more inclusive set of graduate student expectations to be posted on the COGS website. Chair Schneider will be working with the University Teaching Center and the College of Graduate Studies to explore approaches for addressing these recommendations.

Graduate Council is working with the University Assessment Committee to better understand the needs of graduate students. The UAC has shared with the GCEC their recommendations to the Provost and a summary of the data that informed their findings. Dr. Alana Malik and Dr. Chris Roseman will join us at our next meeting on April 5th.

Today, we are visited by Dr. Norman Rapino, UT' new Executive Directory of Rocket Innovations.

Report of the Graduate Student Association

Mr. Eric Prichard, President of the Graduate Student Association (GSA) reported that they are actively preparing for the 2016 Midwest Graduate Research Symposium. Additional judges and volunteers are needed.

Nominations for offices have been received for this year's elections. Some are contested. There has been more participation from both campuses.

Dr. Pocotte was pleased to share some good news on behalf of Mr. Prichard. Mr. Prichard was offered a tenure-track professorship at the University of Arkansas. The Council offered its congratulations.

Dean Komuniecki added that the Graduate Student Research Award recipients (5) will be invited to the next GC meeting.

Report of the Vice Provost for Graduate Affairs and Dean of the College of Graduate Studies

Dean Patricia Komuniecki reported the following:

- *Fall 2016 Applications and Admissions*

There continue to be strong positive indicators for fall 2016 enrollment. As of yesterday, COGS has already processed 3,237 applications for fall 2016, which is 160 more than this time last spring for fall 2015, a 5.2% increase. More important, 418 students have already been admitted, a 34% increase over this time last spring. Great news! Please thank your admissions committees and encourage them to complete their focused efforts to review applications and admit new students for fall 2016 as soon as possible.

- *New COGS Admission Decision Workflow*

As you know, COGS has been working on a new admission decision workflow that facilitates rapid decision processing. Although many of you may already be familiar with, and are using, this new process, some programs would likely benefit from a workshop on using this new tool. Accordingly, COGS Assistant Dean for Admissions, Debbie Andrews, and Interim Vice President Jim Mager will soon be announcing 2-3 upcoming workshops for department chairs and program directors. It is clear that for the several colleges already using the new system, admission figures for fall 2016 are strong. As part of those workshops, Dr. Mager will also share important strategies for maintaining close, personal contact with admitted students to ensure that they will enroll. So please plan to attend one of these workshops and encourage your colleagues to join you.

- *FY17 Graduate Tuition*

COGS is pleased to announce that, after long deliberations with finance and senior leadership, graduate tuition will be held flat for the coming academic year. This was announced formally at the recent President Advisory Council meeting by Interim Senior Vice President for Finance and Administration, Mr. Larry Kelly. Initial budget assumptions had included a 2% increase in graduate tuition, so this is very good news!

○ *FY 16 and FY17 Budgets*

Would like to update you regarding the FY16 and FY17 budget situations for COGS. As a review, the FY16 operating budget took a 1.5% permanent cut of \$619. In addition, since enrollment projections with associated revenue expectations made for FY16 were not met, COGS had to take a one-time cut of \$65,000. For FY17, COGS had to identify \$36,000 (a 3% permanent cut from the total budget).

I want to emphasize that these adjustments have been made without touching the stipend and tuition scholarship budgets (keep in mind that colleges had already been allocated their FY17 stipend and tuition scholarship budgets back in December 2015).

○ *SEP Graduate and Professional Workgroup*

Just a few brief comments regarding the recent and future activity of the workgroup: the group has recently been working on various data gathering tasks to get information including: enrollment trends, GA funding breakouts, application/admission trends, and student satisfaction information (exit surveys). A rough draft of the 'situation analysis' has been sent to Lew Sanborne @ Ruffalo Noel Levitz for additional feedback. The workgroup will meet on March 24th to review the draft document and continue to gather additional data and refine the narrative to be ready for the mid-April deadline. Connie Schall will be able to make a more complete report at the next GC meeting,

○ *Short Term Enrollment Initiatives*

At a GC meeting earlier this spring, I made a brief presentation about the draft top ten short term enrollment initiatives that I developed with Jim Mager. Efforts have been focused heavily on accomplishing as many of those short term goals as possible. I continue to meet weekly with Jim Mager, and we are pleased with the positive impact of several of those strategies, including:

- early release of GA budget
- improved communication with students
- better tracking of various pipeline undergraduate groups into graduate programs (UT UGs, students from nearby UG only institutions, students from other USO institutions that traditionally send large numbers of students to UT graduate programs)
- COGS plans to send out an email blast to UT UG seniors to remind that that it is not too late to apply to many of our graduate programs for fall 2016

○ *Announcements*

Professional Development sessions:

- Prepare to Succeed! Effective Interviewing Techniques
Wednesday, March 23 from 2-3 SU 2591 (MC)
This is the last professional development workshop this semester. There was a session on the HSC one evening last week
- Graduate Council Elections:
COGS has provided graduate faculty rosters to the colleges for the purpose of election of representatives to the Graduate Council for 2016-2017 by April 6, 2016.

Information and Discussion Items

Update on Search for the Dean of the College of Graduate Studies

As chair of the search committee, Dr. William Messer provided an update on the search for the Dean of the College of Graduate Studies. Committee members were recruited with help from the GCEC.

Committee members are: Debbie Andrews, Jamie Barlow, Lesley Berhan, Viviana Ferreira, Paul Hong, Andrea Kalinoski, Jon Kirchhoff, John Laux, William Messer, Eric Prichard (GSA), Mark Templin. All committee members will have had the appropriate training. Following receipt of a number of nominations, we followed up with letters asking if they were interested in applying. Other applications for the positions were received directly from the interested individual. Dr. Messer pointed out that an issue occurred on March 11th. While attempting to make the information on the website, a list that indicated finalists was erroneously posted because no decisions have been made. The information was promptly taken down. The search is still in process.

Dr. Van Hoy asked whether the search committee has communicated with the candidates. Dr. Messer indicated that he list was removed and that he plans to communicate with the candidates.

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Update on Search for the Dean of the College of Graduate Studies

As chair of the search committee, Dr. William Messer provided an update on the search for the Dean of the College of Graduate Studies. Committee members were recruited with help from the GCEC. Committee members are: Debbie Andrews, Jamie Barlow, Lesley Berhan, Viviana Ferreira, Paul Hong, Andrea Kalinoski, Jon Kirchhoff, John Laux, William Messer, Eric Prichard (GSA), Mark Templin. Committee members received the appropriate training. Following receipt of a number of nominations, we followed up with letters asking if they were interested in applying. Other applications for the positions were received directly from the interested individuals. Dr. Messer pointed out that an issue occurred on March 11th. While attempting to make information available on the website, a list of nominees was erroneously posted as a list of finalists, however no decisions have been made (the committee had not even met). The information was promptly taken down. The search is still in process.

Dr. Van Hoy asked whether the search committee has communicated with the candidates. Dr. Messer indicated that he list was removed and that he plans to communicate with the candidates.

Introduction of Dr. Norm Rapino, Executive Director of Rocket Innovations

Dr. Messer introduced Dr. Norm Rapino, who has joined UT as Executive Director of Rocket Innovations. Dr. Rapino is a UT alumnus who did his post doc fellowship with the former MCO. He was most recently at the University of Michigan working with the I-Corps program. He is experienced working with faculty, researchers and entrepreneurs as they explore ways to create positive societal impact and commercial opportunities for their ideas and research outcomes. We are looking forward to a good connection between research, innovation and entrepreneurship.

Dr. Rapino thanked the GC for the opportunity to speak with them. He stated his mission is to serve all colleges and disciplines, not just start-ups and tech transfer. His work is in support of teaching, programs and research opportunities and to help faculty and students achieve their goals. We want to provide the skills to help students be better prepared for outcomes once they leave and work in other areas, whether in research, government or industry. Rocket Innovations' (RI) goal is to assist faculty in moving their ideas forward, and is, therefore, interested in what the research faculty are thinking about doing. RI can assist with networking with outside industry. Dr. Rapino stressed the usefulness of the NSF I-Corps program. It moves ideas from the lab setting to the real world setting. It helps create jobs and has impact. UT is an I-Corps site. Dr. Rapino stated that he plans to provide short 4-session programs that qualify faculty and students in any discipline to participate in the national NSF I-CORPS program. This opportunity happens four times per year. A major benefit is a \$45,000 travel budget. It is a high-risk, high-reward demonstration of ideas. It is a chance to move forward with money from someone else.

Discussion:

Dr. McInerney inquired whether I-Corps is a good developmental program for young faculty prior to tenure. Dr. Rapino responded that it is on a case by case basis. It can lead to grant funding that can help with a tenure decision. He will send emails about programs in Summer I and Summer II that are low impact and serve as a qualifier to move on to an NSF grant. You can take a student with you.

Dr. Messer encouraged the Council and faculty to take advantage of opportunities and to change the way we think about our work in a way that makes it fit for our customers.

Dr. Dowd asked Dr. Rapino to expand upon how the commercialization of research can apply to the social sciences, education and art.

Dr. Rapino responded that a start-up is not the only option. He has worked with an education project that had a method of quantitative measure of activities; that type of measurement is needed in a lot of places. People outside the University could find this useful and can potentially pay for this.

Standing Committee Reports

Report of the Curriculum Committee

None.

Report of the Membership Committee

Dr. Mohamed Samir Hefzy, Membership Committee Chair reported all applications received by February 8th have been reviewed. There are currently 26 applications pending review. The committee will review when it has a batch, likely in about two weeks. He noted that the committee has had a busy year.

Report of the Academic Programs and Regulations Committee

Chair Schneider provided the description and charge of the Academic and Programs Regulations Committee, a new standing committee of the GC this year.

The APRC shall consist of one person from each college with Graduate Faculty and graduate programs, holding Full or Associate Membership, and one graduate student appointed by GSA.

The duties of the APRC shall be:

a) to serve as an advisory body to GC or the COGS Dean regarding policies, procedures and actions to promote academic standards;

Dr. Joseph Schmidt, Chair of the Academic Programs and Regulations Committee reported that the committee was constituted (13 members) in mid-fall and called upon to meet last month. There appear to be some policies at end of duration so they were sent to our committee to review. Some of the policies are in need of major revision. When the global Academic Dishonesty and Academic Grievance policy was created based on catalog content, it was undergraduate in nature, not graduate. Dr. Schmidt stated that his interpretation of the committee is to serve as an advisory body that sees a revision to a draft before it becomes policy rather than write/synthesize new policies. A synergy will be established.

Dean Komuniecki pointed out that after policies were created as a transfer from the catalog, COGS worked to institute the two most critical policies at that time. They were mixed together, the Grievance policy and Academic Dishonesty policy, a COGS process, which has been in effect for three years, in 2011.

There are some areas where college policies are not clear. We want students to have absolute clarity as the procedure. On the grade issue, post-merger, there were completely different grading systems. Thus a GC committee that included Academic Standing Committee members discussed making a new academic standards procedure. The Legal Affairs Office advised COGS that its academic standards procedure become policy.

Dr. Dowd added that the Academic Standing Committee (ASC) was previously giving advice about academic policy and also served as the committee that looked at grievances and appeals. It was proposed that these two functions be separated into two committees. The COGS Dean asked for the committee to construct new and/or revisions to old policies.

Dean Komuniecki agreed indicating that both she and Dr. Dowd served on the Graduate Council Bylaws Committee during the time this revision was suggested. It was complicated to have the ASC handle both areas and thus it was determined those functions would be better served by splitting the work of the ASC into an additional committee, the APRC. COGS has an ex-officio seat on the APRC to suggest policy changes based on what it sees in practice. We have a lot of information to share as front line of student issues.

Dr. Schmidt indicated that the committee had looked at academic dishonesty and was unclear on how it functioned. Dr. Dowd replied that the APRC can bring its recommendations and suggestions to the GC for input. Dr. Schmidt indicated that following construction, it will be brought to GC before it is circulated for the 30-day global review period.

Chair Schneider sought Graduate Council input on the committee charge (displayed). Dean Komuniecki added that edits (red-line version) to the charge can be shared with GC. Dr. Dowd added that the committee can work with COGS to construct language but it does not have to be received from COGS. The President is interested in seeing that faculty governance bodies take ownership. Chair Schneider noted that work comes to Graduate Council for review. The Graduate Chair should be listed on the policy as a responsible agent as it is owned by the owned by itself. Dr. Hefzy asked if the 13 committee members are on Graduate Council. Dr. Schmidt indicated that all have either Associate or Graduate Faculty membership but that he is the only member serving on GC.

Dr. Schall added that the GC Bylaws do not preclude all Graduate Faculty from joining. We do try to seek GC members. Dean Komuniecki that the GCEC worked for several months to populate this committee. Sometimes there needs to be encouragement for new members to serve. Continue to infuse Council with new membership.

Chair Schneider pointed out that the COGS liaison needs to be included in the Bylaws and Dr. Dowd noted that it should be specified that the liaison is an ex-officio non-voting member. Dean Komuniecki agreed that the intention was that ex-officio position be non-voting. Chair Schneider will share the revised language so that it can review and vote at the next GC meeting.

Old Business

None.

New Business

None.

Adjournment

There being no further business, the Council adjourned at 1:38 p.m.