

**MINUTES
COLLEGE OF ARTS AND SCIENCES
COUNCIL FOR RESEARCH AND GRADUATE STUDIES**

MEETING: May 8, 2017

PRESENT: B. Burraston, R. Cohen, M. Conroy, R. Cox, E. Delavega, N. Detraz, T. Hagen, K. Hicks, W. James, C. Lessman, J. Lariscy, C. Powell, S. Roakes, T. Roche, J. Topinka, P. Simone, N. Kumar, S. Stein, X. Shen, T. Britt

ABSENT: J. Scraba (excused) D. Unowsky (excused), S. Fleming (excused), T. Hoang (excused)

PRESIDING: R. Kreuz; V. Tardugno, recording secretary

Proxy representatives: Nirman Kurmar, (Computer Science), Theron Britt (English), Stephen Stein (History), and Xiao Shen (Physics)

Motion to approve the April meeting minutes (N. Detraz; K. Hicks, second). Approved.

Reports: April 26 College Directors meeting, and May 5 University Graduate Council meeting

NCUR post-mortem

Dr. Dhaliwal expressed appreciation of those who helped make NCUR very successful. Dr. Kreuz thanked those who helped to staff the College's tables in the UC.

Discussion of the open houses, and whether attending students might apply to the U of M.

Decision Desk update

Jim Kierulff reported that the rollout process is ongoing. He will start by working only with the University College and non-degree programs, but will contact all departments over the summer for training (either graduate coordinators, if they are available, or administrative assistants, if faculty aren't available).

Graduate Professional Development Seminars

The Graduate School held six of these workshops this past year, and total of 110 students attended. Jim Kierulff is always looking for new ideas for workshops.

Nominations for President of GSA

This student will be selected over the summer. There is a graduate assistantship tied to this, which requires that the student work in the Graduate School. Dr. Kreuz asked that if representatives were aware of a hardworking, details-oriented student who needs funding, they should submit his or her CV to Jim.

FedEx Call Center

The Graduate School is partnering with FedEx to have an on-campus call center this next year. FedEx will be paying for over 40 student assistantships, and Dr. Dhaliwal is eliciting CVs from interested students.

Work Study Funds

Jim Kierulff reported that he had to return work study money to the University this year because he wasn't able to spend all of it, which we want to avoid in the future. He has lists of eligible work study students that he can share with you if you're not sure about your students' eligibility.

Marketing Funds

Dr. Dhaliwal has a small amount of money available for marketing graduate programs. Representatives of departments that are trying to grow the number of graduate students should contact him.

MS Program in Biostatistics

This new program has been approved. Public Health worked with MATH on their proposal, and it includes two required courses and one elective from MATH, so it passes muster with CAS as well.

GPA Policy Change

The policy change that originated from Social Work earlier this term was discussed and approved by the University Council. Dr. Kreuz thanked Dr. Delavega for initiating this change.

Dynamic Forms and Graduate Faculty Status

Jim Kierulff announced that the online system for submitting Graduate Faculty applications and renewals will be replaced, by mid-summer, but that its exact replacement has not yet been determined.

Tori has gone through the Graduate School's list of who has Graduate Faculty status in the College, and when their status will expire. In the near future, we will be sending out reminders to faculty whose status will be expiring in 2017.

Dr. Kreuz reminded the representatives of the process: faculty should apply for Graduate Faculty status when they join the university, and reapply every six years thereafter. They need to submit a CV and a statement about their involvement in (and history of) graduate-level teaching. The status expires at the end of the calendar year of the sixth year (i.e., December).

In addition, nontenure-track faculty who teach graduate courses, and anyone from outside the university who is serving on a graduate thesis or dissertation committee, must apply for (at least) affiliate status. These individuals need to submit a reason for their application, and their CVs.

Departments forward their requests to the College where they are approved, typically on the day they are received, and then sent to the Graduate School, where Lakisha Lakesha Herring processes them, as a batch once a month, and updates the Web site. (If it's been longer than a month, and the Web site hasn't been updated to reflect this, please let Ms. Herring know. The

College doesn't have the ability to edit the Web listings.) If we receive an application that is incomplete or otherwise problematic, we reject them and contact the relevant graduate coordinators for clarification.

Tori has also created a master list of people who have Graduate Faculty status in the College's departments – over 600 of them. In some cases, the Web pages include people whose status expired as long ago as 2013. At the end of this meeting, Tori gave each representative a list to review. The goal is to identify individuals whose status has expired and no longer have a connection to the department, so that Ms. Herring can remove them from the online lists.

Yield management planning

At our meetings, Dr. Dhaliwal emphasized the importance of making sure that admitted students actually show up for classes in the fall. This improves the yield rate, which is a metric that upper administration cares about because it's used by the *US News and World Report* in their college rankings, and of course it maximizes the income from tuition-paying students.

There are very simple things that can be done to increase the yield rate. After a student has accepted an offer, the department should be in touch with them via e-mail. For example, they can forward the *U of M This Week* e-mails that Marketing and Communication sends out every Monday. This gives the accepted students a glimpse into everything that's happening on campus, and makes it easier for them to imagine being here as a student. And the effort involved for something like that is minimal.

Emerging Research University Fund (ERUF)

President Rudd is still involved in efforts to have the state legislature create an Emerging Research University Fund (ERUF) to help research universities in the state move from Carnegie II to Carnegie I status. This was discussed this at a Council meeting earlier this year. Dr. Kreuz's understanding is that the Governor appointed Rudd to chair a committee on this issue. The president is also pursuing \$10 million in private funding to support this effort.

Should any of these efforts bear fruit, they will have a major impact on our programs, since the President's plan would be to use the money to increase the number of faculty positions and to expand doctoral programs. The legislative session is winding down for this year, and it doesn't seem likely that this is going to happen right away, but Dr. Kreuz will keep the representatives informed about developments as he hears about them.

Update on Curriculog

Curriculog is the Web-based system that we've purchased from Digarc. It's designed to be a totally electronic solution for curriculum change workflow. It's designed to interface with a module called Accalog, also purchased from Digarc, which will maintain the actual undergraduate and graduate catalogs.

In the College, Dr. Tollefsen, Dr. Kreuz, and Tori are currently going through a series of online training and consulting sessions with Digarc employees. Although Karen Thurmond will be maintaining the undergraduate catalog (until she retires in December), and Mary Kyle will be

maintaining the graduate catalog, Dr. Kreuz wants to make sure that the College is familiar with the Curriculog system so that he can explain how to use it when it goes live.

In theory, the system is impressive. Digarc is creating digital facsimiles of our forms, such as the Curriculum Requests Cover Sheet Summary and Justification, and the Request for New Course, and Course Revision forms. (Dr. Kreuz hasn't seen these yet, but that's the goal.)

Graduate Catalog

The graduate catalog is normally updated in April by Mary Kyle. She's deeply immersed in the Curriculog changeover right now, but she told Dr. Kreuz on Friday that her plan was to have the online catalog updated by the end of May.

New Business

Fall 2017 curriculum changes

These will be due on August 1 (the same date as last year). The College's undergraduate curriculum changes will be due a month later, in August 31. These are being staggered this year to give Tori more time to process the change requests, and to possibly implement them in Curriculog if the system is live by then. Since it's a new person handling all the changes, and a new system, this will give her more time to have everything ready for the fall Council meetings.

In the future, the College's Undergraduate Council will be shifting to rolling curriculum changes. The other undergraduate councils in the university have already done this, so this brings our College into alignment with the rest of the university.

At the graduate level, the Graduate School hasn't yet committed to rolling changes. From what Dr. Kreuz understands at present, they're leaning in that direction, because otherwise it becomes very difficult to align the 4000/6000 courses correctly. But in terms of this summer and fall, the graduate curriculum change process will remain the same as last year.

Farewells?

Dr. Kreuz asked if any of the Council representatives would be rotating off the Council in Fall 2017. Dr. James stated that he is going on a PDA and that Dr. Peterson will be in his place for the next session of the Graduate Council.

Thanks

Dr. Kreuz thanked everyone for their hard work during the past year. He stated that 2016 had been a very difficult year, since he was juggling both the administrative and clerical work for the College's graduate programs all year, but since Tori Tardugno filled the vacant Administrative Associate position in February, the workload has become much more manageable. He thanked Tori for

Motion to Adjourn (B. Burraston; P. Simone second). Approved.