

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

MEETING: May 4, 2020

MEMBERS PRESENT: D. Baker, D. Burnette, R. Cohen, A. Daily, E. Delavega, S. Fleming, E. Groenendyk, J. Haddock, W. James, S. Keith, C. Powell, T. Roche, C. Santo, J. Scraba, X. Shen, O. Skalli, J. Topinka, M. Trapp,

MEMBERS ABSENT: F. Vivar

PROXIES:

**1. Report from the May 1 University Graduate Council meeting (Kreuz)**

a) **Change to full-time status for late-stage doctoral students.** Going forward, doctoral students who are ABD will be allowed to take as few as one credit hour and still be considered full time. This will be coded in Banner by the registrar. One hour of credit will still allow the student to receive financial aid and get new loans and will continue to allow the deferment of loan repayment.

This change has been approved by Rob Knis, the university's new director of financial aid. It was his idea, because this is how it was handled at Michigan State, where he previously worked, and he wanted to make it an option here as well.

The one hour of credit can be dissertation hours (9000) or anything else. The Graduate School requirement of at least six hours of dissertation hours remains the same, with departments allowed to set higher minimums if they choose.

These changes are reflected in the two handouts from the University Council meeting that Dr. Kreuz shared with the council this morning. Handout A is the revised Comprehensive Exam Results form, the point at which the student is eligible for the one-credit option. Dr. Kreuz believes the plan is to add another signature line, so both the student and the dissertation advisor acknowledge this. As the form states, after four semesters, the agreement must be reevaluated.

This plan was discussed at length at the College Directors meeting with Robin on April 22, and at the University Council meeting on May 1. There was strong support for this change by everyone involved.

Dr. Kreuz asked if anyone had any issues or policy implications that would need to be considered. Some members expressed some concern on how the language used so that it will cover all departments.

b) **Graduate School operations.** Dr. Poston has been working at the Graduate School one day a week to process transcripts and test scores that arrive via snail mail (about 20% arrive in this way). She's also been sending out the snail mail versions of the acceptance and rejection letters (over 360 were sent last week).

The Graduate School has been allowing students to request a coupon code so that applicants can apply for free. This offer expires on May 15. Brian Meredith, the new Graduate School associate dean, has sent about 400 of these so far. This will probably end up costing the Graduate School about \$10,000 in revenue, but Dr. Poston considers this a small price to pay for the goodwill and number of additional applications it will generate.

c) **DuoLingo.** The university is now an officially accepted school for receiving DuoLingo scores, and the additional option for demonstrating English proficiency has been well received by our applicants.

d) **Graduate Catalog.** Mary Kyle made the 20-21 edition live on April 20. Dr. Kreuz sent the Council an email at that time and encouraged members to make sure that their requested changes were made. Corrections should be sent to Mary Kyle. Dr. Kreuz noted that Physics and Computer Science had already noted some issues. Mary Kyle has made the Physics corrections but has not yet made them for Computer Science.

e) **ABM changes.** Dr. Kreuz noted that Austin Peay ran afoul with SACS over how they run their ABM programs. To forestall problems here, the following changes are being made:

i) The catalog listings for the undergraduate and graduate programs are inconsistent, so the descriptions are going to be removed from the graduate catalog. Instead, links will be added to point to the descriptions in the undergraduate catalog.

ii) the minimum required GPA is being raised from 3.0 to 3.25. This will ensure that only the most academically well-qualified students are eligible.

f) **Curriculum revision calendar.** Dr. Kreuz and Ms. Tardugno have spent the past couple of weeks lobbying Dr. Poston to push back the curriculum revision calendar for the fall, and they were ultimately successful. Instead of the University Council voting on curriculum changes at its mid-December meeting, as has been done in the past, there will be a special UCGS meeting on January 22 to approve curriculum changes (this is the Friday before classes begin). Dr. Kreuz expressed his gratitude to Dr. Poston for being open to this change and making it happen. Ms. Tardugno will address the implications this will have for our College's curriculum revision timeline.

g) **UniCAS improvements.** Dr. Kierulff informed reported on two major upgrades:

i) Instead of requiring letter of recommendation writers to create a login, the system will now allow for guest logins, which will be far less cumbersome. This change has already been implemented.

ii) In an upgrade coming on September 7, skip logic will be added. For example, if an applicant indicates they are a domestic as opposed to an international student, the system will skip all the questions that are required for international applicants. This should streamline the application process.

**h) Fall Graduate School enrollment:** Dr. Meredith reported that, as of Friday, the headcount was up 8% compared to last year.

**i) Virtual open houses.** The Graduate School is holding monthly virtual open houses. The last one was on April 29, via Zoom. It ran all day, and about 70 potential applicants showed up. These will be repeated at the end of May, June, and July.

Some colleges and departments are holding their own open houses, and the Graduate School encourages that. If you want to do so, please let Dr. Poston and Dr. Kreuz know.

**j) Virtual student Research Forum.** This was judged to be a success, with over 70 students participating. There were some rough edges, since it had to be thrown together at the last minute, but the Graduate School will learn from this. Even once the university can hold this event face to face again, a virtual forum may continue for the benefit of UMGlobal students.

**k) May graduation numbers.** Dr. Beech reported that, as of Friday, there were 111 PhD graduates for Spring '20. This is up 43 from last year. When fall PhD graduates are included, the total is up by 50 from last year. This is really good news for the Carnegie R1 push.

**l) Virtual hooding ceremony.** This is tentatively scheduled for May 16<sup>th</sup>. It is still a work in progress. Students are submitting pictures, and virtual gown, cap, and hood will be superimposed on them. The pictures will be on a website about a week after commencement.

**m) Fall events.** The new student orientation, teaching effectiveness workshop, and graduate information fair will all still occur. Space in the UC has been reserved, but as a backup, eCourseware will be used like it was for the Research Forum.

The date for the graduate information fair is September 29. It shouldn't conflict with Jewish holidays (this has been an issue in the past, so the Graduate School made a point of checking on this).

n) **Upcoming awards.** Keep in mind that the deadline for Part-Time Master's Fellowship nominations is Thursday, May 7 to the College. Only new graduate students are eligible.

Travel enrichment applications for the Fall '20 cycle will be accepted from June 19 to July 16. The committee will meet, probably virtually, to make decisions on July 27.

## **2. Graduate School personnel changes.**

Since the UniCAS system doesn't require the same workforce in the Graduate School, the four counselors were RIFed and two were rehired. This will allow the Graduate School to hire a systems support specialist, which is now a critical requirement to keep everything operating smoothly. Dr. Kierulff is interviewing candidates this week.

Deborah Holder has retired, but she's staying on through mid-summer to help out.

## **3. Graduate Council: who's leaving, and who's joining?**

We know of a change in Sociology. Dr. Wesley James, we thank you for your service. Joseph Lariscy will be representing Sociology in the fall.

Dr. Keith will be leaving the Council and Dr. McCutcheon will be joining from CJUS. Dr. Mickelson will be the representative for ESCI in the fall and Dr. Burnette will return in the Spring.

Dr. Mickelson will be on parental leave but will still be attending the meetings in the fall.

If anyone else will have a replacement for the upcoming academic year, please let Dr. Kreuz and Mr. Tardugno know who your replacement will be.

## **4. Curricular review timeline, process and procedures for Fall '20 (Tardugno)**

The new curriculum deadline is Monday, October 12<sup>th</sup>. This means that changes need to be on the college review step by October 12<sup>th</sup>. Mr. Tardugno is still trying to get a meeting with Mary Kyle to get the forms filled out. Social Work will have proposals for both courses and program. Physics will have some proposals.

The interface will not be changing this cycle.

Mr. Tardugno will be sending out a spreadsheet to update the hierarchy (signature steps) for Curriculog before the Fall 2020 semester. If anyone has questions, they should contact her.

## **5. New business**

a) New students from abroad (Dr. Christine Powell)

*She would be willing to meet with any department that is having the same concerns. Rebecca Laumann is working on a policy document that she will distribute once it is received.*

A number of concerns were expressed regarding what the fall semester will be like.

## **6. Adjournment**

Dr. Kreuz asked for a motion to approve, which was made by Dr. Groenendyk. Dr. Keith seconded the motion, and all voted in favor.

See you in September!

*Minutes prepared by Victoria Tardugno and edited by Roger Kreuz*