

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

MEETING: August 30, 2021

MEMBERS PRESENT: D. Baker, F. Botelho, E. Choi, R. Cohen, A. Daily, E. Delavega, D. Downey, W. Duffy, A. Guthrie, E. Groenendyk, J. Loftus, J. McCutcheon, A. Mickelson, T. Roche, D. Ruggiero, X. Shen, O. Skalli, J. Topinka, M. Trapp, D. Venugopal

MEMBERS ABSENT: none

PROXIES: none

1. Introduction of new Council members

R. Kreuz welcomed five new members to the Council:

CERI: **Eunseo Choi**, replacing Chris Powell, who is retiring

COMP: **Deepak Venugopal**, filling in for Scott Fleming this fall

ENGL: **Will Duffy**, replacing Jeff Scraba

PLAN: **Andrew Guthrie**, filling in for Charlie Santo, who is on PDA

SOCI: **Jeni Loftus**, filling in for Joseph Lariscy, who is on PDA

R. Kreuz noted that there are also two new interdisciplinary graduate programs, and two new representatives:

Davia Downey, director of the PhD program in Urban Affairs in SUAPP

Vasile Rus, director of the master's program in Data Science

The returning members of the Council introduced themselves to the new members:

ANTH: Micah Trapp

BIOL: Omar Skalli

CHEM: Dan Baker

CJUS: James McCutcheon

ESCI: Andrew Mickelson

HIST: Andy Daily

MATH: Fernanda Botelho

PADM: John Topinka

PHIL: Tim Roche

PHYS: Xiao Shen

POLS: Eric Groenendyk

PSYC: Bob Cohen

SWRK: Elena Delavega

WLL: Diana Ruggiero

2. Approval of the minutes from the April 2021 Council meeting

R. Kreuz asked for a motion to approve the April 2021 minutes, and D. Ruggiero made the motion. M. Trapp seconded the motion, and all voted in favor.

R. Kreuz requested that the Council members review the upcoming deadlines and events on the agenda, and in particular to note that the deadline for curriculum changes this year is only about two weeks away (September 15th), and that the Special Topics deadline is October 1st. All changes and additions should be on the College step of Curriculog by that time.

3. Review of the Council's purpose, schedule, and procedures

R. Kreuz provided the following overview:

The Council serves as the liaison between the College's departments and the Graduate School. It also serves as a conduit between the departments and the Dean's office. R. Kreuz is the associate dean who serves as the Director of Graduate Studies, and in that capacity, he is the chair of these monthly meetings.

R. Kreuz also represents the College at monthly College Directors meetings. These are meetings with the Graduate School and the other eleven college directors, which provides a chance to discuss policies and procedures as they relate to the Graduate School.

R. Kreuz also represents the College at monthly University Council for Graduate Studies, or UCGS meetings. The voting members of the UCGS are the 11 college directors, 14 other faculty elected by their colleges, and the president of the Graduate Student Association.

As the largest College, CAS has three elected voting members (one from each division) who serve three-year terms. Currently, they are Melanie Conroy (WLL), Paul Simone (CHEM), and Leslie Robinson (PSYC). R. Kreuz believes that Melanie and Paul are completing their terms this year, so we will hold elections for new representatives from the humanities and the natural sciences this spring.

R. Kreuz then introduced **Tori Tardugno**, who handles the routine Graduate School paperwork that comes through the College office. The DocuSign forms that Council members deal with should be routed to her. T. Tardugno is also the College's resident Curriculog expert. With regard to paperwork, R. Kreuz handles anything out of the ordinary, such as grade or retention appeals.

CAS Personnel Changes

R. Kreuz reviewed some changes in the College office that the Council members should be aware of:

Associate dean **Dr. Deborah Tollefsen**, who has served for the past six years as the humanities liaison and chair of the Undergraduate Council, is stepping down, as of Wednesday. She is returning to being a full-time member of the Philosophy faculty and is beginning a full-year PDA.

She is being replaced by **Dr. Ladrice Menson-Furr**, who is an associate professor of English and the Director of African and African American Studies. It is R. Kreuz's understanding that she will continue as the AAS Director during the fall term as we search for a replacement. Because Ladrice is an associate professor, her title in the College will be that of assistant dean, per university policy.

Rob Marczynski, who was the assistant director for Interdisciplinary Studies and the pre-law advisor, retired from the university in January. The position was vacant during the spring, but now **Ron Sereno** has been selected to replace him as director. Ron holds a doctorate in divinity and has been an instructor and advisor at the UofM for the past four years.

Finally, **Susan Fitzgerald**, the College's Director of Administration, retired in May. She has been replaced by **Jessica Abernathy**, who was previously the administrative associate in Earth Sciences, and before that, in Political Science.

Council meetings

R. Kreuz reviewed the procedure for council meetings:

Monthly Council meetings will always start promptly at 3:00 so that we can always end by 4:00. Meetings are held monthly (usually the last Monday of the month) when there is new business or significant announcements. The primary purpose of the August meeting is to appoint members to the Council's subcommittees. Please note that we will start a half hour earlier at our November 1 meeting to discuss and approve curriculum revisions.

The agenda for each meeting is distributed electronically (along with any documents) the Wednesday before each meeting, following the Graduate School's meeting with the college directors. A call for new business is made at that time, although you can send R. Kreuz new agenda items at any time. The minutes for each meeting will be taken by T. Tardugno and checked against a recording of the meeting. These minutes are edited by R. Kreuz and then distributed for approval before the next meeting.

In terms of parliamentary procedure, the Council mostly follow Robert's Rules of Order. As its chair, R. Kreuz will make decisions about whether appropriate procedure is being followed, but the following are the primary rules:

- A quorum is required for all votes. It is defined as two-thirds of members, or 13 of the 19 voting Council members.
- Members must be recognized by the chair before they can speak to an issue.
- Motions require a second before they can be debated.
 - No member can speak twice to the same issue until everyone else wishing to speak has had a chance to do so.
- In the interests of time, the chair reserves the right to postpone, limit or cut off debate, or to table motions.

- Contentious or complex issues may be referred to a subcommittee appointed by the chair.
- Motions pass by simple majority.
- As the chair, R. Kreuz an *ex officio* member of the Council, which means that he does not vote except to break ties.

Because of the quorum requirements, it is very important that each department send a proxy if a Council member cannot attend a meeting. As stated in the Council bylaws, if a Council member is absent from *three* meetings during an academic year, that member will be “excused” from the Council, and the department forfeits representation for the remainder of the academic year. Proxies can serve in place of absent members and can vote. If at all possible, please alert T. Tardugno and R. Kreuz about any proxies *before* the meeting.

4. Formation of 2021-22 Council subcommittees

R. Kreuz reviewed the structure and purpose of the Council’s subcommittees:

Each Council member serves on one subcommittee, and sometimes two. Subcommittee meetings are always held at 3:00 on Mondays, which is the same as the monthly Council meetings. Except for the Travel Enrichment committee, each subcommittee has only one meeting each year. Travel enrichment has meetings in October, March, and early August, so members should only volunteer for Travel Enrichment if they think they will be available in early August.

Subcommittees are chaired by one of the three associate or assistant deans:

- Ladrica Menson-Furr (ENGL) chairs the Undergraduate Council and is the humanities liaison.
- Gary Emmert (CHEM) assists with research initiatives and is the natural sciences liaison.
- And R. Kreuz is from PSYC and serves as the social sciences liaison.

There are five committees, with 20 slots, and there are currently 19 voting members on the Council. As an added complication, there are six slots for humanities representatives, but only four Council members from those units, so two will have to pull double duty. T. Tardugno will send out a final list so everyone will know what subcommittee(s) they are serving on.

5. Report on the August 25, 2021 College Directors meeting

R. Kreuz provided the following information:

a) Graduate School Personnel and policy changes

R. Kreuz sent out a list of the Graduate School staff roles and responsibilities, some of which have shifted significantly due to personnel changes:

Mary Kyle's position was eliminated, and she separated from the university earlier this month. Many of her responsibilities are being taken over by **Sheila Jones**. Her title is Systems Support Specialist. For this group, the most important change is that Sheila will be responsible for maintaining and updating the graduate catalog, in conjunction with the registrar.

Speaking of that, there is a new procedure for correcting graduate catalog errors. You should use the IT helpdesk ticket system for this. The registrar's office is promising a 24-hour turn around, so we'll see about that.

Go to the [TigerHelp Self Service Portal](#). The last choice at bottom of page is "Other Request." Click on that, and then on "Undergraduate/Graduate Catalog Correction."

R. Kreuz emphasized that this is for correcting errors of *previously approved* catalog changes only. Council members shouldn't change anything that hasn't been approved by the Council.

Jim Kierulff is continuing as the Director of Graduate School Services (assistantships and WebAdmit, as before), although he is currently working remotely.

Brian Meredith is continuing as the associate dean and his responsibilities include maintaining the graduate faculty status database. He will email the chairs for the annual review soon. Remember, new faculty receive associate status automatically. Requests for full and external status will continue to go through DocuSign.

Christie Rakestraw is the new graduate admissions counselor for CAS. Deborah Holder is helping out part-time as Christie takes over.

As mentioned in the April minutes, that **Peggy Callahan** is the new graduation analyst. She started in the spring. She has decided that the thesis and dissertation checklist will no longer need to be submitted by students, but the list will remain on the website as a resource.

Anna Grisham is continuing as the Recruiting and Retention Coordinator. She will be in charge of organizing the virtual information fair, to be held on October 5 and 6. Since our next Council meeting will be held shortly before that event, she and Dr. Kreuz will be in touch about the fair via email.

b) fall enrollment update

As of Monday morning (census day 6), the undergraduate enrollment is down 5.2% by credit hours, YOY, and down 3.1% by headcount.

Graduate enrollment, on the other hand, is up 3.5% by credit hours and up 2.4% by headcount.

Overall, enrollment is down 3.8% by credit hours and down 1.8% by headcount.

6. New business

R. Kreuz requested new business from the Council members, and there was none.

R. Kreuz thanked the members for their service on the Council. This body can and does make a difference in the lives of our students. R. Kreuz reminded them that in April, they sent a petition, drafted by Dan Baker, to the dean regarding the decentralization of out-of-state tuition, and in late June, upper administration rescinded the change, starting next year. R. Kreuz is sure that that our Council wasn't the only voice speaking out about this, but he is also sure that it gave the dean some ammunition in speaking out against this change. R. Kreuz said that he grateful for their efforts.

7. Adjournment

R. Kreuz called for a motion to adjourn.

A. Guthrie made the motion, which was seconded by E. Groenendyk. All voted in favor.

Prepared by T. Tardugno from notes supplied by R. Kreuz; edited by R. Kreuz