

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

MEETING: April 29, 2024

MEMBERS PRESENT: E. Choi, A. Daily, E. Delavega, D. Downey, W. Duffy, J. Lariscy, T. Maclin, A. Mickelson, E. Nelson, S. Pollard, H. Sable, C. Santo, F. Vivar, T. Watson, B. Zheng

MEMBERS ABSENT: T. Brewster, S. Brown, E. Groenendyk, J. McCutcheon, V. Rus, K. Saghafi

PROXIES: Paul Simone (CHEM for T. Brewster), Amaia Iratzoqui (CJUS for J. McCutcheon)

PRESIDING: R. Kreuz

**1. Approval of the minutes from the March 25, 2024 Council meeting**

E. Delavega made a motion to approve the minutes. E. Nelson seconded the motion, and all voted in favor.

**2. Reports from Graduate School meetings**

**UCGS election (Humanities)**

R. Kreuz announced that Andrei Znamenski (History) has been elected as the humanities representative for the University Council for Graduate Studies. His three-year term will start in the fall and run through Spring 2027. (Bernie Daigle (Biology) and Helen Sable (Psychology) will continue their service representing the natural and social sciences, respectively.)

**April 5 UCGS meeting:**

**a) Transcript evaluation services**

R. Kreuz announced that Dean Tollefsen has created a subcommittee to evaluate another transcript evaluation company. The university currently accepts NACES (the WES), and the subcommittee will consider adding AICES evaluations. Many schools accept evaluations from them.

One issue with this is that different companies may evaluate the same transcript differently, and so students may engage in “evaluation shopping” to find the best one for themselves.

Eventually, the UofM should decide on one evaluation company and could put out an RFP to get a lower rate. One issue is that some state boards, like the one for the nursing school, require specific credential evaluation services.

b) **Health insurance update**

The graduate school website has information on health insurance for students and will be updated over the summer. When the 24-25 premiums are announced, that information will be shared out.

To opt in, students must (1) register for classes, and (2) sign their GA contract. Wellfleet will then contact them to log in, sign on, get insurance cards, etc. Payroll will deduct the \$230 one-time fee.

**April 19 GAAN (Graduate Academic Advising Network)**

**UMDegree audits**

R. Kreuz reported on a meeting was run by Ryan Crews and Peggy Callahan. The system makes it easy to conduct degree audits: it shows the percent of requirements that the student has completed, and percent of credits taken. Students graduating this term should be at 98% (just lacking grades to be posted at the end of the semester). A 99% means that something is wrong with the student's degree audit.

Course substitutions can be added by sending Keri Kerr a new petition. The system takes 24 hours to update and does so overnight.

If Peggy sees that degree progress is less than 98%, she will contact the student and the advisor. Peggy also deals with transfer credits, such as general electives.

Ryan reported that UMDegree is based on the student's catalog year as entered in Banner. This can be updated or changed by Keri Kerr if needed. Over the summer, Ryan will share out a list of students who are at 98% but haven't yet filed for graduation.

R. Kreuz urged the graduate coordinators to review everything by July 1 so that it can be updated for August. Candidacy forms are going away, although Peggy will still accept them.

It was mentioned that a student can earn a degree and go through commencement later if they wish.

**3. NCUR Report**

T. Brewster, A. Daily, and H. Sable attended NCUR (National Conference on Undergraduate Research) in early April and reported on the experience:

- A lot of students stopped by our table.
- For future recruiting opportunities, a booklet for CAS or for each division (humanities, natural sciences, social sciences) would be helpful. With so many

programs, the number of flyers was a lot to manage and organize. A booklet with standardized branding, more images and less text would be cleaner looking and more professional. This could include QR codes for programs and a list of deadlines and materials that required for admission.

- All three agreed that it would be beneficial to attend NCUR again.

Next year's NCUR will be held in Pittsburgh April 7-9. The College's participation is contingent on availability of funds. R. Kreuz said that anyone who is interested in attending should let him know.

#### 4. New business

a) **Reminder: starting in Fall 2024 meetings will be held from 1:30 to 2:30.**

Please note that the first two meetings of the year, in August and September, will be held in the Rose Theater South Lobby. Starting in October, meetings will be held in the UC Senate Chamber.

b) **Confirmation of returning graduate coordinators.** R. Kreuz and S. Warren asked the member to let them know as early as possible whether they will be returning to the Council in the fall.

c) **Curriculum**

a. **Training available over the summer.** S. Warren can provide one-on-one, hands-on training to anyone who is new or needs a refresher.

b. **Start working on changes.** Council members were encouraged to start crafting the text that will go into catalog changes as soon as they have time for that task.

c. **S. Warren will let Council members know when the new forms are ready.** Once the forms are in the system, it will be a simple matter of copying and pasting prepared text into them.

R. Kreuz thanked the Council members for everything that they do for our graduate students.

**Adjournment:** T. Maclin made a motion to adjourn. P. Simone seconded the motion, and all voted in favor.

*Minutes prepared by S. Warren based on notes from R. Kreuz and a recording of the meeting; edited by R. Kreuz.*