

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

MEETING: September 9, 2019

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

MEMBER ABSENT: D. Burnette

PROXY: A. Mickelson (proxy for D. Burnette)

1. Introduction of new Council Members

Dr. Kreuz asked the new Council members (D. Baker, A. Daily, D. Ruggiero, C. Santo) to introduce themselves. Four new members who had previously served on the Council were also introduced (S. Fleming, J. Haddock, M. Trapp, and J. Topinka). A. Mickelson, who had previously served on the Council, was present as the proxy ESCI.

No Minutes. The Council did not meet in May because there was no new business, and the minutes from the last Council meeting, held on April 1, were approved by a passive e-mail vote in early May (no corrections or additions were offered).

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

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 represents the College at the monthly College Directors meeting (a meeting with the Graduate School and the other ten College Directors). He also represents the College at the monthly University's Council for Graduate Studies meetings.

The University Graduate Council is composed of the college directors and 13 other faculty elected by their colleges. As the largest College, CAS has three elected members (one from each division of the College), who serve three-year terms. Currently, they are Melanie Conroy (WLL), Paul Simone (CHEM), who are both new, and Dursun Peksen (POLS) who is continuing.

Schedule

College Council meetings will always start promptly at 3:00 so that they will end by 4:00. Meetings are held monthly (usually the first Monday) when there is new business or significant announcements. In September, Council members are appointed to the Council's subcommittees. In October, curriculum revisions discussed and approved. This meeting starts earlier, at 2:30.

The agenda for next meeting will be distributed electronically (along with any documents) one week before each meeting. The minutes for each meeting will be taken by V. Tardugno, edited by R. Kreuz, and distributed for approval at the following meeting

Procedure

Robert's Rules of Order are (mostly) followed; major points and exceptions are the following:

- The chair will make decisions about whether procedure is being followed
- A quorum is required for all votes (two-thirds, or 13 of the 19 Council members present)
- 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
- 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 is an *ex officio* member, which means that he doesn't vote, except to break ties

Importance of proxies

According to the Council bylaws, if a committee member is absent from *three* meetings in 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 on Council motions
- If at all possible, please alert V. Tardugno *before* a meeting if a proxy will be present

Event reminders

Please refer to the Upcoming Deadlines and Events at the top of the agenda.

3. Formation of 2019-20 Council subcommittees

Each Council member serves on one (sometimes two) subcommittees. Subcommittee meetings are always held at 3:00 on Mondays (the same as Council meetings). Except for the travel enrichment committee, each subcommittee has only one meeting. Travel enrichment has meetings in October, March, and early August. Members should only volunteer for the travel enrichment subcommittee if they plan to be in town in early August.

There are five committees, with 20 slots (and 19 Council members). An additional complication is that there are six slots for humanities representatives, but only four Council members from that division, so two have to pull double duty.

The subcommittees are chaired by one of the three associate deans:

Deb Tollefson (PHIL) chairs the undergrad council and is the humanities liaison
Gary Emmert (CHEM) assists with research initiatives and is the natural sciences liaison
Roger Kreuz (PSYC) is the social sciences liaison

The Council members were assigned to subcommittees (list attached).

4. Report on the College Directors meeting and the University Graduate Council meeting (August 28 and September 6)

a) **Enrollment update.** As of today, graduate enrollment is up by 102, to 4,174 (2.5%)

b) **Graduate Faculty status.** The old post-retirement plan has gone away, so new policies are needed. Retired or resigned faculty can request a 3-year continuation of status, which can also be extended. It is designed to allow faculty to *complete* service on existing committees (as chair or member). They can't start service on a new committee. The process is initiated by faculty members by writing a memo to Dean of the Graduate School (via DocuSign).

The Adjunct research co-mentor category going away. It is not needed because all adjuncts can co-chair. It affects a small number of those with graduate faculty status.

c) **Carnegie I efforts.** This is the year to spend money on research. GA tuition contracts and all other PhD spending counts toward research. August graduations won't count toward our R1 bid, so departments should encourage students completing their degrees this summer to graduate in May (they can still participate in commencement in August). The Graduate School stands ready to assist with this.

5. Information Fair table staffing. A request was sent out last week. The Graduate School needs a list of staffs by Friday. These can be faculty or graduate students. Send your lists to V. Tardugno as soon as possible.

6. New business

a) **PhD time to completion.** The dean is monitoring this closely. The five-year average across departments (not students) is 6.9 years.

- CHEM is the shortest, at 5.8 years
- MATH is next, at 6.0 years
- with the exception of one department, the other six PhD programs have averages ranging from 6.4 to 7.0

Dr. Kreuz asked if this is a statistic that departments actively monitor, and virtually all Council members responded affirmatively.

b) **Special topics deadlines.** The dates are October 1 for Spring term, and February 1 for Summer and Fall terms.

c) **Graduate faculty status.** Expired members to be deleted on October 31. The deadline for new and renewing applications to the College is December 2.

Dr. Kreuz asked if there was any new business to be brought before the Council.

R. Cohen brought up the change in to the GA tuition policy. Under a new system established this spring, GA tuition for out-of-state and international students is capped at ten hours, which means that the departments must pay for tuition over this number. The policy was changed during the spring recruitment period, which adversely affected some students and departments. R. Kreuz asked the Council members to let him know which departments were affected, and how much money was involved.

R. Cohen made a motion to advocate for a return to the prior GA tuition system. J. Haddock seconded the motion. After some discussion, 17 Council members voted in favor, one voted against, and two abstained. Dr. Kreuz said he would report the discussion and the vote to the dean.

7. Adjournment

Dr. Kreuz asked for a motion to approve and a second, and all voted in favor. The meeting was adjourned at 4:00.

Minutes prepared by R. Kreuz.