

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

MEETING: September 12, 2016

PRESENT: B. Burraston, R. Cohen, M. Conroy, R. Cox, S. Fleming, E. Groenendyk, T. Hagen, K. Hicks, W. James, C. Lessman, S. Neely-Barnes, C. Powell, S. Roakes, T. Roche, J. Scraba, P. Simone, J. Topinka, D. Unowsky

ABSENT: none

PRESIDING: R. Kreuz; S. Fitzgerald, recording secretary

Approval of minutes from the May 9, 2016 meeting
○ minutes approved with minor edits

Announcements and Discussion

New Council members

Dr. Kreuz welcomed Scott Fleming (Computer Science), Eric Groenendyk (Political Science), and John Topinka (Public & Nonprofit Administration) to the Council.

University Graduate Council meeting

Dr. Kreuz reported the following from the September 2nd meeting:

- Graduate enrollment is up by 4.8% compared to last year. The Colleges of Nursing and Public Health saw the biggest enrollment increases.
- The SGA travel fund has been increased to \$65,000. Students should be encouraged to apply for these funds as well as CAS Travel Enrichment funds.
- A priority for this year will be graduate certificate programs. There are now 44 of these, and they can provide non-degree students with a taste of graduate school. They can also function as a “gateway drug” to get students to enroll at the master’s level. Interested students must be admitted to the Graduate School as non-degree seeking students.

Dr. Kreuz asked about people’s experiences with Decision Desk:

- Susan Neely-Barnes stated that she did not receive the link and was advised to contact Jim.
- Robert Cohen voiced his concern over the timeliness of implementation, stating that his program has a December 5 deadline for applicants, and he fears the program will not be in place in time to use it. Roger suggested giving the office a strict deadline and plan to use what Psychology already has in place if the deadline is not met.

- Robert Cohen and others also voiced concern that links on the grad home page don't work and that graduate coordinators need to know the correct links.
- There were also some complaints regarding the "sandbox": some people did not get the right email; some encountered error messages when trying to save files; others stated that the new integrated document contains a lot of information that is not useful or necessary for graduate coordinators; some email notifications seem to be going to junk mail.
- Dr. Kreuz encouraged all to voice their concerns to Jim.

Dr. Kreuz reminded the representatives that the names of table staffers for the Recruitment Fair are needed by September 14. He has heard from only three departments so far, and the names of the staffers are needed by Wednesday. The names are needed because of catering. It is important that all departments be represented; perhaps some graduate students would be willing to staff the tables if faculty are unable or unwilling.

Dr. Kreuz discussed curriculum changes in light of the adoption of the U of M governing board. The new process may not be a lot different from the old process, but the TBR step will be eliminated. THEC approval will still be required.

- This year's process is the same as last year's. Everything is due to the Graduate School on October 17; triage will be on November 7-8.

Dr. Kreuz reviewed the advance planning for NCUR. There will be thousands of juniors and seniors coming to the U of M for this. Departments are encouraged to have open houses to welcome these students.

- This could be an excellent recruiting opportunity.
- Susan Neely-Barnes asked if some times would be better than others for scheduling department events for students, and Dr. Kreuz will check on this.

Graduate program application and deadline decisions

Dr. Kreuz requested this information on June 21 and asked for a response by July 20. As of today, he has received responses from 13 departments, and is still waiting for six others.

Graduate School student forms

Dr. Kreuz encouraged the representatives to tell their administrative assistants to send Graduate School forms to Scates as they arrive, and not all at once, right before deadlines. As a case in point, he mentioned that last Thursday was the candidacy forms deadline, and that he received dozens of these forms on the afternoon they were due. Some of them had been signed in July, so it wasn't an issue of students being late. Dr. Kreuz has to sign them all, and they have to be scanned and taken to the Graduate College. The College office is still short-handed, so Dr. Kreuz encouraged the representatives to tell the people in their departments who process the forms about this issue.

- Dr. Kreuz emphasized that departments should not hold documents until they have a group, and they should not use campus mail for delivery of time-sensitive forms.

- These deadlines are important, since students' graduation dates can be postponed if paperwork isn't submitted on time.
- It is always a good idea to scan and retain copies of the documents in case they don't reach the required destination.

Graduate course fee information

Dr. Kreuz requested this information on August 26 and asked for a response by September. 2. As of today, he has received responses from 15 departments. Because the Catalog does not specify in the course descriptions that extra fees might be required, he is trying to collect accurate and complete information so that students will not be blindsided.

Online Graduate Faculty Status application process

Dr. Kreuz reminded the Council that the new application process was introduced in the late spring, and that Jim Kierulff demoed it for the Council during the May meeting.

- The online system is not mandatory (and can't be used by faculty outside the university, since a U of M UID is required to access the system).
- The deadline for those whose status expires this year is September 30.
- The applicants have to enter their chair's and Dr. Kreuz's names and e-mail addresses on the form (not Dean Nenon's).
- The paper application option will continue indefinitely, particularly for those at other institutions who are seeking affiliate status.
- Regarding the timeline, Dr. Kreuz noted that he processes and approves online and paper applications daily, while the grad school approves once them in batches once a month.
- If correct e-mail addresses are entered into the online applications, automatic confirmations will be sent.

Graduate headcount spreadsheets

Dr. Kreuz reminded the Council members that the graduate headcount spreadsheets are due by September 14. He requested this information on August 10, and as of today, he has received responses from eight departments

Miscellaneous announcements

Susan Fitzgerald proved a brief update about the status of Sharon Harber. She is back at work with a flexible schedule.

The next meeting starts at 2:30, a half hour early to allow time to discuss proposed curriculum changes.

New Business

- Bob Cohen asked about the progress of allowing more than one person to edit the catalog; there is no answer on that at this time.

- 2016-2017 Graduate Council subcommittees

Debra Turner is developing a Dynamic Forms system for the PDA and Travel Enrichment applications. The goal is to reduce the number of documents required to one per application.

Dr. Kreuz announced the following changes in subcommittee chairmanship:

- 1) Associate Dean Abby Parrill will chair the PDA and Distinguished Research Awards subcommittees.
- 2) Associate Dean Deb Tollefsen will chair the Early Career Research Awards subcommittees
- 3) Associate Dean Roger Kreuz will chair the Travel Enrichment and Graduate Student Awards subcommittees.

Professional Development Assignments (PDA):

Social Sciences: Katherine Hicks
Humanities: Jeff Scraba
Natural Sciences: Sanjay Mishra

Distinguished Research and Engaged Scholarship:

Social Sciences: Bob Cohen and Susan Roakes
Humanities: Melanie Conroy and Tim Roche
Natural Sciences: Thomas Hagen and Chris Powell

Early Career Research Awards (ECRA):

Social Sciences: Susan Neely-Barnes
Humanities: Melanie Conroy
Natural Sciences: Chuck Lessman

Travel Enrichment:

Social Sciences: Burt Burrasten and Wes James
Humanities: Dan Unowsky
Natural Sciences: Paul Simone

Graduate Student Awards (GAMTA/Morton Thesis/Part-time Master's):

Social Sciences: Nikki Detraz and John Topinka
Humanities: Jeff Scraba
Natural Sciences: Scott Fleming

Adjournment at 4:00.

Notes taken by Susan Fitzgerald; minutes written by Roger Kreuz