

**Graduate Committee
Meeting Minutes (Approved)
Wednesday, Feb. 15, 2012
2:00 pm to 4:00 pm
ML1027**

Present: Claudia Pragman (COB), Cindra Kamphoff (AHN), Bob Sorensen (CSET), Melissa Purdue (A&H), Jennifer Pepperell (COE), Bobby Bothmann (Library/Unaffiliated), Nancy Fitzsimons (CSBS)

1. Update Cindra – FA Executive Meet and Confer
 - a. Cindra provided a summary of the meeting.
2. Update Bobby – FA Executive Committee meeting
 - a. Bobby provided a summary of the meeting. Committees were instructed to refer to the January 19, 2012 Governing Documents Update for three elements that are required in committee charges. Nancy has a copy and will incorporate the language into the revised charge the committee is developing.
3. Graduate Research Conference Survey (Bobby)
 - a. Discuss results
 - i. Bobby provided a summary.
 - ii. Faculty seem to split on if we should have a Graduate Research Conference.
 - iii. The data suggests that graduate students should be presenting at a national level.
 - iv. For some programs, the April date is difficult.
 - v. There appears to be general agreement that the graduate conference should not be combined with the undergraduate conference.
 - vi. We discussed the importance of having grant money connected to the conference.
 - vii. While we can have the conference, the larger issue is supporting a culture of graduate student research.
 - viii. A conference does not cost that much if food is not provided.
 - ix. We discussed the importance of thinking outside the box and not trying to duplicate the URC. Perhaps we could create a forum where faculty and graduate students discuss the research they are conducting. Perhaps the conference should be an event where faculty and graduate students present their research. Perhaps the event could have a broad theme in which faculty and student submit proposals that fit within the theme. The theme could vary by year. Perhaps a nationally/internationally recognized keynote speaker could be invited to speak. Suggested the conference needs to be more external focused than internal focused. Create an event in which the larger community attends. Faculty and students should be sharing their knowledge beyond the university community. Perhaps the event is held in the summer. The world does not operate on the academic calendar. Some graduate programs run year-round. Perhaps a weekend event would draw much more from the larger community.
 - b. Recommendation to Interim Graduate Dean
 - i. Ideas will be shared with the Interim Graduate Dean at the Sub Meet and Confer.
 - ii. Recommendation will be made that a summary report be drafted and disseminated to faculty and administration.

4. TA Lines (Melissa)

a. Discuss concerns

- i. Melissa discussed the increased enrollment and decreased number of TAs in the Department of English. Their program is growing, but their number of TAs is declining. The demand is increasing, but support is decreasing. Committee members wondered about how many programs rely on TAs to teach UG introductory courses?. Identified biology, speech communication, and English as three programs we are aware of.
- ii. Another issue is with the timeline of determining the number of graduate assistants that will be funded by the colleges. Some departments/ programs do not know the number of GA positions funded by the Deans until July or August. As a result graduate programs are losing qualified students because of the timeline we use right now.
- iii. We discussed the emphasis to grow our graduate program, but the lack of support for when we do that at the graduate level. Specifically, we discuss how our graduate assistantships are not growing with the need and how there does not seem to be sufficient support for growing graduate programs.
- iv. Discussed the lack of GA/RA/TA positions in the summer. Graduate education and research does not neatly fit in a fall/spring academic calendar. Another concern is TAs in the summer do not get tuition remission.

b. Next Steps

- i. We will bring these concerns up at the Graduate Sub Meet and Confer next week.
- ii. Consider designing an online survey to get data to better understand what is going on related to GA/RA/TA positions and impact on UG programs and graduate programs.

5. Proposal Discussion (see email attached excel spreadsheet)

- a. Recommend: 2053, 3320, 3321, 3322, 3324, 3348, 3403, 3486, 3585, 3624, 3629, 3630, 3631, 3632, 3633, 3634, 3635, 3636, 3637, 3638, 3639, 3640, 3641, 3642, 3678, 3679, 3680, 3703, 3714, 3723, 3725, 3726
 - i. These were approved.
- b. Most proposals were well-written, reflecting higher order SLO and 400/500 level courses with clear graduate student enhancements.
- c. Discuss:
 - i. 3563 (Discussed the rationale. Approved.)
 - ii. 3323 (Most written as SLOs, however a few written as objectives. Nancy will send an email and attach the SLO document for them to review in the future. Approved.)
 - iii. 3512 (This course is a new course not a modified course. Nancy consulted with Chris Mickle regarding the proposal. We will not recommend and direct the author to resubmit as a new course proposal. Nancy will contact the author).
 - iv. 2829 (Nancy talked with Chris Mickle and UG credits transfer to Grad credits does fall within University policy. Discussion occurred. Approved).
 - v. 3598 (Nancy recommended the faculty member upload undergraduate student learning objectives so we can see the difference between the graduate and

undergraduate classes. Pending additional information on undergraduate student learning objectives).

- vi. 3710 (Nancy clarified proposal. Approved.)
- vii. 3387 (Discussed occurred on the SLOs. Approved.)
- viii. 3713 (It is only a title modification. Approved.)
- ix. 3727 (We discussed the SLOs and how it makes sense for this course. Approved.)

*Bobby discussed the need to follow up on withdrawn course proposal that are required or elective courses for other program.

6. Graduate Committee Charge

- a. Review revised draft
 - i. Nancy summarized the changes she made based on our recommendations.
 - ii. Discussion occurred on the changes.
 - iii. We would like to get this agenda by next week's FA meeting.
 - iv. Send Nancy feedback/edits.

*Nancy will review the draft sent by Interim Dean Ries of the Graduate Faculty Status for the Policy and Procedures Manual. A revised version will be submitted to faculty and discussed at our next meeting in March.

Information Items:

Graduate Faculty Meetings

- February 15 (firm)
- March 14 – Nancy cannot attend. Bobby will chair.
- April 4

Graduate Sub Meet & Confer

- January 25 CSU 256
- February 22 CSU 256
- March 21 CSU 256
- April 25 CSU 256

Prepared: Cindra Kamphoff

Edited/Reviewed: Nancy Fitzsimons, chair