University Board of Graduate Studies Minutes
of the 2/5/15 meeting


Also Present: Melody Baker (note taker), Kevin Gibson, Craig Pierce

Excused: T. Gerry Bradley, Sumana Chattopadhyay, Ana Garner, Heather Hathaway

The meeting was called to order at 2:00 p.m. and the agenda was approved with a minor change.

Reports:

Graduate Interim Dean –

Dr. Gibson, the recently named Interim Dean of the Graduate School, announced the changes that have taken place since Dr. Hossenlopp was named as the Vice President for Research and Innovation, which comes with a move for both her and Melody Baker to new offices. He commended Dr. Hossenlopp for all the good work she accomplished with the UBGS and Graduate School in the years that she served both.

Dr. Gibson also brought up some program proposals that will be coming forward from the College of Communication and College of Business, and because they are minor changes, proposed distributing them by email to the UBGS for approval.

Graduate Assistant Dean –

Mr. Pierce reported that applications are down, in part because Nursing is using a new system that has not enabled the graduate school to include these applications in their numbers of total applications. Admissions are up about 3% and he believes we are on track with last year’s numbers. He also noted that the grad school is trying some extra methods to increase applications and matriculations.

Asked if extra resources are being granted to improve recruiting efforts, Dr. Gibson said he has brought this need to the attention of the Office of the Provost. Mr. Pierce added that the Grad School is still providing money for departments to use for recruiting, but not all departments are making use of those funds.

UBGS Chair – no report

Business:

UBGS Innovation Fund Proposals (Dr. Linda Salchenberger, Associate Provost for Academic Planning and Budgeting) -

Dr. Gibson announced that he submitted a pre-proposal for an interdisciplinary master’s degree on behalf of the UBGS.

Dr. Salchenberger joined the meeting and explained that she works with the interim provost on enrollment planning. After engaging Huron Consulting last year to look at
admissions and recruitment for undergraduate programs, she is working on a plan to have Huron Consulting evaluate graduate enrollment. After initiating this, she learned that the UBGS was thinking of submitting a proposal for a similar study.

Dr. Salchenberger described the process Huron would use to evaluate graduate enrollment. This would include collecting data on applications, pricing, financial aid, and delivery methods, as well as looking for new niche markets for revenue generating programs, and examining existing graduate school structures and processes.

Asked about Huron’s ability to evaluate grad programs, she feels very confident they will give an equally qualified evaluation as they did for the undergraduate enrollment. They will start with Business, Communication, and Engineering.

Dr. Salchenberger then asked members if the UBGS would serve as the steering committee. A member voiced concern that it would not be possible to add graduate programs to departments without significant resources. Dr. Salchenberger proposes to create a business model that will provide some investment to begin new programs. To balance that out, some programs that have been lagging may be discontinued to reallocate funding for growing programs. Recommendations would be vetted before any action is taken. Huron hopes to meet with the UBGS for a presentation. Dr. Salchenberger estimates the report would be completed before the end of the academic year.

Another member commented that most doctoral students do not pay tuition, so to increase enrollment in such areas, departments would need more graduate assistantships. In order to increase master’s students, better advertising would help. Incentives are also important. Members also wondered how Huron Consulting gathers data. Dr. Salchenberger responded that they will do an analysis of admissions data (who applies, who accepts, who goes elsewhere), look at secondary data (GMAT), hold student focus groups, and faculty, chair, and dean interviews.

Members briefly discussed their involvement later in the meeting and Dr. Caulfield said she will make sure members receive the proposal before deciding to commit.

Dr. Caulfield described a proposal she has written for submission to the innovation funds. The proposal would grant students who successfully completed the Nonprofit Alliance requirements a Certified Nonprofit Professional (CNP) credential. This would be available to students across programs who are interested in careers in non-profit. In answer to a question, this program would not compete with the Trinity program (the Trinity program is unable to fill all the non-profit requested placements). Dr. Caulfield also explained how the program would sustain itself after the initial start-up. The members are supportive of Dr. Caulfield submitting this proposal on behalf of the UBGS.

New program proposal for nurse anesthetists (Dr. Margaret Callahan, Dean of the College of Nursing and Interim Provost) –

Dr. Callahan presented this proposal, noting that it is a program that has been of interest to the College of Nursing for some time. Finally, after some initial reluctance, MCW is now ready to partner with MU to start a program. The curriculum has been set, and after a required site visit in fall of 2015, the goal is to start the program in fall of 2016.
Dr. Callahan proposes 10 students per year to start and expects it would grow to 12 – 15. Dr. Callahan also has a goal to keep the clinical experience requirements close to the Milwaukee area. The proposal projects that this program will generate $400k extra revenue for the university by year 5. Dr. Callahan expects to be able to recruit high quality students from within WI. A .5 director of the program who is a CRNA would oversee it.

The proposal has the full support of the president of Froedtert Health who is supportive of the team based model of anesthesia care finally taking hold in Wisconsin. Dr. Callahan will be seeking space at Froedtert in close proximity to the operating rooms. There was some brief discussion after Dr. Callahan left the meeting and then Dr. O’Brien left the room for the vote.

A motion was made to vote on the proposal for the new program. A vote was taken with 7 to approve, and 1 abstention.

Faculty Forum, March 24th, 2:00 – 3:30pm (Each member come prepared to identify what is viewed as the most important and likely achievable five actions listed under table top topics from the attached document “Joint Faculty Forum.” Example: Table Top Topic 1: Connecting more Students into Research, a listed action is: Designing curriculum structure that could be a requirement for all students)

Due to a lack of time today, Dr. Caulfield asked members to send her five actions.

Dissertation Outline Format [Members to relay feedback received from their departments.] –

Dr. Gibson explained that a policy is not necessary, just an understanding of what is required to make the first 3 pages standard format, emphasizing that the outline is meant to assist students. Dr. Abbott asked to be able to leave sections D, E, and F blank and include all relevant information about the research problems, materials, and methods in the Outline attachment (section G), which Dr. Gibson and Mr. Pierce are in agreement with.

Regarding the final dissertation format, after some discussion, the departments need to decide a style for their department, and chairs and directors need to be responsible to see that it is adhered to. Dr. Gibson proposed a review by the graduate school after the spring semester set of dissertation submissions. A recommendation was made to be clearer on what the expectations are.

Review of the Graduate School mission statement –

Dr. Gibson recommended the addition of some action words. Members were in agreement of updating this statement and were asked to send recommendations to Dr. Gibson.

Due to a lack of time, the agenda item, Discussion regarding having an OMC representative at UBGS meetings, will be moved to the next meeting. The meeting adjourned at 4:07pm.