University Board of Graduate Studies Minutes
04/09/2015
Raynor Conference Center C


Also Present: Kevin Gibson, Craig Pierce, Mary Wacker (note taker)

Guests: Gary Meyer, Jeanne Simmons

Excused: Sharon Chubbuck, Heather Hathaway

The meeting was called to order at 2:05 p.m. Minutes from the 3/5/15 meeting were approved by voice vote.

Reports:

Graduate Interim Dean: Kevin Gibson

Assistant Dean Craig Pierce will be retiring on May 29. Dr. Gibson noted the loss of both institutional memory and bonhomie that will result in Craig’s departure from Marquette. The position of Assistant Dean has been filled by Carl Wainscott, who has served for ten years in the Graduate School, most recently as Director of Graduate Admissions. Dr. Gibson also introduced Mary Wacker, has joined the Graduate School as assistant to the dean, serving as note taker for the UBGS.

The position of Graduate Dean will be posted soon, and it is the goal of the university to fill the position in June to facilitate a July start date. The search for a new associate dean will be postponed until a new dean is in place, and it is hoped that the new associate dean will be in place by August 1st. Members are encouraged to spread the word to individuals interested in the job.

The Graduate School hosted the Association of Jesuit Colleges and Universities (AJCU) graduate administrators’ conference March 18-22. The event was well received, and President Lovell spoke on the importance of graduate education and the significance of graduate education to the university. It was thrilling to hear those comments in public.

Applications are down and acceptances are slightly down, but matriculations are at the same level as last year. Dr. Gibson expressed appreciation for Carl Wainscott and the graduate school’s staff for hosting an admitted student day to increase matriculation rates by welcoming accepted students.

This committee approved the proposed changes in the COMP and COMM programs via email poll. Dr. Gibson expressed appreciation for facilitating this process, noting that COMM is now able to market a rebranded, exciting program within a year.
Graduate Associate Dean: No Report

Graduate Assistant Dean: Craig Pierce

Applications are down 4% from last year, admissions are down 13%, but matriculations are on target, so we are doing a good job university-wide to convince students to accept offers of admission. We have a normal yield of 40% matriculation, but there remains room for improvement. These decisions are sometimes driven by financial aid offers.

The declines in acceptances can be primarily traced to three programs.

- In Arts and Sciences, Religious Studies has had a large program and intended to downsize. In Philosophy the university has seen an 80% admission rate, and many of these applicants are without financial aid and either do not matriculate or leave after a semester. These programs have been streamlined by design.
- In Education declines in applications are assumed to be the result of Act 10. Fewer teachers are seeking advanced credentials.
- In Nursing the decline in applications is largely due to the timing of a new common application system, which is different from our other graduate programs. Implementation of the Centralized Application System (CAS) was not as smooth as we hoped. We continue to offer a strong nursing program and application numbers are expected to rebound next year.

AN INPR outline that arrived too late to be included with the agenda will be emailed to all board members later today. This is the unique case of an international student seeking degree status for the fall. He has been in communication with the graduate school and is working to complete his faculty committee by confirming verbal commitments from three and acquiring a necessary fourth member. Board members are asked to read the outline and vote electronically by April 17th indicating whether or not the outline is acceptable, contingent upon the applicant completing his committee.

UBGS Chair: Jay Caulfield

Dr. Caulfield noted that this will be her last UBGS meeting, and expressed the need to have UBGS officers assigned for next academic year. With Dr. Abbott on sabbatical in the spring of 2016, and Dr. Hathaway on sabbatical all of the 2015-2016 academic year, there is a need for a new chair and a new secretary. Board members are asked to consider serving.

Dr. Caulfield noted that her experience as chair has been pleasant. With two meetings a month – an agenda planning session of approximately an hour, and one regular meeting per month, the commitment has been manageable.
**Business:**

**Academic Integrity Policy: Gary Meyer**

Dr. Meyer presented the plans for the rollout of a new academic integrity policy for graduate students. He noted that this policy will not apply to Law and Dental students, who have departmental policies in place.

Dr. Meyer provided literature and explained the process of developing the university’s academic integrity policies over the past five years. Since meeting with the UBGS last year, the university has adopted a statement on academic integrity for undergraduate students which includes an online tutorial, honor code and an honor pledge. A tutorial for graduate students has been developed, and next year all graduate students will complete the graduate tutorial as part of the registration process. The focus of the graduate tutorial is more on research and is interactive in nature.

An honor council has been formed consisting of 23 faculty, students and administrators, reflecting representation throughout all campus constituencies. The council is charged with the adjudication of all misconduct cases previously handled within colleges or the graduate school in order to provide consistency and justice, as well as the ability to track and record incidents.

Unlike undergraduate cases, all graduate cases of misconduct will come before a hearing board, in order to reflect the expectation that graduate students are to be held to a higher standard. The hearing board will consist of two faculty members, two students, and the dean of the graduate school or his or her designee. The hearing will determine whether misconduct occurred or not, and will recommend appropriate consequences. The results of the hearing will be sent to the dean for consultation. The dean’s office will communicate the results to the student, the faculty, and the registrar. In cases of expulsion or suspension the consequence will be noted on the student transcript. Other consequences will be coded by the registrar and sealed in the student’s permanent records.

The board discussed the lack of an expedited review process for graduate students. Dr. Meyer reiterated that the committee’s purpose was to hold graduate students to a higher standard of expectations. The board discussed the need for the tutorial to explicitly address the consequences of taking blocks of information from the internet, as well as other practices that students might not have been taught are unacceptable, or might not fully understand due to language barriers.

An honor council director is being sought from within the faculty, and a half time teaching load buyout will be offered to manage the council, and board members were encouraged to recommend possible candidates.
The board suggested that evaluation of the tool after a year might provide valuable feedback and tracking.

The board thanked Dr. Meyer and his committee for the time they have put in to this task. Dr. Meyer urged the board to continue to offer feedback.

**INPR Concept Paper**

The board was asked to consider a proposal involving theology, psychology, and philosophy. The board voiced concern that this proposal was overly ambitious. Dr. Gibson reminded the board that their role is to approve the concept so that the student can begin coursework and prepare an outline or to send it back to the student for further review.

Dr. Lee suggested that the board could offer her advice rather than create an impediment to future exploration. Dr. Saunders offered to meet with her to discuss his concerns and offer guidance. John Jentz suggested that the library staff could also be of support in this process. The board voted unanimously to approve the concept paper, as well as to provide advice as the student moves forward.

**Master in Leadership Studies Changes**

Jeanne Simmons and Felissa Lee presented the proposal to terminate the Master in Leadership program specializations in Nonprofit Sector Administration (NPSE) and Public Service (PUBS). These programs were moved from the College of Professional Studies to the College of Business Administration in 2014. For students interested in continuing a specialization within the master in leadership program, existing specializations in Health Care Administration and Sports Leadership exist. There is a commitment to maintain classes for those in process through offerings in existing programs. Dr. Gibson reported that the proposal to terminate the specializations was developed by the Graduate School of Management, and that the academic planning team has endorsed it. Drs. Caulfield and Lee excused themselves. The remaining board voted unanimously to approve the proposal to discontinue these programs.

Dr. Caulfield distributed the Program Approval Grid, and noted that the procedure it outlines differs in process from the faculty handbook guidelines 2.03, and suggested that the two documents be brought into agreement. After discussion, the board approved a motion to table the matter until a new provost is on board, as the entire process may require clarification at that time.

**Officers for Next Academic Year**

Dr. Gibson asked who will be returning for the next academic year and put out a call for volunteers to accept the roles of UBGS and Secretary. Dr. LaDisa offered to discuss the opportunity to serve as chair with Dr. Mike Johnson to gauge interest while others
contemplate the opportunity. It was noted that Dr. Johnson has recent experience and could provide continuity to the board. The decision on new officers was postponed to the May meeting and members were encouraged to consider service.

Dr. Abbott volunteered to chair the May meeting, as Dr. Caulfield will not be in attendance. The board extends thanks to Dr. Caulfield for her excellent service as chair.

**Innovation Fund Proposals**

Dr. Gibson and Dr. Caulfield withdrew a previously submitted proposal for innovation funds since there is currently no permanent place for the nonprofit management program.

**OMC Representative**

The board discussed the benefit of having a representative from the Office of Marketing and Communication invited to meetings to provide greater exposure to the decisions made by the UBGS. It was also suggested that it might be beneficial to invite a member of university advancement to attend meetings occasionally for the same purpose. Members discussed the benefit of having a broader exposure within the university, and recommended that the monthly agenda planning meeting would be an appropriate time to determine whether or not agenda items warrant such invitations. The board offered consensus to move forward on this recommendation.

The next meeting of the UBGS will be held on Thursday, May 7, 2015, Raynor Library Conference Center C

The meeting adjourned at 3:40 pm.

Respectfully submitted,

Mary C. Wacker
Administrative Assistant to the Dean of the Graduate School