UBGS MINUTES

To: UBGS Members
From: Jeanne Hossenlopp
Date: 5-3-12
Re: University Board of Graduate Studies
Approved Minutes of the May 3, 2012 UBGS Meeting

Excused: Margaret Bull, Stephen Guastello
Also Present: Melody Baker (note taker), Erin Fox, Tim Melchert, Craig Pierce, Carrie Pruhs

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

Reports:
Report from the Graduate Dean
Dr. Hossenlopp reported that she has now met with over half the master’s and Ph.D. programs on enrollment baseline data. These conversations will be useful for strategic and resource planning for next year.
Also, an Associate Dean has been hired to start August 1, but has not been publicly announced yet. She thanked Dr. Melchert for all his good work for the graduate school over the years he has served in that position.

Report from the Graduate Assistant Dean
Regarding last month’s discussion of a policy for failure of dissertation defense, Mr. Pierce reported that in a search of colleges, most do have policies, and only two would not allow a second attempt. When asked, most MU DGS’s thought there should be a policy. Some additional considerations members asked for today, if the board goes forward with this:

- Modify dissertation form to include a “second chance” check box (the committee should vote to grant a second chance).
- Separate the defense from the dissertation itself. Clarify the need for revisions vs. the granting of a second chance for the defense.
- Who should approve a second chance, just the committee or the DGS/Chair? Need input from departments.
- Can dismissal due to failure be appealed? This is a grade, so the appeal should remain within the department. But if it is procedural, then it could be appealed to Grad School.
- Is this a problem? Are there legal ramifications to consider? And if so, what is the protocol?
- Advisor needs to prevent defense until student is ready, but sometimes students will insist on the defense. Closely examine the role of the committee to prevent this from happening in the first place.
- A more common event is when the Chair has lower expectations than the committee members.
- Do we need an instruction session for potential chairs?
• We should require committees to get together at least every “x” months, and for both masters and PHD.
• An explanatory form or instruction sheet for how to advise both master’s and PHD may be useful.
• If a second defense is granted, require someone additional to attend – either the department chair, someone from Grad School, etc.
• Differentiate between failing the defense itself, and the entire study failing.
• Is there a step where the study is approved? Yes, the dissertation outline.

It was agreed this topic will be revisited in the fall.

Report from the Committee Chair
Dr. Griffin reported that a draft copy of UBGS annual report was sent to Academic Senate which meets on Monday. The report will be updated if any actions are taken today.

Business:
BREC (Broadcast and Electronic Communication) - COC wants to end the Specialization
Dr. Erik Ugland joined the meeting and explained the rationale, which had been sent to members ahead of time. Dr. Ugland said no one has been in this specialization for several years and there are currently no BREC specialization students. The department has also changed its name and focus (Digital Media). The area and terminology of BREC is disappearing. Students who did apply for the BREC specialization have been channeled to other areas. There were no questions from the members.

A motion was made to discontinue the BREC specialization and seconded. A vote was taken and the motion passed unanimously.

Common Assessment Surveys
Dr. Hossenlopp discussed the results with chairs. The first two outcomes are addressed by all programs. Four programs do not assess the third outcome, but they may not have interpreted it as broadly as they should; this can be brought up with DGS’s at their upcoming meeting. Nine programs do not include the fourth outcome (ethics, etc.) in their assessment plans. Some wonder if Responsible Conduct of Research (RCR) could count. Training for RCR is open to everyone. This should be discussed further, as in how it should be demonstrated, and how is it assessed differently among programs, especially in clinical programs. Should a knowledge base be assessed, should behavior be assessed, should integrity be demonstrated? We need to make sure all students, undergraduate and graduate, are learning how to conduct research appropriately. One member commented that the dissertation would serve that purpose for PhD students. Also, students are asked about this on the exit survey.

Members were reminded that this was supposed to be information to post to departmental websites, but not for the UBGS to manage. Considering that nine programs are not doing any assessment in terms of ethics, does the UBGS want to take further action? There was some discussion about the responsibility of the grad school and UBGS in all this. Dr. Caulfield shared that there is a portion of the assessment report that goes to the provost’s office that will be posted to the web. It was pointed out that the UBGS has provided what is
needed to be in compliance in preparation for the accreditation review, and departments have been informed about the need for outcomes and assessment. Even the head of HLC said that grad programs should not be involved in same process as u/g. Grad programs have built in measures (DQE, etc.). It was agreed that this will be presented to the DGS’s and that the UBGS’ work on this is complete.

**Vote on vice chair and secretary**

Dr. Johnson will be assuming the chair position. Dr. Caulfield is willing to be a candidate for secretary and Dr. Halula is willing to be a candidate for vice chair. A vote of acclamation was taken for both of these positions and candidates, and passed unanimously.

In the future, Dr. Griffin recommends looking at the officer terms in relation to the member terms, which don’t match up.

**Priorities for next year**

Dr. Griffin suggested as topics for next year:
- Strategic planning for graduate programs
- Meeting with Fr. Pilarz

Other topics suggested are:
- Diversity recruitment
- Relationship between UBGS and DGS
- Relationship among Milwaukee area graduate programs
- Term overlaps
- Dissertation fail policy

In closing Dr. Griffin expressed his enjoyment as serving as the chair during his tenure. Dr. Johnson asked members to send any additional ideas for next year to him. The meeting adjourned at 3:00pm