UBGS MINUTES

To: UBGS Members
From: Jeanne Hossenlopp
Date: 5-5-11
Re: University Board of Graduate Studies
Approved Minutes of the May 5, 2011 UBGS Meeting

Excused: Ed Fallone
Also Present: Melody Baker (note taker), Tim Melchert, Craig Pierce

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

Reports:
Report from the Graduate Dean –
Dr. Hossenlopp reported that she made a presentation yesterday on the goals and strategies for graduate education and research to a subcommittee of the Board of Trustees.

Report from the Graduate Assistant Dean – no report

Report from the Committee Chair – no report

Unfinished Business:
Enrollment Baseline Report –
Mr. Pierce distributed a handout sharing selected details of the report and explained how it was organized. He pointed out that the report is considered confidential as the information has only been shared with the individual departments, which have seen only their department’s report. It is proposed to run this report every fall and submit it to the departments every October.

In response to a question, minuses appearing on the financial data sheet are expenses, items that are other than tuition revenue.

In response to another question, grant income is included in the scholarship credits. Stipends are kept separate from tuition revenue.

Discussion of proposal to extend the timeframe for required completion of Ph.D. to eight years (continuing beyond that would require an appeal) as a component of the federal satisfactory academic progress reporting requirements that are linked to financial aid eligibility –
Mr. Pierce explained that, under new federal guidelines, if a student does not maintain satisfactory academic progress they would lose financial aid. They can appeal, but the appeal is only good for the next term and would have to be repeated for every subsequent term. Members were provided with data showing the current length of time to graduate and, based on this data, it was proposed to change the time to degree to eight years.

Dr. Bull shared that the College of Nursing recommended eight years for their PhD and seven years for their DNP. It was pointed out that the social sciences and humanities typically require more time than others to complete their degree. It was recommended that the requirement maintain a deadline in order avoid losing financial aid, and be kept separate from the time that students should be encouraged to complete their degree in. Departments should establish clear milestones for students and
workloads for various disciplines should be kept in mind. It’s possible that the loan repayment plan would also kick in once financial aid was denied.

A motion was made to establish a policy of eight years of enrollment in order to complete a Ph.D. (programs may set their own, stricter requirements). It was seconded, a vote was taken and the motion passed unanimously.

*Diversity Issues in recruiting, enrollment and retention – please take a look at the following materials from the Council of Graduate Schools: http://www.cgsnet.org/portals/0/pdf/Inclusiveness_Resolution.pdf http://www.cgsnet.org/portals/0/pdf/am10_Chubin.pdf*

Dr. Hossenlopp shared the above links in order to discuss goals for diversity in the student population and how a better climate could be fostered to attract more diverse students. Capturing information electronically from the applications was discussed. The suggestion was made to ask about ethnicity in an optional way and to define several different types of diversity (ethnic, gender, disability, etc). A survey of Jesuit schools showed that they all put a request for diversity descriptives on their applications. It was pointed out that students are already used to providing information on other forms. It was also pointed out that the information is requested on NIH training grants.

Another issue is being able to attract applications from diverse groups and it would be useful to have a way to measure methods of attracting diverse students. Some questions to consider are: How many of the diverse applicants are admitted? And, are the recruited students successful in completing their programs?

Dr. Hossenlopp would like to hold meetings to discuss methods of encouraging diversity beyond the application itself. For example, five-year support packages may be necessary for doctoral students. Dr. Hossenlopp will discuss ideas with Office of General Counsel next and asked members to send her ideas about good practices for increasing diversity in the meantime.

*Graduate Learning Outcomes –*

Dr. Griffin described the long history of this document, started three years ago and undergoing numerous changes. Dr. Gary Meyer sent his comments on the document to the UBGS and requested the board to look at it again next year. The document may be related to the mission and should be considered supplemental. Dr. Griffin pointed out that one issue is that the outcome and the preamble need to be better linked. A suggestion was made that if an assessment person is hired by MU, that person should be brought into the UBGS process, whether it be in a subcommittee or with the UBGS as a whole, so it can be completed in a timely manner. It was recommended to emphasize that detailed assessments are done at the program level, while this is a broader assessment.

**New Business:**

*Annual Report of the UBGS –*

Dr. Griffin will be attending the next Academic Senate meeting to present the annual report of the UBGS. He briefly discussed what is included in the report.

*Agenda topics for AY12*

Members suggested the following topics for next year’s agenda:

- Mission of graduate education at Marquette
- Relationship between UBGS and DGSs
- Graduate learning outcomes (again, still)
- Diversity issues on recruitment, retention, and enrollment
- Cooperation between Milwaukee area graduate programs
- Academic Integrity
- Fr. Pilarz appearance at the UBGS

*Memberships expiring –*

Dr. Griffin listed the members (5) whose terms are expiring and a couple people said they will be staying on for another term. Dean’s will appoint replacements for the others.
Election of officers (two-year terms) -
Chair – Dr. Griffin agreed he will continue as chair for another year.
Vice Chair – Dr. Johnson was nominated, was agreeable, and was appointed by acclamation.
Secretary – Jay Caulfield volunteered to continue as secretary and the committee agreed by acclamation.

The meeting adjourned at 3:27pm.