University Board of Graduate Studies Minutes  
of the 9/5/13 meeting

Present:  T. Gerry Bradley, Jay Caulfield, Sharon Chubbuck, Ana Garner, Robert Griffin,  
Kim Halula, Heather Hathaway, Jeanne Hossenlopp, Mike Johnson, Alison Julien,  
Maureen O’Brien, Kelsey Otero, Daniel Rowe, Stephen Saunders

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

Excused:  Felissa Lee

The meeting was called to order at 2:04 p.m. and the agenda was approved.  
Introductions of all present were made.

HLC Presentation: Higher Learning Commission Grad Program Update –

Dr. Gary Meyers and Dr. Toby Peters were introduced and gave copies of the Briefing  
Document to everyone. They described the process and criteria that were used in preparation  
for the HLC site team visit. October 1st 2:00pm is the proposed time for the UBGS and COR to  
meet with the HLC. In preparation, it was recommended that members especially read  
chapters 3 and 4 of the Briefing Document. Members are also invited to attend the Monday,  
September 30th, 4pm open forum for faculty. The full document, as well as other information  
is posted on the website:  http://www.marquette.edu/accreditation/index.php  .

Reports:

Graduate Dean –

Dr. Hossenlopp reported that as the goal steward for the strategic planning theme  
Research in Action, she will be calling on members for input.

Program evaluations are being re-launched under a new streamlined process and will  
now be managed by the Provost’s office. Dr. Hossenlopp briefly described the revised process.  
The development of a Comprehensive Enrollment Plan has also been set as a priority  
for this year. Dr. Hossenlopp will be leading a focus group on Graduate and Professional  
Education, and needs two faculty and a student representatives. Dr. Johnson will be asked to  
assist with finding faculty representatives.

An issue that was raised with the COR is the increased costs for Graduate Student  
Health Insurance for assistantships. Grad students had to start paying a portion a couple of  
years ago due to rising costs, but the international student policy went up substantially.  
International students are mandated to take the insurance. The Grad School is providing a  
higher subsidy to international students (compared to domestic students) but the international  
students are still facing higher out-of-pocket costs this year. Risk Management selects the  
plan, but in the future, the Office of International Education (OIE) will be consulted and results  
will be communicated to DGS’s. In addition, each year OIE figures a cost of living estimate for  
Milwaukee, and this year the lowest stipends fall below that estimate. Dr. Hossenlopp has  
requested a budget increase to remedy this.
Graduate Associate Dean –

Dr. Gibson described his responsibilities as associate dean as a way of introduction. He reported that the revived Grad Student Organization (GSO) is very active, ambitious, and conducting a graduate student needs assessment. He then introduced member Kelsey Otero who chairs the GSO. Ms. Otero briefly described the activities of the GSO, stating their 3 pillars: advocating for grad student needs, community building, and professional development. She encouraged anyone who knows a grad student with concerns to refer them to the GSO.

Dr. Gibson went on to describe the Preparing Future Faculty (PFF) program. Other items reported are that a new RWAR (Required to Withdraw for Academic Reasons) system is in place, NIH-funded students will be required to have a professional development plan written and a template is being devised to assist them.

Graduate Assistant Dean –

Mr. Pierce thanked everyone who worked towards enrollment and handed out figures on the Fall 2013 Enrollment Status, noting that the goal for credit hours was surpassed. He will be starting the Fall 2014 estimates next. Mr. Pierce also reported figures for applications, admissions, and matriculations, which showed increases in all. Dr. Johnson asked if the rise in matriculation correlated with the rise in stipends and Mr. Pierce said he could look at that data.

UBGS Chair –

For the benefit of new members Dr. Johnson described the focus of the UBGS this year, which largely includes strategic planning in regard to graduate programs and research. He will be coordinating with the Committee on Teaching and Committee on Research on related topics. Interdisciplinary PhD (INPR) policy and proposals will also be an agenda topic.

Business:

Commencement Policies –

Dr. Hossenlopp reported that this December will be the last December graduation ceremony and she asked members for their opinion on whether something should be offered to students graduating in December. Professional students are traditionally recognized by their Dean. While master’s students can choose to participate in the May ceremony depending on the timing of certain requirements being fulfilled, traditionally Ph.D. students cannot walk until all requirements are completed. Dr. Hossenlopp is proposing a hooding ceremony in December for doctoral students, although students could choose to skip the December ceremony and participate in the following calendar year university-wide May ceremony. Dr. Julien described the graduation procedure the Law School hosts in December when they have a smaller group graduating. It is much more casual and intimate, faculty do not wear regalia, and lunch is served to graduates and their families.

The number of participants at the December commencement has typically been 40 - 50% of the number that show up in May (estimated 150, master’s and Ph.D.’s combined). Those who normally participated in the December ceremony in the past were August and December graduates, and yes, it was because they did not anticipate completing in time to
participate in the May ceremony. Dr. Hossenlopp asked if people are interested in designing some type of ceremony, and what would faculty be willing to do.

Opinions and concerns offered were:

- **Students should be involved.** This is a graduating student’s last memory of Marquette University. It is the university’s responsibility to provide a ceremony for the student who has invested their education in Marquette to receive a degree.
- **There are budgeting concerns:** because it is the university’s responsibility
- **A ceremony is needed for students who start working in December and would not be able to return for the May ceremony.**
- **A December ceremony won’t matter much to some departments due to departmental cycles.**
- **There is an issue when people apply to walk, but do not fulfill the requirements to graduate.** It would be wise to make a distinction between **commencement** and **graduation** (diploma). Also, include disclaimer on the program list.
- **Eisenberg Hall could be used for the ceremony, refreshments could be served.**
- **Concern – would faculty show up for hooding their students?**
- **The timing of any December ceremony would have to be soon enough after finals before students leave town.**
- **Concern – with the added attendees at college ceremonies there will be increased space needs in May.**

*Carnegie Classification discussion* –

Dr. Hossenlopp described what the Carnegie Classification is, changes that have been made, and what data rankings are based on. Handouts used at the Dean’s Council Retreat were shared with members and Dr. Hossenlopp explained where MU is in the rankings and why. The Carnegie Classification will be a focus this year on how we define strategic areas. Dr. Hossenlopp will send the full set out data out per member request, and post it also on the SharePoint site.

As the data was discussed, it was asked what is the benefit of the Carnegie classification? It was also discussed whether doctoral programs that don’t seem to be producing Ph.D.s should be closed. Some opinion is that it would not be helpful unless there is a significant number of TA’s that could be reallocated to programs capable of producing more. There are already not enough assistantships and more need to be funded. There was also opinion that Marquette’s rankings are very much tied to the number of faculty lines. Retiring faculty will also create a shift in numbers, as newer faculty bring more research productivity.

It was discussed how TA’s and RA’s are used in different departments. TA’s often have little time to work on research. RA pay is now counted towards NSF-reported R&D expenditures. It was recommended to build TA lines to grow the university, by using use salary recovered from retirements to fund tuition scholarships and TA’s. Meanwhile, in the short term the university could provide resources needed for students to complete.
Dr. Hossenlopp also reported it was discovered that due to some research expenditures not being separately budgeted, they were not counted as research expenditures. Corrections are being made and this should go towards improving the ranking. Discussions will be continued next month.

**INPR review** –
Dr. Johnson described the history of the INPR and the UBGS responsibilities for the program, which just had its first internal program review last year. This year the UBGS will be focusing on specific action items for the INPR and Dr. Johnson will be sending out more information before the next meeting. Dr. Gibson estimates 3 proposals will come to the UBGS this year. The subcommittee on one proposal will decide whether it is ready to go on the October agenda.

**UBGS procedures** –
Dr. Johnson went over the procedures draft that he wrote up after last year’s meeting. Discussion on this will be continued next month.

The meeting adjourned at 3:58pm.