University Board of Graduate Studies Minutes  
2/4/2016  
Raynor Conference Center C

Present: Amy Blair, Margaret Bull, Sharon Chubbuck, Robert Griffin, Kim Halula, Michael Johnson, Katie McKeown, Stephen Saunders

Excused: Gerry Bradley, Alison Julien, Felissa Lee, Stephen Merrill

Present (Non-voting): Cynthia Ellwood, Carriane Hayslett, John Jentz, Mary Wacker (note taker), Carl Wainscott, Doug Woods

The meeting was called to order at 2:01 pm by Dr. Johnson.

Minutes of the 1/14/16 meeting were approved via email by a majority of the Board.

Reports:

Graduate Dean – Doug Woods

- Funding Model Subcommittee Update: Dean Woods outlined the composition of the graduate funding allocation work group. Work group members will be appointed by deans, and Arts and Sciences will have two representatives. There will also be representatives from UBGS, GSO and the finance department. Once the group is assembled he will speak with the three individuals who previously volunteered from UBGS to select a representative.

- Recruitment Survey Results: Results of the Graduate School survey of graduate directors regarding department recruitment efforts were presented. Most efforts being put forward at the department level are responses to inquiries rather than recruitment, and most departments are spending little or no money in recruitment efforts. Three quarters of those surveyed supported the concept of a Graduate School recruiter to coordinate efforts. These results were also presented to DGSs at meetings earlier this week. Results will be taken into account as the Graduate School considers fundamental restructuring.

- An update on plans for Ph.D. hooding confirms that doctoral students will be hooded on stage at the May, 2016 Commencement. They will march in and be seated on the floor, be called to the stage with their academic advisors for hooding, and then remain seated with the stage party. Dr. Woods reiterated that the president and provost support a ceremony that reflects the wishes of the students.

- The Graduate School will administer four $5000 summer funding fellowships this year. ORSP will provide workshop training in how to seek funding sources, and the fellows will be announced April 15. Dr. Woods asked for three UBGS members who have had external sources of funding in the past three years to serve as reviewers for the fellowship applications. Volunteers will be sought next month.

- The provost is still working on what the incubator program will look like and where it will be housed.
Graduate Associate Dean – Carrianne Hayslett

Dr. Hayslett reported that the Graduate School will be meeting with a prospective INPR student next week.

Graduate Assistant Dean – Carl Wainscott

Mr. Wainscott noted that there have been additional INPR inquiries but the lack of merit-based funding seems to be a stumbling block. Committee work on recommendation for improving Graduate School practices continues. DGS involvement is being sought to provide balanced representation.

UBGS Chair – Mike Johnson

Dr. Johnson provided follow up on the actions of the Academic Senate. All terminations presented to UBGS in December and January were approved. The new programs presented in December for the Master of Athletic Training and Corporate Communication were also approved. The Ph.D. in Occupational Therapy proposal has not been brought to the UAS yet, as it is still being reviewed for facility and finance needs.

Business

1. Alumni Awards Structure Discussion – Doug Woods

Dr. Woods has met with advancement and opened the discussion to add recognition to Graduate School alumni as part of the annual all-university alumni awards, beginning in April 2017. Individual departments are encouraged to keep offering their current awards.

Dr. Woods asked the Board to consider potential names and types of awards, considering what might be the most effective ways to engage graduate alumni. The Board noted that it can be good public relations for a program to host a celebration when one of their own alumni are recognized in this way. It was suggested that creating open-ended categories that are broad and not program-specific provides the opportunity to find exciting and creative candidates. Possible categories could include distinguished service, or living the mission. Such elevation of alumni will also serve to motivate current students to such service. Dr. Woods noted that offering such awards creates the opportunity for alumni to return and reconnect with current faculty and students. While each program should be recognizing their own alumni, these awards have the potential to increase awareness of graduate education campus-wide.

2. Graduate Student Experience Survey – Katie Ruetz, Director of Graduate Admissions

Graduate School Director of Admissions Katie Ruetz provided an overview of the upcoming graduate student satisfaction survey to be distributed with the assistance of Ruffalo Noel Levitz (RNL) consulting services. The firm has provided a survey template of 100 questions, 20 of which will be Marquette-specific and created by us. RNL will provide national comparative data with
which to assess the results. Ms. Ruetz asked the Board to offer feedback on potential questions for our local section of the survey, which will be distributed to all current graduate students with the goal of receiving data analysis by April. This data will inform the upcoming strategic planning process in the Graduate School.

The survey is expected to take 20-30 minutes for each student to complete, and incentives to participate are recommended. The Board expressed some concern about the length of the survey. Ms. Ruetz indicated that RNL does not allow us to abbreviate the survey.

Based on prior university surveys, RNL suggests that we can anticipate a 20% response rate. The Board asked that efforts be made to boost the response rate. The Board suggested that a pre-notice be sent to all graduate students, as research indicates such pre-notification will increase the expected rate of return. The Board recommended that titling of the survey make it clear that it is for graduate students only.

The Board asked if biasing factors will be evaluated, in lieu of an expected low response rate. Noting the work of Don Dillman, the Board asked that we inquire whether RNL calibrates results if return rates are low, as this data will be generalized to a larger population.

It was suggested that Marquette-focused questions might consider mission, admissions, and advising and instructional effectiveness.

New Business

1. Purpose and Functions of the Graduate School Discussion – Dr. Woods

Dr. Woods asked the Board for both historical perspective and feedback on what they see as the purpose of the Graduate School. He is seeking clarity and transparency as the Graduate School moves forward with planning for the future, and sought input on how the Graduate School has evolved and what model should guide future changes.

The Board noted that these are questions that haven’t been asked previously. Dr. Johnson suggested that there is a need for a composite group that represents all graduate studies for the university, and that a meeting of the leadership of all graduate education groups involved might be beneficial. The Board noted that changes to the functions and purpose of the Graduate School represent a larger discussion of culture change on campus.

2. Discussion of Program Review Process - Dr. Woods

Dr. Woods asked the Board for discussion on how decisions are made regarding the administrative housing of academic programs, and the process of graduate program reviews. He noted that the Academic Senate charge to the UBGS is to make recommendations regarding graduate programming and review, but that the academic planning process is now out of the hands of the UBGS.

Dr. Johnson noted that the scope and workload of conducting academic reviews historically placed a significant burden on the Graduate School. Board discussion followed.
Dr. Woods noted that he will continue this discussion with the provost and provide follow-up to the Board.

Announcements

John Jentz announced that he will be retiring in March. Congratulations and thanks for his service as library liaison to the Board were heartily extended.

The next meeting of the UBGS is scheduled for Thursday, March 3. The meeting was adjourned at 3:15 p.m.

Scheduled meetings for 2015-2016 Academic Year:

All meetings to be held in Raynor Library Lower Level, Conference Room C

March 3, 2016
April 7, 2016
May 5, 2016

Respectfully submitted,
Mary C. Wacker