University Board of Graduate Studies Minutes
5/5/2016
Raynor Conference Center C

Present: Amy Blair, Patricia Bradford, Margaret Bull, Sumana Chattopadhyay, Robert Griffin, Kim Halula, Michael Johnson, Katie McKeown, Stephen Saunders

Absent: Gerry Bradley, Sharon Chubbuck, Felissa Lee, Stephen Merrill

Present (Non-voting): Cynthia Ellwood, Carrianne Hayslett, Tom Marek, Carrie Pruhs, Mary Wacker (note taker), Carl Wainscott, Doug Woods

Guests: John Mantsch, Steve McCauley, Gary Meyer

Welcome
Dr. Johnson welcomed the group and called for any discussion prior to approval of the April 7, 2016 UBGS minutes. There being no discussion, the minutes were approved unanimously.

Reports

Graduate Dean (Woods)

- Enrollment numbers for fall are positive. The Graduate School of Management numbers are slightly down, but combined graduate numbers are up 2.3%. Undergraduate deposits are up for fall.
- Preliminary results of the Ruffalo Noel Levitz graduate student satisfaction survey have been received. The response rate was 37%, providing valid data. Responses offer plenty of opportunities for the Graduate School to improve the experience of graduate students.
- Twenty-eight doctoral students applied for the 2016 summer funding fellowships and four excellent candidates were selected. Dr. Woods thanked those who served as reviewers. The summer fellows include two students from health-focused disciplines, one from a STEM discipline, and one from a humanities discipline. Students who were not selected have been offered the opportunity to receive a travel voucher in the upcoming academic year if they follow through with their proposed funding application and notify the Graduate School. The funding fellowship competition was a positive experience.
- The graduate funding model task force continues to consider options for creating a new method of distributing graduate funding. A preliminary model is being discussed, and the task force will review the model with actual numbers at their next meeting later in May.

Graduate Associate Dean (Hayslett)

- The deployment of a new process of training students in the Responsible Conduct of Research (RCR) will begin next academic year. Dr. Hayslett gave an overview of the proposed changes to the RCR program, which will now blend online modules and face-to-face workshops, and will comply with the requirements of the NIH.
- The Preparing Future Faculty and Professionals (PFFP) program will see a significant change in the coming year. Dr. Hayslett offered the history of the program and explained revisions, which will provide a series of concentrations to meet the needs of students seeking careers in teaching, alternate academic careers, and professional fields. The Board asked about the possibility of allowing students to skype into the face-to-face sessions, and noted that the research components do not fit well with the humanities as presented. Dr. Hayslett will look into expanding the opportunities to meet the needs of all students while making sure we are offering quality experiences. Dr. Johnson asked the
Board to look through the proposed offerings to see how they fit with individual programs, and to offer feedback to Dr. Hayslett.

**Graduate Assistant Dean (Wainscott)**

- The Graduate School continues to work on launching the academic advising component in CheckMarq for the 2017-18 academic year. Work also continues on updates to the continuous enrollment process.

**UBGS Chair (Johnson)**

- The Academic Senate received the annual report from the UBGS at their last meeting, and also approved the revisions reflecting the new combined role of the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School, submitted by the UBGS, with modifications.

**Discussion Items**

- **Biomedical post-bac sequence proposal for dental school prerequisites. Discussion with Dr. John Mantsch**

  Dr. Mantsch was invited to discuss a proposed new 12-month post-baccalaureate sequence of courses to be administered by the College of Health Sciences, with the purpose of building the academic experience of students seeking admission to dental school. The goal will be to strengthen skills in the biomedical sciences, with an emphasis on urban and rural health. The proposal not only supports the university’s strategic goals, but also fills a need on a national scale.

  Aimed at students who are not initially admitted to dental school, the largely referral-based program will provide a path to dental school with guaranteed interviews upon completion of the program, with the goal of direct entry. Open initially to 15 students, Dr. Mantsch indicated that there is room for growth both at Marquette’s dental school as well as other dental schools nationwide.

  The program is priced competitively and brings a unique focus on public health. A public health specialist will be brought in. Students in this program will not earn a university credential such as a certificate, and will not be eligible for federal financial aid. Students will be admitted in non-degree status.

  Dr. Woods and Dr. Johnson noted that, while the UBGS may not be required to approve this program, they wanted to know the Board’s opinion.

  There was concern about the number of undergraduate level courses in the program. Dr. Mantsch indicated that the list is based on what currently exists and that the goal is to retool the program to advance offerings at the 5000-7000 level. Course selections were made with the approval of the dental school.

  The program hopes to start in June, 2017, making the first class eligible for dental school entry by fall, 2018.

  The board moved (Halula) and seconded (Griffin) a statement of support for this project. The Board approved unanimously.

- **Fall strategic planning for the Graduate School (Woods)**

  The University Board of Trustees has agreed to move forward with releasing detail on the strategic plan, and it is now time for colleges to move into alignment with the larger plan. The Graduate School does not currently have a strategic plan, so will be developing one this fall that aligns with the strategic goals of the university. This process will differ from each department’s planning, as it will include planning for graduate funding, new programs, student culture, and the internal needs of the Graduate School office. Dr. Woods asked the Board how they and graduate studies directors might participate in this process.
After discussion, it was suggested that two or three UBGS representatives, as well as a representative sampling of DGSs and student representation, could work with the Graduate School staff on this process. The planning will begin in the fall and be complete by mid-December, 2016. Dr. Woods plans to have materials out to the planning group to consider by early summer.

- **Family leave policy for graduate students — discussion with Mr. Steve McCauley**

Mr. McCauley, who administers the leave of absence policy for Marquette staff in the human resources department, was invited to provide information on the university leave policy, as the Graduate School works to better articulate its own leave policy regarding graduate students. Marquette maintains a clear delineation between students and staff, and the family leave issue is totally separate from the issue of health care. Family leave for students falls outside the federal regulations for such leaves of absence. Regardless of decisions of policy, it was noted that the forms and instructions available to students need to be revised.

There are two distinct policies, governing parental accommodations and family leaves of absence. The language must be carefully considered, and legal counsel should be consulted on the policy language.

Dr. Hayslett explained why the graduate school must temporarily withdraw students while they are on parental leave. The withdrawal stops the clock on their progress toward completion of their degree. The Board discussed other ramifications, such as the inability for students to access the library and other student services during a leave.

Dr. Johnson asked how the UBGS can assist in the development of this policy. It was noted that there are past and current instances where students have needed parental leave, and one difficulty in drafting policy is their dates of departure and return do not always coincide with the start and end of academic terms. The Board indicated that the current policy does not help these students celebrate what is happening in their lives, and they often need to keep working for financial reasons.

The Board urged the Graduate School to develop a policy that is consistent with the Marquette mission. Mr. McCauley suggested that the policy should be clearly articulated on the web and at student orientation. From a risk management perspective, there may be a need to clearly indicate that students with medical issues before and after birth must receive approval from their medical professional before returning to work. Scheduling of leave can be done on a case-by-case basis, but the policy should be consistent across the university. The Board noted that this is a significant social justice issue – one that affects women disproportionally.

- **Meeting absence and replacement procedures (Johnson)**

Dr. Johnson reported back on the issue of replacing Board members who miss meetings, and the UAS acknowledged that this may need to be addressed on a more global scale. Dr. Johnson presented his proposed amendment to the UBGS practice statement:

> "Extended absences: A UBGS member who anticipates extended absences, for example due to sabbatical or teaching schedule conflicts, is asked to have the unit they represent identify replacements for the relevant time period in a manner consistent with unit practice."

The Board gave unanimous consent to the practice statement amendment.

**Action Items**

- **Approval of INPR Concept Paper (Wainscott)**

Mr. Wainscott opened the discussion, noting that this student has an excellent academic record and good support from her employer. She has done her homework in preparing this concept paper. The Board asked
about the prerequisite course issue. The Graduate School does not intend to force any student into any course, and it is a departmental decision regarding the student’s preparedness for proposed courses. Dr. Johnson reminded the Board that initial approval is for the first 12 credits in non-degree status, and there will be a more developed proposal to be considered and approved before admitting the student. Moved by Bull, Second by McKeown to approve the concept paper. The Board agreed unanimously to approve.

- **Approval of INPR Proposal (Wainscott)**

Dr. Johnson opened the discussion by sharing a concern that this proposal was received with little time for the Board to consider it for approval. Because of the limited time for consideration, he asked that members be very confident of their approval if they chose to give it. An informal poll of the room indicated that not all Board members had sufficient time to fully read and consider the proposal. It was noted that this is the final meeting of the UBGS until September, and the last time to approve this proposal in time for the student to begin course work in the fall term.

After discussion, the Board moved to create a subcommittee of the UBGS (moved by Griffin, seconded by Chattopadhyay) to review the proposal and submit a recommendation to the Board for an electronic vote over the summer. The motion was approved unanimously.

The Board asked that the guidelines for approval of INPR proposals in the future include language requiring that candidates submit their full proposal to the UBGs one month in advance of anticipated Board action.

**New Business**

- **HLC requirement for credentialing faculty – discussion with Dr. Gary Meyer**

Dr. Meyer addressed the UBGS to explain the Higher Learning Commission (HLC) requirement that universities document that faculty have the necessary qualifications to teach courses. In the fall, The UBGS will be charged with developing and implementing these changes, but first they will go through shared governance to receive input.

Dr. Meyer explained that this is not a new policy, but that HLC is now asking institutions to articulate their own policies, and to follow them. Marquette is not necessarily the target of such an expectation, as we tend to comply with this expectation already.

Most of our faculty qualify on credentials, but there may be cases where credentials are not fully met, but instructors have a level of experience that meets the requirements of the department.

The HLC expects compliance by September, 2017. There is a parallel group at Marquette currently working on compliance, because in order to meet the deadline there needs to be planning about upcoming hiring. The benefit of this goal is to put qualified people in front of our students.

The Board asked if there are models elsewhere. Dr. Meyer indicated that there really are not. The Board asked if the goal is to have flexibility, and Dr. Meyer affirmed that he expects most departments to choose flexibility to bring in the people best situated to teach in their program.

Dr. Johnson asked what the UBGS can do to advance this process. Dr. Meyer indicated that it might help to have a subcommittee of the UBGS ready to consider and discuss this issue in the fall. The Board suggested that the Graduate School communicate this topic to the DGSs. Dr. Meyer affirmed that it would be helpful to know the starting point each department uses when considering faculty qualifications, and that it is best to focus on tested experience rather than other criteria. Units should consider establishing minimum thresholds.

It was also noted that the policy makes an exception for teaching assistant supervised by faculty. This is, however, a good time to talk about graduate students who teach classes, and whether or not they are receive
appropriate training and mentoring to be successful. Units need to know that students are being trained, and need to document their procedures.

- **UBGS reps and leadership for 2016-2017 (Johnson)**

Dr. Johnson announced that he is leaving the university in the fall of 2016. Dr. Griffin moved to recognize and thank Dr. Johnson for his outstanding leadership and dedication to the UBGS. The motion was approved by acclamation.

Dr. Bull noted that she is retiring, and will thus rotate out of Board leadership as well.

Dr. Griffin announced that he is stepping down from his role as UBGS rep from the College of Communication. He has served 19 consecutive years on the Board, including service as Board Chair, and was given a round of applause from the Board in thanks for his dedication and service. He noted that this is a committee he truly enjoyed attending and serving.

In light of the changes in personnel on the Board, decisions about new leadership were tabled until the fall.

The meeting was adjourned at 4:12 p.m.

Respectfully submitted,
Mary C. Wacker

**Dates for 2016-2017:**

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<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>September 1, 2016</td>
<td>Raynor Beaumier Suite C</td>
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<tr>
<td>October 6, 2016</td>
<td>Raynor Beaumier Suite C</td>
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<td>November 3, 2016</td>
<td>Raynor Beaumier Suite C</td>
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<td>December 1, 2016</td>
<td>Raynor Beaumier Suite C</td>
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<td>January 19, 2017 (third Thursday)</td>
<td>AMU Room 227</td>
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<tr>
<td>February 2, 2017</td>
<td>Raynor Beaumier Suite C</td>
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<td>March 2, 2017</td>
<td>Raynor Beaumier Suite C</td>
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<tr>
<td>April 6, 2017</td>
<td>AMU Room 227</td>
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<tr>
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