University Board of Graduate Studies Minutes  
9/1/2016  
Raynor Conference Center C


Absent: Felissa Lee, Stephen Saunders

Present (Non-voting): Carrianne Hayslett, Jenny Staab (note taker), Carl Wainscott, Doug Woods

Welcome

Dr. Woods and Dr. Halula welcomed the group, and the meeting began with introductions.

Reports

Graduate Dean (Woods)

- The Graduate School has recently undergone a reorganization which has led to the creation of three new recruiter positions, one for allied health, one for STEM, and one for humanities, communication, and education. The recruiters have been reaching out to the Directors of Graduate Studies to see how to work with them to better recruit for their programs. Enrollment has increased by approximately 12% this year.

Graduate Associate Dean (Hayslett)

- Responsible Conduct of Research (RCR) training, which is required for students on particular grants, has been redesigned to capitalize on Marquette’s existing license for the Collaborative Institutional Training Initiative (CITI) online modules. The redesigned RCR training was implemented over the summer. Its implementation continues this semester with three face-to-face workshops.

- The Preparing Future Faculty and Professionals (PFFP) program has been redesigned, moving away from a workshop-driven model, to an outcomes-based model. The outcomes of the three tracks (Faculty, Professional, and Versatile PhD/Alternative Academic) have been aligned with the potential responsibilities of the possible careers associated with each track. The redesign includes a bolstering of the Professional Track and the Versatile PhD/Alternative Academic Track to match the robustness of the Faculty Track.

- Near the end of last year, a subcommittee of the UBGS met to address the language used to communicate the requirements of cross-listed classes (those attended by both upper-level undergraduate and graduate students). The group identified issues to address that outstripped the limited time available at the end of the academic year and decided to temporarily use broad language provided by the Registrar’s Office. This year we need to revisit this issue.
- This year we will also be working to better align Graduate School and department policies and procedures. As we engage in this process, we may bring items to the UBGS.

Graduate Assistant Dean (Wainscott)

- New admissions software.
  We continue to work on launching the new admissions software Slate, which will improve our admissions process and our ability to track student data. It is a tool for reviewing and managing all student interactions, communications, applications, test scores, relationships, and materials.

Business

- New Program Incubator update. (Woods)
  The progress of the ongoing formation of the New Program Incubator was reviewed and discussed.

- Graduate Student Funding Model update (Woods)
  The Graduate Funding Model Task Force continues to consider options for creating a new method of distributing graduate funding. The task force will be meeting again later this week.

- Graduate Student insurance update. (Woods)
  There has been a recent dramatic increase in the cost of health insurance for our graduate students. The history of the situation was presented to the Board as were the various options that are being considered to ease this situation for our students.

- INPR guidelines for chair and committee members. (Wainscott)
  Proposed changes to the guidelines regarding qualifications for the dissertation chair and committee members were reviewed, discussed, and unanimously approved by the Board. The approved changes to the text are in the below excerpts (in bold italics):

  Qualifications for the Dissertation Chair
  The chair must meet these criteria:

  …
  3. Have served previously on two or more successfully completed dissertation committees at Marquette.
  4. If the chair of a proposed dissertation committee has not previously served as a dissertation committee chair at Marquette, at least one other committee member must have previously served in that role at Marquette.

  …

  Qualifications for Committee Members
  Specific requirements include the following:

  …
  5. If it is necessary to replace a member of the committee the student should submit a request to amend the initial approval to the Dean of the Graduate School.
• Election of Chair, Vice Chair, and Secretary of UBGS for 2016-17. (Halula)
  The Board approved unanimously the following:
  Chair: Allison Abbott
  Vice Chair: Sharon Chubbuck
  Secretary: Kim Halula

New Business

• Dissertation Credits. (Woods)
  A review of the current practice for the awarding of Dissertation Credits was presented to the Board. A proposal was put forth that this practice be revised, so that these credits be awarded only to students have been approved to complete their dissertations. This issue will need to be revisited.

• Graduate School Strategic Plan (Woods)
  A committee has been formed with representatives from UBGS, DGS, the Graduate School, and each College, together with the Dean of the Graduate School. The goal is to create a strategic plan for the Graduate School by January 2017 that falls in line with the MU Beyond boundaries plan.

• Program snapshots (Woods)
  We will be providing each program with a summary of data about it, including: historical application/enrollment, student performance and satisfaction, net revenue, external support for graduate students, and preliminary outcomes. The data is meant to facilitate discussions about our graduate programs with the aim of having them become stronger and more competitive.

• 3-Minute Thesis competition
  The Graduate School will be holding a formal 3 Minute Thesis competition February 24, 2017. The 3MT invites Master’s and PhD graduate students to present their research to a lay audience in three minutes or less, using only one PowerPoint slide. This competition will be helpful by giving the students the chance to practice communicating their work to the general public, by giving the campus a high-profile event focused on graduate education, and by providing an opportunity for the Graduate School and home colleges to obtain valuable content for marketing.

There being no more discussion, the meeting was adjourned.

Respectfully submitted,
Jenny Staab

Dates for 2016-2017:

October 6, 2016 Raynor Beaumier Suite C
November 3, 2016 Raynor Beaumier Suite C
December 1, 2016 Raynor Beaumier Suite C
January 19, 2017 (third Thursday) AMU Room 227
February 2, 2017 Raynor Beaumier Suite C
March 2, 2017 Raynor Beaumier Suite C
April 6, 2017 AMU Room 227
May 4, 2017 Raynor Beaumier Suite C