University Board of Graduate Studies Minutes  
Thursday, October 6, 2016, 2-4 p.m.  
Alumni Memorial Union 305

Present: Allison Abbott, Kati Berg, Sumana Chattopadhyay, Sharon Chubbuck, Marilyn Frenn, Margaret Nettesheim-Hoffman, Michael O’Hear

Present, non-voting: Carrianne Hayslett, Tom Marek, Carrie Pruhs, Jenny Staab (note taker), Carl Wainscott, Doug Woods

Guests: Linda Crowe (alternate for Kim Halula), Anne Deahl, Peter Staudenmaier (alternate for Alison Efford)

Excused: Alison Efford, Felissa Lee, Kim Halula, John LaDisa, Stephen Saunders, Sheila Stover

The meeting was called to order at 2:00 p.m. by Dr. Abbott.

Minutes of the September 1, 2016, meeting were approved via email by a majority of the Board.

Reports

Dean of the Graduate School - Doug Woods

- Arthur J. Schmitt Leadership Fellows meeting. Dr. Woods reported on the meeting and reception held on October 5, saying that the directors of the foundation were impressed and happy with how the funds are being used.

- Student health insurance. In response to the recent dramatic increase in the cost of student health insurance, Dr. Woods will be requesting feedback from our graduate students on two options: 1) increase the stipends for all graduate student assistants, or 2) increase the stipends (by a smaller amount than option 1) for all graduate student assistants and cover their annual fee for the MU Medical Clinic. With either option, students will be reminded that they will still need to find their own health insurance coverage. The goal is to have a plan in place by this December which can be adjusted as needed in the future.

- Three-Minute Thesis competition. The university-wide 3MT competition will be held February 24, 2017. Preliminary rounds will be held across campus two weeks prior to that date.

- Graduate Student Organization presentation to the University Board of Trustees. Recently the Board had the opportunity to hear about graduate education from the GSO chair. Members of the Board were very pleased and expressed their willingness to support the endeavors of the GSO.

- Costing out the strategic plan. Expecting that by 2022 our enrollment will go up 40% in graduate studies, we will be requesting an increase in funding for graduate assistantships, scholarships credits, new doctoral diversity fellowships, and recruitment. The work of costing out the strategic plan is expected to continue through this year.
Graduate School Associate Dean - Carrianne Hayslett

- Academic integrity tutorial. The tutorial completion deadline for students was October 1, 2016. Despite numerous reminders sent to students, completion rates were disappointing. Students’ spring registration will be held until they have completed the tutorial.

- Preparing Future Faculty and Professionals program. Two new versions of the program have been implemented. The number of students who participated in the first two meetings is significantly higher than last spring. This year’s challenge is that we have three structures in place. By the end of this year the two older structures, the book structure and the workshop structure, will be closed, and students who had enrolled in them will have needed to complete them by that time.

- Responsible Conduct of Research program. Online CITI modules were complemented in face-to-face workshops, so students could engage with faculty in small groups. The first ones held this week went well.

- Cross-listed course language. Cross-listed courses are those that can be taken by both graduates and undergraduates pursing different learning objectives in the same space. The issue is that they are not well defined in the bulletins. We want to provide guidance for the faculty so that the learning experience is sufficiently differentiated for each type of student. Last year there was a group that met about this. We have adopted some language developed by the registrar and are sending it with you to talk about in your departments.

  Action:
  The next time we meet, we will be asking you to make a decision about this language.

- Universal Graduate School application for distinguished fellowships and assistantships. A draft was distributed for review. The purpose is to provide departments with some universal guidance regarding requirements to apply for fellowships or assistantships. We can add links to the form for further information about specific guidelines for each fellowship/assistantship.

Graduate School Assistant Dean - Carl Wainscott

- Academic advisement. We will be moving forward with using the academic advisement tool that currently exists in CheckMarq. Our goal is to have it in place for new students by fall 2017, which will entail having each program list its degree requirements via CourseLeaf in the online Graduate Bulletin. This tool will make the academic advisement process easier for faculty and students. It will offer more transparency, make it easier to complete graduation audits, and have the capacity to produce data-driven reports to help in the planning of future classes.

- Ph.D. enquiries. We have received two enquiries in the past month.

- Slate. The program is up and running, and we have ended our contract with the previous program Fire Engine Red. This month we will be providing training for the departments

- Recruitment. The three recruiters are currently at work in Minnesota, Illinois, and Texas.
UBGS Chair - Allison Abbott

- Credentialing policy. Dr. Abbott reported that she recently attended a meeting of the Higher Learning Commission which discussed the formulation of a policy for credentialing. One area of concern is the status requirement for those supervising Ph.D. students. At the Ph.D. level, the current policy states that one must be engaged in active scholarship.

  Action:
  We need to make a decision about what it means to be engaged in active scholarship and whether the standard should be centralized or departmental. This will be brought up for discussion at the next UBGS meeting.

Business

1. New program incubator update - Doug Woods

   Dr. Hayslett is now managing the program and is in the process of forming guidelines. New programs are not required to start through the incubator, and whether or not they do, the regular approval process will remain in place. Programs, however, which do go through the incubator and are accepted into it will have the benefit of additional support.

2. Graduate School Funding Model update - Doug Woods

   The workgroup which began last February has nearly completed the creation of a funding model for two sets of funds: one for assistantships and one for tuition scholarships.

3. Graduate School Strategic Plan update - Doug Woods

   The Graduate School Strategic Planning Committee has met twice so far and has developed a mission statement. At the last meeting we worked to develop objectives and tactics surrounding the strategic goal of academic excellence. At the next meeting we will cover more of the strategic goals. The plan will be brought to the UBGS before its submission, which is targeted for January 2017.

4. Dissertation credits policy follow up - Doug Woods

   The current policy regarding dissertation credits allows these credits to be awarded to students before they have been approved to complete their dissertation. A discussion was held on whether to change this policy either by constraining the use of these credits until students have been approved to complete their dissertation, or to change the name from “dissertation credits” to, for example, “research credits.” Dr. Abbott suggested that before developing a new policy, however, an audit be conducted to identify any issues that have occurred regarding dissertation credits.

   Action:
   For now, it was suggested that the phrase “before actually beginning work on their project” be removed from the following line in the policy: “Students who enroll in, and pay for, dissertation credits before actually beginning work on their project will not be entitled to a refund of tuition of these credits even if they should subsequently drop out
of or are withdrawn from their program.” The chair added that at the next UBGS
meeting, there will be a vote on the removal of this language.

New Business

1. INPR #1 - Carl Wainscott (attachment)

   A previous concern regarding the composition of this INPR’s committee has now been satisfied.
   After a brief discussion, Dr. Abbott made a motion to approve the INPR outline, and was seconded
   by Dr. Berg. There being no discussion, a vote was taken, and the motion passed unanimously.

2. INPR #2 - Carl Wainscott (attachments)

   Mr. Wainscott explained that some of the committee members’ CVs were still needed, but that
   other requirements had been fulfilled.

   Dr. Abbott made a motion to approve the INPR outline for this student pending submission of the
   CVs with the faculty nomination forms and with the recommendation that the student request more
   information regarding options for the doctoral qualifying exam. Dr. Frenn seconded the motion.
   Discussion followed. The motion was approved unanimously.

3. Residency requirements - Doug Woods

   Dr. Woods led a discussion about our residency requirements and what we are trying to accomplish
   with them at a time when programs are looking more at online space.

   Action:
   At the end of the discussion, the chair suggested that a smaller group be formed,
   especially from among those experiencing issues with these requirements, to examine
   this matter further and to see what is being done by other universities.

4. Electronic Information Technology Initiative - Anne Deahl

   Last year MU began an accessible technology initiative with the goal of assessing and enhancing
   accessibility of all digital student experiences. We have a committee that has drafted a policy and
   set the goals of having the plan approved by December 1, 2016, providing campus training in the
   spring and summer of 2017, and implementing the plan by September 2017.

5. Grading system - Doug Woods

   The idea of taking MU to a different grading system stems from the creation of the joint program
   with the Medical College of Wisconsin. MCW and Marquette’s grading systems differ, so we need to
   find an equivalence. A discussion followed which resulted in the members being supportive of
   adopting a different grading system which would make use of the plus (+) and minus (-).

Adjournment: There being no more discussion, the meeting was adjourned at 4:03 p.m.
Scheduled meetings for 2016-2017 Academic Year

Thursdays 2-4 p.m. Meetings will be held in Raynor Library Lower Level, Conference Room C, unless otherwise indicated.

November 3, 2016  
December 1, 2016  
January 19, 2017 (AMU 227)  
February 2, 2017  
March 2, 2017  
April 6, 2017  
May 4, 2017

Respectfully submitted,
Jenny Staab