University Board of Graduate Studies Minutes
Thursday, May 4, 2017, 2-4 p.m.
Raynor Conference Room C


Present, non-voting: Carrianne Hayslett, Katie Ruetz, Jenny Staab (note taker), Doug Woods

Not Present: Sumana Chattopadhyay, John LaDisa, Felissa Lee, Carl Wainscott

I. Call to order. The meeting was called to order at 2:02 p.m. by Dr. Abbott.

II. Approval of minutes. April 6, 2017, minutes were approved electronically by a majority of the Board.

III. Reports.

A. Dean of the Graduate School. – Doug Woods

   Enrollment. For the fall term from last year at this time, applications are up 11%, acceptances are up 20%, and matriculations are up 36%.

B. Graduate School Associate Dean. – Carrianne Hayslett.

   INPR Update. At the last UBGS meeting, April 6, 2017, an interdisciplinary Ph.D. (INPR) outline was approved, pending corrections of typographical errors. The applicant has since updated the outline accordingly and will be moving forward.

C. UBGS Chair. – Allison Abbott. No report

IV. Old business.

A. Action item: Proposed language for dissertation committee directives to allow the option of considering Marquette professors emeriti as “Marquette members.” – Carrianne Hayslett

   The following line was proposed as an addition to the guidelines for dissertation committees:

   *Emeriti faculty may be considered as Marquette or department committee members as specified by department guidelines.*

   During discussion, it was clarified that an emeritus faculty may be brought on to a committee even after its formation. Also, it was recommended that departments be explicit in their language regarding who may be on a dissertation committee.

   We will need to have a different vetting process regarding dissertation committee members of faculty with part-time status, and this could be discussed more in the next academic year.
**Motion:** To accept as written the proposed language addition to the dissertation committee guidelines. 
Made by Alison Abbott, seconded by Kim Halula. No further discussion. 
**Motion passed** unanimously: ten in favor, none opposed, no abstentions.

B. Action item: Proposed language for the continuous enrollment policy to allow doctoral students to enroll twice in the comprehensive exam preparation. – Carrianne Hayslett

When asked about extending this allowance to master’s students as well, Dr. Hayslett explained that though we encourage our master’s students to move along in their programs, as does the Department of Education due to student loans, we could extend this allowance to those master’s students who would benefit from it.

**Motion:** To accept the new policy of allowing students to take the comprehensive exam preparation course twice and to extend this allowance to both master’s and doctoral students. 
Made by Alison Abbott, seconded by Michael O’Hear. No further discussion. 
**Motion passed** unanimously: ten in favor, none opposed, no abstentions.

V. New business.

A. Guidelines for review of Interdisciplinary Ph.D. (INPR) concept papers and outlines. – Carrianne Hayslett

Dr. Hayslett drew up guidelines in response to questions from UBGS members about their role in reviewing INPR concept papers and outlines. Guidelines will be included as a cover sheet on future INPRs submitted to the UBGS for review. 

Other ideas brought out during the discussion included the following:

- Methodologies vary in different arenas and may not make sense to others outside those arenas. A venue for a committee representative to come to the defense of the methodology could be helpful.
- In the past, a committee representative would come to the UBGS meeting and present, and it may be good to allow for this possibility again, or perhaps a UBGS member could be appointed as a representative.
- We may want the points in the guidelines to touch more on research and possibly mission.
- We may want to require the submission of reports marking the student’s progress through the INPR program.

Dr. Abbott suggested that some of these ideas could be put on the agenda for next year to find a balance in what would be helpful for both the students and the UBGS.

B. Action item: INPR #1 concept paper. – Carrianne Hayslett

The approval of this concept paper would give the student access to 12 non-degree credits. During that time, she would build up the rest of the INPR components.

During discussion, it was mentioned that the student may want to consider an additional methods course. Dr. O’Hear noted that the courses in the concept paper are listed as potential course work, and therefore, not a firm commitment.
Motion: To approve the INPR concept paper.
Made by Alison Abbott, seconded by Michael O’Hear. No further discussion.
Motion passed unanimously: ten in favor, none opposed, no abstentions.

C. Action item: INPR #2 outline. – Carrianne Hayslett

This student started work on her INPR seven years ago, so she would need to finish the degree and defend her dissertation by 2018 to meet the completion deadline of eight years. From the time she began, she has been taking courses in a non-degree status. She has been alerted many times that only 12 units of these courses will transfer towards completion of her doctoral degree, and she agreed to this policy in writing in 2011. The plan that she is currently presenting includes non-degree program credits beyond the allowable 12 units.

Motion: To approve the INPR outline.
Made by Sharon Chubbuck, seconded by Kati Berg.
Discussion followed during which Dr. Abbott noted additional concerns: the selection of courses listed in the outline does not seem to be coherent, the project is not well described, there is no identified case study, and there needs to be a timeline for the analysis.
Motion failed unanimously: none in favor, ten opposed, no abstentions.

D. UBGs officers for AY 2017-18. – Allison Abbott

The UBGs chair, vice chair, and secretary serve 2-year terms.

Chair. Dr. Abbott explained that she is willing to serve a second year as chair of UBGs, and that her department chair has approved her to go forward for one more year.

Vice Chair. Dr. Chubbuck announced that she would like to resign in her position as vice chair, so Dr. Abbott nominated Kati Berg. Dr. Berg accepted the nomination, and the members voted unanimously in favor of her fulfilling this role.

Secretary. Kim Halula will continue serving in her role as secretary for 2017-18, the second year of her term.

E. Discussion: Use of unofficial transcripts for application review. – Katie Ruetz

A current trend among universities is to allow the use of unofficial transcripts in the admission process. About half of the Jesuit Graduate Enrollment Management Professionals (JGAP) allow the use of unofficial transcripts. This makes the process easier for applicants who often apply to multiple schools, and especially for international students who are often only given one transcript which they must get notarized. Easing the process in this way may also increase our number of applicants. Our directors of graduate studies (DGSs) were polled recently, and 91% of the respondents were in favor.

The proposed plan is to allow unofficial copies of all college/university transcripts up until admission. At that time, final official transcripts from all previously attended colleges/universities must be submitted to the Graduate School within the first five weeks of the term of admission, or a hold preventing registration for future terms will be placed on the student’s record.
Dr. Stover noted that the dental school would like to continue requiring official transcripts in the admissions process, since their programs are sought after, and it is not a common practice of dental programs nationally to accept unofficial transcripts.

It was suggested that the policy could state that unofficial transcripts may be used in the application process, “except for the following programs: ... [list the programs that will require official transcripts].”

Ms. Ruetz will reach out to the DGSs who did not respond to the survey to see which programs would allow unofficial transcripts, and which programs would still require official transcripts.

**Motion:** To allow individual programs the option of accepting unofficial transcripts for application review.
Made by Alison Abbott, seconded by Alison Efford. No further discussion.
**Motion passed** unanimously: ten in favor, none opposed, no abstentions.

F. Additional items. – Doug Woods

**Webpages for master’s programs.** A consultant looked at our web pages, particularly those of the master’s programs, and found significant issues with how we present ourselves. Our program information is not easily found through web searches. We need to update our Graduate School webpages to include uniform templates and standard policies, and we hope to be retooling the master’s programs’ pages next year.

**Admissions for master’s programs.** To help speed up admission decisions, the Graduate School is considering the possibility of taking over the process next year for some master’s programs that have clear admission criteria. The departments would then only need to review applications that were more questionable. We understand that this would not work for all departments, and we will be reaching out to them to see who would agree to this.

**Twelve major initiatives (M12).** M12 is a plan to generate the revenue needed for the six strategic themes of Beyond Boundaries. Much importance is being placed on graduate education as one of these initiatives with the hopes that it will be a strong source of revenue in the future to allow us to move forward the university’s strategic plan.

**Closing remarks.** Dr. Woods thanked all the UBGS members for a productive year.

VI. **Adjourn.** The meeting was adjourned at 3:48 p.m. by Dr. Abbott.

Respectfully submitted,
Jenny Staab