University Board of Graduate Studies Minutes  
Thursday, September 7, 2017, 2-4 p.m.  
Raynor R301

Present:  Allison Abbott (chair), Kati Berg (vice chair), Sharon Chubbuck, Alison Efford, Marilyn Frenn, Kim Halula (Secretary), Jim Hoelzle, Margaret Nettlesheim-Hoffman, Farrokh Nourzad, Michael O’Hearn, Geoffrey Thompson

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

Not present: John LaDisa

I. Call to order.  The meeting was called to order at 2:07 p.m. by Dr. Abbott.

II. Approval of minutes.  August 17, 2017, minutes were approved electronically by a majority of the Board.

III. Reports

A. Dean of the Graduate School.  – Doug Woods

   Enrollment updates.  From last year, though enrollment in the Graduate School of Management has been declining, overall Graduate School enrollment is up 4%, applications are up 7%, acceptances are up 14%, new student matriculations are up 21%, and the number of students from diverse backgrounds is up 2%.  The enrollment increase appears to be coming at no expense in quality, based on Graduate Record Examinations (GRE) scores.

   Graduate New Student Orientation on August 24th was well attended, as was the Graduate Student Organization’s welcome back party, and we received very positive feedback from both events.

   Graduate School new hires.  Tim Carter is the new recruiter for science, technology, engineering, and math (STEM) programs.  Ross Beattie will be starting in the new position of Accelerated Degree Program (ADP) coordinator.  Carla Sumka will be starting in the new position of web content specialist for the Graduate School.  We will also be hiring someone who will be fully dedicated to the marketing of graduate programs and who will be housed in the Office of Marketing and Communication.

   Coordination of services between Graduate School of Management (GSM) and Graduate School.  A GSM staff member is moving into the Graduate School office to work on admissions for both GSM and the Graduate School.  We will then have two staff members dedicated just to admissions processing.  This work was previously being done by the Graduate School recruiters.  For departments that want the help, the admissions staff will begin assisting with the direct admissions to master’s programs with rolling admission, following a rubric laid out by each program’s department.  This will help reduce the waiting period applicants have from the time they apply to the time they are given a decision.

   M12 Initiatives in the Graduate School.  M12 is the name given to the 12 initiatives that have been formed to help supply the revenue needed to accomplish Marquette’s strategic plan Beyond Boundaries.  One of the M12 initiatives is Graduate enrollment.  To enhance graduate enrollment, the Graduate School has come up with a five-point plan:

   1. Revisit existing programs in the areas of financial viability, applicant interest, and student satisfaction.
   2. Enhance marketing and recruiting.
3. Strengthen, coordinate, and expand Accelerated Degree Programs (ADPs).
4. Start new programs, particularly through the New Program Incubator.
5. Expand programs through infrastructure enhancement – in online space and physical space.

B. Graduate School Associate Dean. – Carrianne Hayslett

Academic Integrity Council. Dr. Hayslett asked the group to send her any recommendations of graduate students who could be involved in hearings of the Academic Integrity Council.

New Program Incubator update. Since starting in her role as director of the New Program Incubator last October, she and others involved have been working to form new operational processes needed for the creation of interdisciplinary programs.

New programs that have come out of the Incubator are the MS in Health Care Data Analytics and the certificate in Ethically Centered Data Science. They will have a soft roll out this year with a full roll out next fall. The MS in Behavior Analysis (Psychology) will be presented to the Board of Trustees this month.

Among other programs being developed are an MS in Supply Chain Management with an analytics track and an MS in Health Care Administration that involves GSM, health sciences, and nursing. Both programs have significant online components with intensive on-campus workshops each term.

C. Graduate School Assistant Dean. – Carl Wainscott

Interdisciplinary PhD programs (INPRs). Dr. Hayslett and Mr. Wainscott have met with a few more people interested in pursuing an INPR.

D. UBGS Chair. – Allison Abbott. No report.

IV. Old business

Dissertation credits. – Doug Woods

Dr. Woods led a discussion on the policy requiring 12 dissertation credits for graduate students. The Graduate School pays for most of these credits, which means less credits available to give out as partial tuition scholarships to master’s students. Dr. Woods asked if this number of dissertation credits is necessary, or if students should be required to pass the DQE before taking dissertation credits. He encouraged the group to have this conversation with their department colleagues as well. This matter of dissertation credits will be brought up again at a future UBGS meeting.

V. New business.

A. Deferral policy. – Carl Wainscott

When students request deferrals, 98% of the time departments grant them. In the past five years, the Graduate School has processed 383 deferral requests, the equivalent of about one month’s labor for one person. Of those 383 people, 70 were eventually enrolled. Almost 300 of those 383 were international students who requested a deferral because they did not receive funding. The time spent on processing deferrals could be used in other ways that would be more beneficial for student enrollment, like getting admission letters out sooner and helping international students to process their paperwork sooner.

Mr. Wainscott presented some possible options:

- Do not offer deferrals, but rather have students reapply.
• Offer deferrals only to special cases like military students and international students who did not receive their visa in time.
• The Graduate School could review these requests first, and if the request lacks a suitable reason like one mentioned above, the student would be requested to reapply.
• Make a fast track bin in Slate for those who are reapplying (since they had previously been accepted).

Other ideas that came up during discussion were that the application fee could be waived for those who reapply, and that accepting a fellowship be allowed as a reason to defer.

B. **Tuition remission benefit and tuition credits policy** – Doug Woods

We have learned that some departments have given tuition scholarship credits to people who are already eligible to receive the employee benefit of tuition remission. Tuition remission for graduate studies is counted as taxable income, so the added tuition scholarship credits would in effect cover the cost of those taxes. We’re going to put out a policy that those eligible for tuition remission will not be eligible for tuition scholarship credits. They would, however, still be eligible for assistantship credits. This policy will ensure a more equitable situation among graduate students.

We have added a new question on the enrollment applications asking if the applicant is eligible for tuition remission, so that departments will be aware of who these people are.

VI. **Adjourn.** The meeting was adjourned at 3:47 p.m. by Dr. Abbott.

**Scheduled meetings for 2017-2018 Academic Year**

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<th>Oct 5, 2017, Zilber 200</th>
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<td>Nov 9, 2017</td>
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Respectfully submitted,
Jenny Staab