University Board of Graduate Studies Minutes  
Thursday, April 5, 2018, 2:30-4:00 p.m.  
AMU 227

Present:  Allison Abbott (chair), Sumana Chattopadhyay (alternate for Kati Berg), Alison Efford, Marilyn Frenn, April Harkins (alternate for Kim Halula), Jim Hoelzle, John LaDisa, Michael O’Hear, Margaret Nettesheim-Hoffman

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

Not present: Kati Berg (vice chair), Kim Halula (Secretary), Farrokh Nourzad, Geoffrey Thompson

I.  Call to order.  At 2.32 p.m. by Dr. Abbott.

II.  Approval of minutes. March 1, 2018, minutes were approved electronically by a majority of the Board.

III.  Reports.

A.  Graduate School Dean. - Doug Woods

  Enrollment.  From last year at this time, Graduate School applications are up overall 6%, acceptances are up 20%, and matriculations are up 22%.  The Graduate School of Management applications are down 11%, but the number of admitted students is up 161%, and acceptances are up 200%.  (For comparison, the University of Wisconsin Milwaukee from last year is down 1.5% applications.)  In the humanities, master’s applications are up 1.3%.  Nursing applications are up 108%.

  The biggest decline from this time last year is in engineering, down 24% in applications, stable in number of students admitted, and down 50% in matriculations.  This is likely due to the decline in international students.

  Regarding some of the newly approved programs, the MS in Health Care Data Analytics and the MS in Supply Chain Management are receiving new applications.  The Neuroscience PhD program has received 29 applications and has matriculated it’s first student.  Behavior Analysis has had 31 applications and has already filled a class of 18.

  Chief of digital learning.  We’re in the process of searching for a chief of digital learning (CDL) which will hopefully finish in about a month.  The purpose of a CDL is to drive the online space, building it as a real extension of campus, including Jesuit pedagogy and student services.  The approval process of an online program will follow the approval process of other programs.  The Center for Teaching and Learning will still be the developers of the courses, while the CDL will give the overall structure to the digital learning and will have expertise in market analyses for online programs.

B.  Graduate School Assistant Dean. - Carl Wainscott

  Mr. Wainscott is currently working on enrollment projections.  He is expecting to present a couple more Interdisciplinary PhD program (INPR) non-degree-seeking applications at the next UBGS meeting.  For spring 2018, there are ten individuals pursuing an INPR, four non-degree seeking and six degree seeking.  Of the six who are degree seeking, five are doing their coursework and one is a dissertating candidate.

IV.  Old business.

  Action item: Proposal to update Interdisciplinary PhD Program (INPR) policy.  – Carl Wainscott

  During the last UBGS meeting’s discussion of the INPR admissions process, the group was leaning towards admitting students directly into the INPR PhD status rather than having a non-degree
status, and to that end, Dr. Hayslett and Mr. Wainscott have been working to streamline the process and to make some of the admission requirements clearer to students, prospective directors, and to the UBGS.

**Proposed GRE language.** Include: “Applications for admission are reviewed holistically, however, when applicants are required to submit GRE scores, admission is rare with scores below #*."

*Based on averages for current admitted Ph.D. students, Mr. Wainscott suggested the following levels:
  - GRE-V: 65th percentile
  - GRE-Q: 65th percentile
  - GRE-AW: 4

Comments during discussion included:

- Change the text to: “typically, GRE scores are...”
- List percentiles that are a little lower than the average.
- Add a requirement in the bulletin that there be an annual report submitted to UBGS of each INPR student. This could be done in the form of a simple, one-page timeline and check list completed by the student’s adviser. Propose language for this requirement at the next UBGS meeting.
- Some courses on students’ timelines may not be currently offered. This potential issue could be solved by adding an item to the online INPR application: “I’ve contacted the department chair and this course will be offered in the next (for example) five years.”

**Concept paper.** Mr. Wainscott proposed that “concept paper” become “statement of purpose and concept” and that it be submitted as part of the INPR application.

Comments during discussion included:

- The students may not be ready to present a statement of purpose this early in the process.
- The statement could be a bit less academic, for example: “This is why I’ve decided to attend graduate school, these are the experiences that have led me to this project, and this is the project.” Or: “This is how I arrived at this topic, this is why it is interdisciplinary, and these are the components.”
- We need to know how informed the applicant is about the program.

This item will be brought back to the next UBGS meeting.

V. **New business.**

A. **Discussion: Digital credential (badge) rubric and proposal form.** - John Su

The use of digital badges was approved through the University Board of Undergraduate Studies, the University Board of Graduate Studies, and then the University Academic Senate with the plan of a soft roll out in fall 2018 and a broader launch in fall 2019. Digital badges are not a requirement, and the rubric is meant to be a help for advisement. The rubric and proposal form can be modified in the future as needed so that they will be useful for departments.

B. **Action item: Interdisciplinary PhD Program (INPR) application for non-degree status.**
   - Carl Wainscott

Dr. Kati Berg has agreed to be the faculty champion for this individual. The independent study course number needs to be filled in. Mr. Wainscott sees no issues with the course list.

Dr. Abbott mentioned that the UBGS should have the opportunity to review the coursework as soon as possible to check for any potential problems. Dr. Frenn noted that there is no qualitative
course listed in the proposal, and that it should be included if the applicant has not already completed one.

**Motion:** To approve the Interdisciplinary Ph.D. Program concept paper, with the suggestion to consider the addition of a qualitative course.
Made by Allison Abbott, seconded by Michael O'Hear. No further discussion.
Motion passed: Unanimous. 9 in favor, 0 opposed, 0 abstentions.

VI. **Adjourn.** At 3:35 p.m. by Dr. Abbott.

____________________________
Scheduled meeting for 2017-2018 Academic Year
Thursday, 2:30-4:00 p.m.
May 3, 2018, Raynor Library lower level, Conf. Room C

Respectfully submitted,
Jenny Staab