University Board of Graduate Studies  
Thursday, September 6, 2018, 2:30-4:00 p.m.  
Raynor, Lower Level, Conference Room C

Minutes

Present:  Kati Berg (chair), Sharon Chubbuck, Drew Dentino, Alison Efford, Marilyn Frenn (Senate Liaison), John Grych, Kim Halula (secretary), Rick Holz, Margaret Nettesheim-Hoffman, Farrokh Nourzad, Michael O’Hear

Present, non-voting:  Iqbal Ahamed, Carrianne Hayslett, Carrie Pruhs, Rebecca Sanders, David Schejbal, Jenny Staab (note taker), Theresa Tobin, Doug Woods

Not present:  John LaDisa, Carl Wainscott

I.  Call to order.  At 2:34 p.m. by Dr. Berg.

II.  Approval of minutes.  May 3, 2018, minutes were approved electronically by a majority of the Board.

III.  Reports.

A.  Graduate School Dean. - Doug Woods

   New chief of digital learning.  Dr. Woods welcomed the UBGS members for the start of the new semester and then introduced Dr. David Schejbal, Marquette’s new chief of digital learning.  Dr. Schejbal explained that his goal is to build Marquette’s online presence, and he is working to develop market intelligence and market data, convey that to the colleges and use it to market drive the development of programs.  While he is aware of the challenges surrounding the development of online programs, he reminded the members of the large adult market for them.

   Directors of graduate studies (DGS) task force.  At the end of last year, we made a task force of DGSs and asked them to create a DGS survey to help us catalog all the responsibilities that DGSs have with their role, make an overall job description, map out who’s responsible for what task and provide training for new DGSs.  We’ve used the data from that survey to form a plan to provide support for those in this leadership role.

   Graduate student health insurance.  The Graduate Student Organization (GSO) will be surveying their members after we’ve looked at a couple more insurance options.  Once that survey has been done, we’ll make a decision for fall 2019.

   Accelerated Degree Program (ADP).  We’re reaching out to other universities to develop inter-institutional ADPs, which would allow courses from other universities to be transferred to MU.  We’ve reached out to about ten colleges including St. Norbert College, Ripon College and UW-Whitewater.  The responses were very positive and several expressed eagerness to discuss this further.  We are still putting processes in place.

   New pricing models for humanities programs.  We’re looking at new pricing models as a way to get more interest in these programs, because there seems to be a cost barrier for students.

   PhD credit caps.  We are working on a proposal with the Office of Research and Sponsored Programs to provide greater flexibility for the use of unfunded school credits for PhD students.
**Personnel changes.** We’re currently interviewing for a new Advancement person for the Graduate School. We have a new marketing person Megan DeRaleau who will be starting soon.

**Fall 2018 enrollment.** Compared to last year at this time, the Graduate School professional space is up overall about 3% in enrollment, 3% in admissions, and 6% in matriculations. The Graduate School of Management also has strong data this year and is up 37% in matriculations, even with the drop in international enrollments. Diversity numbers are up as well, from 15% last year to 16% this year. As a comparison, UW-Milwaukee is down in applications and acceptances this year.

B. Graduate School Associate Dean. - Carrianne Hayslett

**Gray Associates retreat.** A team from Gray Associates lead a group of Marquette faculty and administrators from across disciplines in a two-day retreat over the summer. They take a market perspective on program development to help people in the early processes of examining potential programs. The retreat helped provoke conversation upon which we are building to move forward.

**Upcoming prospective Incubator proposals.**
- PhD in Computer Science
- MS in Criminal Justice Analytics
- MS in Sport and Performance Analytics
- MS in Health Care Systems Leadership
- MS in Health Care Administration
- MA in Management
- MA in Media Analytics
- MA in Health Care Communication
- Certificate in Ethics/MA in Health Care Ethics
- Certificate in Graduate Instruction

C. Graduate School Associate Dean. - Theresa Tobin

**Student development.** Maggie Nettesheim-Hoffman has been instrumental in helping to organize some events for graduate student career discernment and development. There will be a Humanities Without Walls Career Diversity Symposium September 14, and we are piloting a career development boot camp in May for all graduate students.

We are revising and improving the Preparing Future Faculty and Professional Program (PFFP).

We are working on graduate student teaching assistant (TA) training to help ease the job for departments, to make their job less redundant, to make TA training more consistent and to enhance the training that’s currently being offered. The new training program will probably be launched next year.

Also, we are trying to build additional assistantships for graduate students in the form of global assistant programs modeled after the Trinity Fellows Program.
IV. Business.

A. Math, Statistics and Computer Science (MSCS) Department proposals. - Rebecca Sanders, Iqbal Ahamed
   1) Name change from “Department of Math, Statistics and Computer Science”
      to “Department of Mathematical and Statistical Sciences.”
   2) Creation of a new Department of Computer Science (COSC).

   The proposed name change is due to the proposed creation of a new Department of Computer Science. Dr. Ahamed would be the chair of the new Computer Science Department.

   MSCS currently has several programs at the graduate level. Some of those will remain within it, and some will go into the new Computer Science Department. One program will be shared between the two departments. Costs will be split between the two departments. There is a big demand for master’s degrees in computer science in addition to data science, and we need to be prepared for that. Currently we have nine faculty, but we may need 15 in five years.

   At the next UBGS meeting, we’ll be presenting a separate proposal for a new computer science PhD program, which if approved by the Board of Trustees in December, we hope to start in the fall of 2019. Administration is helping us to make the changes in the system, so that if it passes, we’ll be ready to launch it by that time. We plan to start with two faculty from those we currently have.

   We have been making an effort to keep the connection between the current department and the new department and to keep in mind those faculty who want to be involved in both. All the faculty is invited to meet every two weeks. We discuss everything together, for example, online courses, how we can address MU goals, research, etc.

   Dr. Berg concluded the discussion by saying that UBGS will vote on this proposal at the next meeting and will hear and vote on the new Computer Science PhD program.

B. Action item: election of vice chair. - Kati Berg
   Tabled to next meeting.

C. Discussion: revision of professional project deadline in the Academic Calendar. - Theresa Tobin

   Currently the deadline to submit a professional project to the Graduate School is set at almost one month before the end of the term. There have been some requests from departments to consider pushing the deadline back closer to the end of the term. Some faculty say that this would allow students more time to develop their projects. Other faculty say that it helps having the deadline earlier, due to the heavy work load near the end of the term.

   During discussion, Dr. Hayslett clarified that even if the Academic Calendar lists the deadline as closer to the end of the term, colleges/departments are still free to set their own policy regarding the deadline.

D. Action item: proposed change to the Accelerated Degree Program (ADP) proposal guidelines. - Carrianne Hayslett

   The proposal is to reframe the guidelines to read from a graduate rather than undergraduate perspective by removing the implied requirement for a match up between a master’s program and a bachelor’s program. With the new language, it would be up to the master’s program to decide what courses could be taken as dual credit, and it would not require individual proposals for each undergraduate major. The guideline revisions would streamline the work for departments/programs.
Motion: To approve the proposed change to the Accelerated Degree Program (ADP) proposal guidelines:
Made by Marilyn Frenn, seconded by Michael O’Hear. No further discussion.
Motion carried: unanimous - 11 in favor, 0 opposed, 0 abstentions.

E. UBGS procedures. - Kati Berg

1) Review of University Academic Senate statutes - UBGS section.
   Tabled to next meeting.

2) Minimally acceptable time for reviews.
   We need adequate time to review new program proposals and to allow for feedback from others in our departments/colleges. But the more time we take to review proposals, the longer it takes to get them approved at the various levels. Dr. Hayslett explained that she is working with others to make proposals more standardized so they’ll be easier to review.

   Motion: To require a minimum of 10 days for members of UBGS to review program proposals before these proposals can be voted on at a UBGS meeting.
   Made by Drew Dentino, seconded by Alison Efford.
   Motion carried: unanimous - 10 in favor, 0 opposed, 0 abstentions.

3) Start time for meetings.
   After some discussion about possibly changing the start time for future UBGS meetings due to some schedule conflicts, a vote was taken, and members were unanimous in deciding to keep to the same start time of 2:30 p.m.

V. Adjourn. At 4:05 p.m. by Dr. Berg.

Scheduled meetings for 2018-2019 Academic Year
Thursdays, 2:30 - 4:00 p.m. Meetings will be held in Raynor Library Lower Level, Conference Rm C.