

## GRADUATE COUNCIL

Faculty Senate

MINUTES

Thursday, September 21, 2023, 2:30 PM

Graduate School Conference Room, RH 2215

PRESENT: Michael Hair (Chair), Michael Shaw, Soondo Kweon, Jerry Weinberg, Therese Dickman, Susan Morgan, Jill Smucker, Cinnamon VanPutte, Jim Monahan, Rony Die, David Cluphf, Wai Cheah, Bhargav Patel, Beidi Qiang, Rahmat Ibironke Salau, Gloria Sweida, Eric Wrobbel, Cheryl Borowiak, Andrea Keller, Katie Eilers

ABSENT: None

EXCUSED: Bernadette Sobczak, Carole Frick

GUESTS: Denise Cobb

The meeting was called to order at 2:33 p.m. by Michael Hair, Chair.

I. Special Guest: Provost Denise Cobb (arrived at 2:35)

Provost Cobb came to the meeting to address questions that the Council had for her as the Council begins this academic year.

- a. How can graduate faculty help with the change maker proposal for undergraduate education when it is focused on undergraduate students?
  - Provost Cobb emphasized that faculty and staff should take ownership of the proposal, not think of it as purely a Provost effort. She expounded on the undergraduate research efforts that reside within many graduate programs and encouraged faculty to think about undergraduate students having access to research opportunities early.
  - The Provost also encouraged graduate faculty to think about how their accelerated or early entry programs create a connection with undergraduate students that could impact the proposal.
- b. How can Graduate Council help with the process for the Associate Provost for Research and Dean of the Graduate School search?
  - The Provost explained that there are several searches going on right now that she is involved in and she would need to wrap up at least one of those before starting the Graduate School dean search. Her estimated timeline for starting the search is November/December. The committee could help by having a conversation about the kinds of characteristics or skills they want in the position. They could also think of what kind of person would be good at serving on the committee.
  - The Provost also let the committee know that the dean search will be conducted according to the [Dean Selection Procedure Policy](#).
- c. The 90% retention target that the University has is for the 1<sup>st</sup> and 2<sup>nd</sup> year rate. How can graduate faculty assist with that?

- The Provost would like to see more graduate faculty presence in 1<sup>st</sup> year undergraduate courses. It would mean more to a 1<sup>st</sup> year student to be taught by a graduate faculty member.
  - The Council members and Provost also discussed the role of TAs in the classroom and how they are an advertisement for a graduate program. The committee members were encouraged to think of how they mentor their TAs and RAs and how that mentorship can impact an undergraduate student. The Provost would also like to see an increase in opportunities for graduate faculty to have interactions with undergraduate students, so that new students would not be waiting for a graduate degree program to interact with graduate faculty.
- d. Applied Communications Studies had been using iPads from ITS to capture accreditation data. With the departure of Maracus Scott, the iPads are no longer available. Is there another option that the departments have access to, or will they be getting the iPad access back?
- The Provost was unaware of this situation but is contacting Surplus to see if the iPads can be returned.
- e. TA allotments
- The Provost gave the committee additional information about the total number of TA's that each school/college has access to. She explained that there has been an increased focus on the number of TA's and how that number aligns with undergraduate enrollment. This is data that the Graduate School dean will be sharing with the Council soon. The Provost's Office is trying to push decision making for TA hiring to each unit rather than each TA position needing to be scrutinized and evaluated for approval by the administration. She expounded on the discrepancies that there have been with TA hiring, mainly around students' job duties and workload.
  - The Provost also talked about the idea that increased TA numbers could mean a more effective program or more international enrollment. There is data for both ideas that suggests otherwise. She has met with the deans to continue to discuss the budget process and another round of TA allotments that would be finalized in time for spring offer letters to go out.
  - The Provost also described the graduate assistant reserve pool process and let the Council know that allotments were not intended to be split into multiple positions while using one allotment (i.e., two 25% positions).

The Provost wrapped up her time by stressing the importance of graduate enrollment for the University. She encouraged programs to think about the possibility of accepting more applicants by making program changes.

## II. Announcements

- a. Course Review Committee (CRC) Report – On SharePoint
- b. Graduate Committee on Assessment (CGOA) Report – On SharePoint
- c. Enrollment Management Report
  - Jim Monahan gave the committee a review of the report. Overall graduate enrollment is down by approximately 300 students but there is an increase in new graduate student enrollment. Overall, the numbers are still strong.

d. Student Affairs Announcements

- Rony Die let the Council know that they will be interviewing candidates for the Vice Chancellor for Student Affairs position next week. He is hopeful that the new VC will start in January.

e. International Affairs Announcements

- Cheryl Borowiak let the Council know that ISSS has hired a new international student advisor that has been working on lots of programs for new students. ISSS is working towards helping students become part of groups and pairing them with mentors. Also, there will be an international student education week in November in the Goshen Lounge. She also let the Council know about a study abroad fair.

f. Graduate School Announcements

- Jerry Weinberg let the Council know about the addition of Andrea Keller as Director of Development for the Graduate School as part of University Advancement. Andrea will be helping with fundraising opportunities. He also let the Council know about other Graduate School staff updates: the addition of Ellie Buchholz in Compliance and Suzanne Mushaney in Post-Award.
- Jerry gave the Council an update on the Associate Dean search. 3 candidates had recently been interviewed on campus. Also, there will be a retirement reception for Susan Morgan on 12/18 at 1pm, a save the date announcement is forthcoming.

g. Other Announcements

- None

III. Approval of Minutes of May 4, 2023

- The minutes were approved with no changes.

IV. Public Comments

- None

V. Report of the Educational and Research Policies (ERP) Committee

- Policy 1M13: Determining Funding Classification
- Policy 1M4: University Policies and Guidelines Concerning Research and Creative Activities
- Policy 1M2: Policy Governing Sponsored Projects

Cinnamon VanPutte let the Council know that all three policies were regular reviews done by the ERP committee. 1M13 included language clarification, 1M4 had minor changes, and there were no changes recommended to 1M2. All three policies were approved with no concerns.

The Council accepted the ERP Committee report with no changes or opposition.

VI. Report of the Programs Committee

- 91A: Clinical Child & School Psychology

- 91A: Geography
- 91A: History

David Cluphf let the Council know that all three 91A forms reviewed by Programs Committee had been approved.

The Council accepted the Programs Committee report with no changes or opposition.

VII. Continuing Business

- None

VIII. New Business

- Selection of New UPBC Representative

Michael Shaw was selected as the new UPBC representative.

- Graduate Council representative on the Centers and Institutes Committee

Beidi Qiang was selected as the representative for the Centers and Institutes Committee.

- Volunteers needed for Open Meetings Act Representative

Gloria Sweida volunteered to be the Open Meetings Act representative.

This is the link to access the Open Meetings Act training,

[https://foiapac.ilag.gov/content/pdf/Open\\_Meeting\\_Act\\_Designees.pdf](https://foiapac.ilag.gov/content/pdf/Open_Meeting_Act_Designees.pdf)

- Equity, Diversity, and Inclusion Vice Chancellor representative for Graduate Council

Jerry Weinberg suggested that the Council may want to ask Jessica Harris, the VC for Equity, Diversity, and Inclusion, if she would want to include a representative from her office on Graduate Council . The Council members supported the idea. It was decided that the member would be a non-voting, ex-officio member, which would require a change to the operating papers. It was decided that the Graduate Council Chair would reach out to VC Harris.

Michael Shaw motioned that the Council initiate the process of adding a non-voting, ex-officio member to Graduate Council from the Office of Diversity, Equity, and Inclusion. Eric Wrobbel seconded the motion. The motion carried with no changes or opposition.

- Selection of Graduate Council Chair Elect

Michael Hair let the Council know that they will soon need to make a Chair Elect selection. The chair elect would take over the committee in July and would chair the committee in the event the current chair is unavailable.

IX. Adjournment

- The meeting adjourned at 3:41 p.m.