

**MINUTES  
OF  
GRADUATE COLLEGE FALL FACULTY MEETING  
November 18, 2013**

**ATTENDANCE**

Approximately 40 Graduate Faculty attended the meeting.

**WELCOME**

Meeting Called to Order at 4:05 by Cynthia Forehand, Interim Dean of the Graduate College.

Thank you extended to Cindy Forehand by a faculty member for steering the ship through very rocky times.

**APPROVAL OF MAY 2, 2013 MINUTES**

May 2, 2013 Minutes reviewed. Motions to approve Minutes made. No edits presented. May 2, 2013 Minutes APPROVED.

**DEAN'S REPORT (Cynthia Forehand)**

***OPERATIONS***

Upcoming Deadlines

Mini-Grants. Graduate College contribution raised from \$200 to \$300 this year. Faculty, department, or program must provide a match of at least half of what Graduate College provides. Next deadline is January 24, 2014.

Thomas Votta Scholarship (\$4,000): Deadline is first day of spring semester (January 13, 2014). Thomas Votta Scholarship only available to graduate students in College of Engineering and Mathematical Sciences, the Rubenstein School of the Environment and Natural Resources, or the School of Business Administration. Award is given to a student who wants to make a difference in solving environmental problems using environmental best practices.

Roberto Fialho Award (\$1500): For doctoral students in Life Sciences in support of their research in areas related to ecology, evolution, population genetics, or animal behavior. Deadline is first day of spring semester (January 13, 2014) .

REACH Grant (\$40,000): Grant is collaborative, from the Provost's Office and the Office of the Vice President for Research. Graduate College will manage the application and review process. The deadline is December 5, 2013.

University Scholars: Additional language added to include “Excellence in the Creative Arts.”

TwoCategories: Basic and Applied Sciences / Humanities and Social Sciences (which is now “Humanities, Creative Arts, and Social Sciences”).

#### Current/Future Organization of the Graduate College

Nothing new to report at this time. Doubtful interim positions of Dean of the Graduate College and of Vice President for Research will continue for a second year so expect information in the spring.

#### Operational Updates

a) In the process of updating to on-line forms to eliminate paper.

b) Admissions Process being reviewed to find a solution to the unsatisfactory approach of using WebExtender. Note that Web Extender is a document management system – it is not an application system – and will still exist, but the plan is that faculty will not have to use it as the admissions platform.

c) Growing Graduate Education on Campus. Overhauling/Re-organizing entire Graduate College web site with a focus on the students and the faculty. Course Information System completely on-line as of January. Graduate Catalog will go live next year.

#### **IBB**

Process for IBB is moving forward (supported by many committees).

Graduate College to send out a survey. Survey in process of being drawn up covering “What does it take to support graduate education at the individual program level? What level of support, if any?”

IBB has a committee addressing interdisciplinary issues and another addressing allocation of graduate tuition and responsibility for stipends and student aid (tuition scholarship, health insurance premium).

Draft to be circulated before going live (includes a planning year). Timeline: Plan in place before July 2014 / Fiscal Year 2015 model year / Fiscal Year 2016 actual change.

#### **ASSISTANTSHIP REVIEW**

Some changes to Assistantships needed. Review of Assistantships happening with information directed to Provost. Sub group of Deans meeting to discuss and make recommendations. End Goal to better support students.

QUESTION: Any discussion about engaging University Foundation for generating revenues for scholarships for the Graduate College as a priority?

ANSWER: Yes, conversation has occurred. (Cost Issue - \$750,000 for one endowment).

Top Priority for Graduate College – Generating resources for more graduate support. Looking at Fellowships.

### ***PROGRAM REVIEW***

President requested snapshot Program Review to better understand Graduate College programs. Academic Program Review process is more robust (very specific questions), but doesn't look at all programs simultaneously. Data to the President by end of spring. Graduate College will provide programs with data regarding quality of students; retention, time to graduation and central support. Programs will be asked to provide brief assessment of quality of program and outcomes of their graduates. Faculty input as to other questions to include welcomed.

NOTE: capturing personal e-mail in an exit survey would work better for following student outcomes, as well as better capturing of alumni information. End Goal: Keep Track of Students after leaving UVM - Where are they and what are they doing?

QUESTION: Will programs that no longer exist be included?

ANSWER: Generic questions will be asked for each program that has students. Some programs are being phased out but there are still students so the program will be able to decide whether they want to provide additional information.

President and Provost both very engaged in success of graduate students and graduate education. Data intended to provide window to what we can do better.

### **ADMISSIONS REPORT (Ralph Swenson)**

Admissions system to be updated/changed.

Applications down 2% last year (consistent with other institutions). Dependent on mix of programs.

Significantly more doctoral applications and quite a few less Masters applications. Applicants approximately 60% women - that percent declined slightly as there were a few more male applicants.

Accepted 38% of our masters applicants, same as year before, and 35 % of our doctoral, same as year before.

Alana acceptances up and our international acceptances up.

Overall enrollments were down ... down in humanities, biological sciences. More programs available in distance learning and professional programs. 4 of our top 5 enrolling masters programs are professional programs and 2 of our 5 largest doctoral programs.

National organization indicates it is the 3<sup>rd</sup> consecutive year in which new enrollments have decreased across the country and their studies point to existing financial obligations that students bring, lower state funding, fewer grant dollars, etc.

QUESTION: Has there been international student growth?

ANSWER: Yes, have seen improvement.

NOTE - UVM is behind on international enrollment in general, and in particular in Graduate College.

See opportunity in Global Pathways group continuing on for masters.

### **GRADUATE EXECUTIVE COMMITTEE (Cynthia Forehand)**

1. Approved 11 new faculty.
2. Course Action Forms looked at & new on-line Masters in Public Health approved.
3. Approved a Resolution for Electronic Dissertations and Theses, partially in response to student request to stop making paper copies, and partially in alignment with national trends.

Two components to this:

(1) An Institutional Repository (UVM has ScholarWorks); and (2) A National company (ProQuest).

Grad Executive Committee had two different discussions with Library folks about this process. Most universities have at least one or both mandated (Institutional Repository or ProQuest).

What's Different? ProQuest is a management system for documents. Can get a hard copy any time in the future; others can get your thesis; it is searchable. Content of your dissertation outside the abstract has a fee or it can be opened by others for a fee.

ScholarWorks always has pdf format available (for the cost of your own paper). It is accessible in pdf to everyone.

ProQuest will take supplemental materials and imaging (will put all other things up that not normally in a paper document).

ISSUES: Do you want your work seen by the world? Window of timing for work to be seen? Probably looking at a possible embargo of 2 years, with appropriate reason and then a re-up as needed. Some work involved to re-up.

Still working on Policies (including current embargo policy needs improving). Policy needed for embargo (concern - don't want to make it too easy)

QUESTION: Issue re: intellectual property. Not different on some level whether digital or paper. Difference is that it is easily widespread.

QUESTION: Can ProQuest stop you from publishing the journals?

Patent issue a little more difficult. Change in patent laws that would include a thesis or dissertation publication as something that would keep you from being able to patent it.

A policy and form need to be developed (things needing attention can be listed on form).

Patent is one thing – one that is more tricky is that “a thesis or dissertation belongs to the student” in a world of collaborative science in particular work could include others, figuring out ownership for when it is more than one student is complex. In terms of the patent this will actually help protect us by figuring out what issues really need attention. OTC will help write this policy and the policy will be circulated for review when ready.

Cost to Student:

ProQuest charges \$25.00 for bound copy on acid free paper the day of submittal. Everyone in the University has to agree on the same number of copies at that time to get them for that price.

Archives needs one copy (Presently archives get 2 paper copies of dissertation). No longer doing that – only one copy now. And, one copy for Masters.

Need to agree on number of copies needed/mandated and costs associated with the type of copies. If decision made that students are mandated to get additional copies for their department or advisor, they will have to pay for them. Current \$25.00 charge goes to general fund and Graduate College charged for dissertations. Not affordable to continue buying copies for departments – especially when many have indicated they don't want them or have space for them.

Note that after the submission and mandated policies, a copy is always available to the student for free download or as a bound copy from ProQuest for \$56.

Could survey grad students on their preferences, but not requiring extra copies supports UVM's environmental stance.

NOTE, there will be opportunity to renegotiate contract in the future.

**All in approval to require electronic theses and dissertations submitted to ProQuest and ScholarWorks.** No consensus on number of mandated copies.

4. Student Funding Issues:

Clarify when offering stipends and tuition remission what fees need to be paid (more clarity on exactly what those fees will be). Confusion created by lack of clarity: lack of funds when needed; loans tied to huge processing costs; fees not paid prohibit registration. Lack of registration causes courses to be re-pulled down. Domino effect created with fee issue.

Looking at solution to just pay fees (costly). Ideas: Where can money be moved?

Very costly to do this. Big enough problem so worth exploring (repurpose monies to cover this).

One idea .... Where can we move money? Fewer stipends, higher value (good options for lots of reason). Reduce stipends and pay fees instead?

Other idea .... 9 credits per semester rather than 12 (some savings), but Budget does not actually cover 12 credits per semester for every student and paying fees could create situation where more credits are taken.

Could request fees later for graduate students (requires software change).

Consider creating parallel system for graduate students (huge costs initially, but could cost less in the long run)

Consider loan options.

### **NEW BUSINESS**

None.

### **ADJOURN**

The meeting was concluded at 5:30 PM.