

**MINUTES
OF
GRADUATE COLLEGE SPRING FACULTY MEETING
May 02, 2013**

WELCOME (Dean Grasso)

Dean Grasso commenced the meeting by welcoming the group to the meeting (and notes it is his last Graduate Faculty Meeting at UVM).

APPROVAL OF 11/14/2012 MINUTES

The Minutes of the November 14, 2012 Graduate College Faculty Meeting were APPROVED as written.

DEAN'S REPORT (Dean Grasso)

Dean Grasso began his report by noting that graduate student stipends would increase again this year. For AY-14 the PhD stipends are going to increase from \$17k to \$17,250 and the Masters stipends from \$15,350 to \$15,500.

Dean Grasso then discussed the Graduate College's launch of an electronic newsletter called *Impact*. This newsletter is designed to reach constituencies, both on campus and off campus, including alumni, legislators, and corporate people. He noted this venue is a great place to get faculty work and initiatives out in front of many people. Ideas for submissions should be directed to Dan Harvey.

Dean Grasso then thanked the Graduate Executive Committee for all their work this year.

An invite was extended to all faculty to attend this year's Graduate College Commencement ceremony. Since the degrees are awarded at commencement everyone was encouraged to come in full regalia and invite their colleagues to join as well.

It was noted that the Graduate College offices have two new staff members: Kimberly Hess and Sean Milnamow.

Dean Grasso concluded his Report by saying that he has been honored to be at this University for 8 years in several different capacities and it has been a real honor to work with the Graduate Faculty here across a number of different disciplines. He went on to say he is going to miss the University, the State of Vermont, and all the Faculty and Grad Students he has worked with and extended wishes for continued success to all.

Cindy Forehand and the Faculty then took a moment to thank Dom for all his work.

REACH PROGRAM (Cindy Forehand)

Associate Dean Cindy Forehand then spoke about the REACH Program, a joint program of the Provost's Office and the Vice President for Research, in which \$300,000 was made available to support funding of faculty research. A Faculty Committee, chaired by Robert Rodgers, who is a University Scholar, with membership from the Graduate Executive Committee and the Faculty Research Scholarship & Graduate Education Committee, designed a program that would be inclusive across all parts of campus. The description of the Reach Program and a request for proposals was sent at the end of the semester. It was wildly successful. They were 98 applications – it was more than an NIH study section and the total requests for that \$300,000 was \$2.7 million in requests. That tells us that our faculty are engaged, they are willing to write these applications, and that there is a lot of need out there and a lot of great ideas, so this will be a program that continues forward. 32 faculty were identified to review applications and each application was reviewed by two different faculty members. 17 awards were made, with awards in every school/college and a good distribution across disciplines. Associate Dean Forehand thanked the Committee that developed the process, as well as the reviewers.

REVISION OF THE GRADUATE COLLEGE CONSTITUTION (Cindy Forehand)

Associate Dean Cindy Forehand then lead a discussion regarding revisions to the Graduate College Constitution. It was noted that the Graduate Executive Committee is given the power by the Graduate Faculty to make most decisions, but that changes to the Constitution require a vote of the Graduate Faculty.

Some changes relate to current process that aren't reflected appropriately in the Constitution.

One is considering who should be a member of the Graduate Faculty and how we review them.

The first change was added to the Constitution in response to a request from the emeriti faculty. A process was developed to allow emeriti who had been members of the graduate faculty to stay on the graduate faculty.

Another change was made to address research faculty and levels of faculty eligible for graduate faculty status. It was decided that the research associate level was not appropriate for graduate faculty status. In addition, Research and Clinical Track were added to the eligible faculty list, as well as senior lecturers. This first paragraph was inserted:

"A. Eligible Faculty

University faculty members eligible for membership in the Graduate Faculty ("eligible faculty") are those holding a primary or adjunct appointment as an Officer of Instruction, Officer of Research, Officer of Extension, or Officer of the Libraries at the rank of Professor, Associate Professor, Assistant Professor, or Senior Lecturer. Emeriti faculty who were members of the Graduate Faculty when they became emeriti are also eligible."

Another changed formalized adjunct appointments. Adjunct appointment means there is a faculty appointment In Human Resources that does not necessarily include salary.

Two additional changes relate to status of emeriti and adjunct faculty. Emeriti faculty would be voting members of this body, but adjunct faculty would not. For adjuncts, it was decided they could serve as primary advisor for a doctoral dissertation or master's thesis, but that there must be a co-advisor on campus.

Minor changes simplified a cumbersome process and/or embraced the electronic age.

A Question and Answer period regarding the proposed changes to the Constitution then ensued, which included clarifications of some of the information presented.

A motion was made to approve the discussed changes to the Constitution. Motion to APPROVE was made and seconded, and the motion unanimously PASSED.

GRADUATE EXECUTIVE COMMITTEE ACTIVITY (Cindy Forehand)

The next item on the Agenda was an update on Graduate Executive Committee actions. This had not been done in the past but will now be included in future meetings.

- 1) The Graduate Executive Committee reviewed 31 applications for Graduate Faculty status and 89 course action forms. Minor changes, deletions and de-activations are reviewed and approved by Ralph and Cindy. If there are any substantive changes in a course or if it is a new course then the full Graduate Executive Committee looks at that. Work was done with 4 different programs who were doing program revisions to define the accreditation requirements.
- 2) Associate Dean Forehand noted that the Graduate Executive Committee was working with GSS and Institutional Research on a Graduate Student Survey and a Mentor's Manual.
- 3) The Graduate Executive Committee also noted there has not been a graded credit standard for entry level doctoral programs. A minimum 30 graded credits was established.

The floor was then opened for COMMENTS.

Discussion of the doctoral graded credit requirement ensued. Associate Dean Forehand reminded the faculty they could challenge the decisions of the Graduate Executive Committee. No challenges arose so the new guideline stands.

ADMISSIONS PROCESS PROJECT (Cindy Forehand)

Associate Dean Forehand then discussed the steps being made to make the admissions process better and more efficient. Working with the BPRT (Business Process Re-Engineering Team), a Committee of Staff and Faculty was established: Ralph Swenson, Cindy Forehand, Deb Bouchard, Joanne Molina, Nancy Beck, Erin Montgomery, and Roman Vogel, plus two faculty: Tom Visser and Robert Snapp.

A Survey was circulated to capture issues when using web extender and further work is being done to ascertain what people would like the admissions process to be able to do. The group is pursuing an extended relationship with College Net.

LANGUAGE TO INCLUDE CREATIVE ARTS IN THE UNIVERSITY SCHOLARS PROGRAM (Cindy Forehand)

Associate Dean Forehand referenced the Reach Grant Committee's work on inclusion for all kinds of scholarships at UVM and noted the Graduate College is also working on ways to be more inclusive. The University Scholars program now explicitly includes the Creative Arts.

DISTANCE LEARNING (Cindy Forehand)

Associate Dean Forehand noted a very successful fully on-line Certificate of Graduate Studies in Public Health launch. There were 20 students in the program the first term after it launched. The goal was 20 students for the first year, which has already been met.

The floor was then opened for QUESTIONS.

ADMISSIONS UPDATE (Ralph Swenson)

Ralph Swenson then provided an Admissions Update, noting some programs are still accepting applications and the expectation is that more will be coming. The applications are roughly 4% down from higher totals. For the most part, the drop seems to be in PhD applications. However, there isn't a lot of concern – our numbers are small so small changes make large percentage changes.

Ralph noted the quality of the students who will be coming next year are as good as it has been over time.

GRADUATE COLLEGE REVIEW (Richard Galbraith)

Richard Galbraith addressed the group and advised that a small committee has been convened to look at what would be the best options for filling Vice President for Research and Dean Grasso's roles and to examine what is happening at the Graduate College. Mainly looking at ... How are we going to do grad education - bad or best? How can we improve it? What are we doing well? What could we do better? What is your vision?

All are encouraged to provide feedback (at either an upcoming open forum or via e-mail).

The floor was then opened for QUESTIONS.

Dean Grasso concluded the meeting at 5:30 PM with a wish that all have a comfortable landing with their semester and a relaxing and productive summer, with best wishes for continued success.