

**DRAFT MINUTES
OF
GRADUATE COLLEGE FALL FACULTY MEETING
November 3, 2016**

ATTENDANCE

Approximately 25 Graduate Faculty attended the meeting.

WELCOME

Meeting Called to Order at 3:06 p.m. by Cynthia Forehand, Dean of the Graduate College.

APPROVAL OF MINUTES

April 4, 2016 Minutes reviewed. No edits presented. Motion to approve Minutes made. Seconded. All in favor. April 4, 2016 Minutes APPROVED.

PROVOST'S REMARKS (Provost Rosowsky)

The Provost greeted the faculty and discussed enrollments, stating that graduate numbers were good, and the undergraduate yield was better than projected. The quality met all goals for recruitment, and some important barriers, like SAT scores, were broken through. He then explained that the University's big revenue stream is undergraduate tuition, and under the new budget model revenue goes to the schools, which helps them achieve their strategic priorities.

The Provost also gave an update on the capital projects on campus. These projects are on time and on budget. The Alumni House and the Silver Pavilion opened last month, and the first building in the STEM Complex will open in May. The Miller Farm Complex was finished last year, and renovations in Billings will be starting this year, which will be a new hub for humanities. The new residence hall will open in June, and the Taft School will become a new nexus for the performing and visual arts on campus. The Provost explained that the reasoning for making the Taft School a center for the performing and visual arts was to create a central nexus for the arts and to bring as many non-art students through the facility as possible, which was the same philosophy used for the new STEM Complex. The Provost also noted that the Taft School project would use donor capital.

The Provost then gave an update on recent relocations. He explained that all of the services that support student academic success are now located in the Davis Center, and to a lesser extent in Bailey Howe as opposed to scattered all over campus. In doing so, other groups, like ALANA, received new space.

The Provost concluded his update with information about two special projects. He noted the increasing demand for innovation spaces from students and faculty, who are calling for the

ability to schedule classes in these spaces. He also noted that the entrepreneurship and innovation spaces are not exclusive to the sciences, technologies or business, but can be utilized across University disciplines.

Provost Rosowsky addressed questions and comments following his remarks.

DEAN'S REPORT (Dean Forehand slide set)

New Staff Introductions. Dean Forehand announced staffing changes and introduced two new Graduate College staff members. Kimberly Hess, who was the student services specialist who dealt with non-financial pieces moved into the Director of Admissions and Enrollment Management position. Bethany Sheldon is the new student services specialist. Becky Houle is the new international student services specialist, and will also help with general admissions. Becky is also the liaison for the Pre-Master's Program.

Strategic Initiative—Growing the Graduate Student Population. Dean Forehand updated faculty on current strategic initiatives.

Pre-Master's Program – This program is for international students who have a baccalaureate degree, but their TOEFL or IELTS scores are too low for the direct admit process. There are currently ten Pre-Master's students enrolled in six programs within CEMS. Dean Forehand would like to expand the programs that offer a Pre-Master's option, but noted that programs with predominantly quantitative course work in the first in the first year are the most successful.

Accelerated Master's Program (AMP) – Dean Forehand explained AMPs and their parameters. AMPs are an early entry point into an existing program only available to UVM undergraduates. They are not a way to recruit students from outside UVM. Dean Forehand then explained the review process for AMPs. She also announced that because of the growth of these programs, a new form was created for applicants that requires signature from their Dean's Office. Dean Forehand noted that the AMP is not a traditional 4+1 program. AMPs recruit students after they have been in a program for a few years and love it, as opposed to recruiting students in their first year. AMPs are also nine credits maximum. Depending on the degree, these credits may not speed the time to degree up very much, but they act at a nine-credit scholarship towards a student's graduate degree.

Questions and Concerns about Pre-Master's Programs and Accelerated Master's Programs

Are AMP students counted as graduate *and* undergraduate? AMP students have a primary and secondary record in banner. They are undergraduate students until they graduate, but they are taking some graduate coursework, which banner recognizes as a secondary curriculum. If we are reporting on graduate students we include them, but they are reported as undergraduate students for accreditation unless you want to have a specific category that says these are undergraduate students an accelerated program.

Do the 6-9 credits have to be during their senior year? Students can start taking these credits during the spring semester of their junior year.

When does the clock start for the AMP program? The clock starts for that graduate program when the student is accepted. If the student starts a program and does not finish, it is still on their transcript as a graduate program that was never completed. Advisors should make this clear to applicants.

Do Pre-Master's Program courses count toward a student's future program? Yes. These students take regular graduate courses along with direct admit graduate students.

Could a Pre-Master's Program student go into a PhD program? Yes, there is no reason that a student could not apply for the doctoral program following completion of the masters'.

Can our program offer a Pre-Master's option to a qualified student? Right now Pre-Master's programs exist for the three engineering programs, math and statistics, and computer science. We can expand those, but we cannot admit them without some pre-consideration that the program is interested in taking the student. We have not moved out of CEMS yet because the first year doing this was an enormous amount of work, so we had to keep it focused. We feel like we can expand to other programs now, but again, it depends on how much non-quantitative educational interaction there is in the first year.

A faculty member expressed concerns that the Pre-Master's Program does not bring students to the GTA level and that it is difficult to get a big enough cohort. Dean Forehand explained that students in the Pre-Master's Program must meet the minimum standard for direct entry in order to matriculate into a master's program, but many students will be above that. The Graduate College does not require them to take the TOEFL or IELTS again, but a program could make that a requirement as part of the transition. She then addressed the concerns about cohort size. The faculty member was under the impression that in order for a program to offer a Pre-Master's Program they had to have at least 10 students. Dean Forehand clarified that 10 people are required to add another section of English language courses, but these do not need to be from one program.

Is there anything different about the AMP application? We now require a form with the signature from a student's Dean's Office. In addition, though you cannot change the program itself, you can change admissions requirements, so very few programs that require the GRE for their direct admit actually require it for their AMP.

Can you offer a GTA to a talented student when they apply to the AMP? You cannot give them a GTA when they are an undergraduate, but you can make the commitment to support them with a GTA when they become a full time graduate student.

Strategic Initiatives Cont. Dean Forehand continued her update on current strategic initiatives.

Advance and other outreach – Dean Forehand announced that the Graduate College is beginning to advertise for the AMP and a presentation was done at the UVM Graduate Fair. She also told faculty that they could take copies of the *Advance* book that came out in May to use as a recruitment tool, and that the Graduate College could provide them with general information to take to recruitment fairs.

Diversity Recruitment Funds – Dean Forehand announced that she made small awards available to each Dean to match scholarships for diversity recruitment.

A faculty member then asked for more information about what recruitment materials are available. Dean Forehand responded that the *Advance* book is available as a hard copy and as a flipbook on the Graduate College website. A half-page card listing all graduate programs and a tablecloth are also available. Faculty were then encouraged to submit ideas for recruitment material to the Graduate College for development. The Graduate College currently working on a retractable banner that is easy to transport and generic. The faculty member then expressed that generic is best and suggested branding materials with The University of Vermont instead of The University of Vermont Graduate College.

Student Support Initiatives. Dean Forehand reviewed current and upcoming student support initiatives.

The Graduate Writing Center – Dean Forehand reminded faculty that the Graduate Writing Center opened last year. After a slow start, the writing center took off and this initiative is being expanded. More tutors were hired, and some of these tutors have the skills to work with English Language Learners. An online component to the writing center is also being developed.

Research Grants – Dean Forehand announced that \$500 research grants are now available to support students in professional programs or in humanities programs where they pay for their own research. The application for these grants only asks students what they need it for and for a letter from their advisor that says other funds are not available.

Master's Thesis and Doctoral Dissertation Awards – Dean Forehand announced the new annual award for the best dissertation for doctoral students and the best master's thesis. There are two awards for the master's level, one for STEM and health sciences and one for humanities social sciences. Dean Forehand also announced that she would be looking to faculty to help review these.

Interdisciplinary Scholar Assistantships – Dean Forehand announced that she is hoping an advertisement will be going out soon that the Graduate College will be supporting at least one interdisciplinary scholar. This interdisciplinary scholar will be a doctoral student whose research involves at least two different disciplines with co-advisors in two different areas. It will be one year of stipend support for that student. Dean Forehand also announced that there may be a master's one as well, which would have a summer support piece.

Partnership with the Center for Teaching and Learning (CTL) – Dean Forehand explained that the Graduate College is working with CTL to provide specific workshops for GTAs. Her goal is to have mandated training available at the university level, but she would not require programs that already provide GTA training to participate. This year CTL held some generic teaching sessions that were open to everybody and some sessions tied to specific departments. The Graduate College is willing to support both, and Dean Forehand told faculty that she gave CTL salary support for conducting the sessions. She also noted that this is a pilot year, and will be reviewed to determine what will make this partnership successful.

Questions and Concerns about the Student Support Initiatives

Regarding the small grants for student research – is that only for the design and implementation of the project, or can students apply because their project was accepted for national presentation? There is a mini grant program for traveling to present work, but these only support students who are presenting at a meeting, so students who are not eligible for the traditional mini grant may be able to use these funds.

The faculty member then expressed concern that mini grant deadlines have excluded students in the past because the conference they wanted to attend did not fall within one of the cycles. Dean Forehand explained that there are three cycles for the mini grants, but they still do not catch everybody. She encouraged faculty to tell the Graduate Student Senate (GSS) if they have a meeting that happens at the same time every year. GSS manages the application process, and they might be able to open it for that meeting.

Cross-College Interdisciplinary Programs. Dean Forehand addressed IBB in relation to cross-college interdisciplinary programs. First, she explained what it means to be an interdisciplinary graduate program. Cross-college interdisciplinary programs have to involve faculty from more than one college or school and the reporting is through the Graduate College, not through an individual college's chair and dean. For these programs to be recognized, they also need to be faculty led. The faculty have to develop by-laws and a process whereby they include faculty in the program and get rid of faculty if they are not performing the requirements. There needs to be an admissions committee of faculty from more than one college or school and a student progress and curriculum committee. Dean Forehand then clarified that all programs report to the Graduate College, but interdisciplinary programs do not have a layer that runs through the chair and dean of an individual college.

Dean Forehand then explained what this means for IBB. Tuition for all graduate programs goes to the home unit of a graduate student, and the home unit has to pay a cross-college teaching charge for courses taught in other units. So, if an English student takes a course in forestry that tuition goes to Arts and Sciences, but then Arts and Sciences pays Rubenstein for that teaching. Tuition for cross-college interdisciplinary programs goes to the Graduate College, but this is just a technical pass-through so it goes one place in the IBB mechanism. Net tuition then goes out to the unit based on the amount of teaching they did. If they did 60% of the teaching, then 60% of

the net tuition is going to their unit. This set-up prevents units from having to pay an additional cross-college payment. Dean Forehand also explained that there is no cost allocation for head-count in these cross-college interdisciplinary programs. These are small but real ways that true cross-college programs are incentivized. Dean Forehand then noted that research doctoral programs generate research, success, and reputation, but they do not typically generate significant net tuition revenue.

Questions about Cross-College Interdisciplinary Programs

Does this information about cross-college interdisciplinary programs also apply to certificates? Certificates of Graduate Study are a true degree, but this information only applies if it is the primary curriculum. If a student is getting their master's and a certificate, that tuition goes with their master's program affiliation.

A faculty member asked for clarification about what Dean Forehand meant when she said doctoral students are not revenue generating, because they understood that student salaries are assessed as part of generating Facilities and Administrative (F and A) costs in grants. Dean Forehand explained that these are complex because you are foregoing the tuition on those, so a budget person would see that as a loss of \$38,000-\$40,000 in revenue for an out-of-state student. She also explained that F and A is not new unrestricted money because it must be used to pay for F and A associated with grants.

Another faculty member stated that the College of Arts and Sciences told faculty that their IBB project is based on current F and A comp, and if they get more F and A that is direct revenue. Dean Forehand responded that this could be how Arts and Sciences is handling budgeting for programs and incentivizing programs that do more. Programs handle that in different ways. But actual F and A dollars are used to pay the costs for which they are assessed.

Can programs set their own tuition rate? Programs cannot set their own tuition because this is an auditable cost, but they can request a variable tuition rate for out of state students.

ADMISSIONS REPORT

The Fall 2016 Admissions & Enrollment Management Update starts on [slide 8](#) of the Dean's Report Presentation.

Dean Forehand explained the graph on [slide 8](#). She told faculty that the highest number of graduate students ever was in 2011, but this dropped off following the recession because students were not applying from 2008-2010. The numbers are going back up now.

Dean Forehand then explained the graph on [slide 9](#). Applications, admits, and enrolls are all trending up, but she noted that applications for next year are down a little bit. She then told faculty to be aware that that the Graduate College opened a new progressive disclosure application this year where applicants only see the things that apply to them. Dean Forehand

explained that there were a couple of glitches, which have been fixed, but encouraged faculty to notify the Graduate College if they became aware of any issues.

Dean Forehand then explained the graph on [slide 10](#). Many of the programs are trending up, but a couple are trending down, so the Graduate College is watching these at the individual college level. Dean Forehand expressed that she is hoping programs will be back to where they were within a year.

GRADUATE EXECUTIVE COMMITTEE ACTIONS

The Fall 2016 Graduate Executive Committee Actions Update starts on [slide 11](#) of the Dean's Report Presentation.

Number of Meetings Subsequent to the Last Graduate Faculty Meeting. There have been seven meetings since the last Graduate Faculty Meeting.

Reviewed. The Graduate Executive Committee reviewed eight new or significant change course proposals, eight minimal change, deactivation, or delete course proposals and 12 graduate faculty applicants since the last Graduate Faculty Meeting.

Approved. The Graduate Executive Committee approved two new accelerated master's. These include an Accelerated Master's Program in Clinical Nurse Leaders and an Accelerated Master's Program in English.

Developed. The Graduate Executive Committee developed an Annual Best Dissertation and Thesis Award.

Reaffirmed. Dean Forehand explained that in response to the new Fisher Guidelines from the Supreme Court, General Counsel is working with units to determine what they are doing towards diversity recruitment, why, and if what is being done is reflected anywhere. As part of this, the Graduate Executive Committee looked at the mission statement of the Graduate College to make sure it was broad enough to support scholarships for diversity recruitment. The committee decided not to change the mission statement.

Ongoing Initiatives. Dean Forehand provided an update to faculty on the Graduate Executive Committee's ongoing initiatives.

Student Satisfaction Survey – The Graduate Executive Committee will be developing a student satisfaction survey this year.

Cross Program Curriculum Review – The Graduate Executive Committee will look at curriculum across all programs over the course of this year. This is separate from academic program review. NEASC accreditation comes up in 2018, and this is part of the assessment for that accreditation report. The committee is looking at graduate curriculum to determine how much

of it is graduate only and how much is mixed. The committee plans to look at courses to determine if they are still appropriate for graduate students. They will be looking into prerequisites for 200 level courses in particular because some courses that are on the books for graduate credit do not currently require a prerequisite.

INFORMATION UPDATES

Graduate Housing. Dean Forehand announced that the last property out of Fort Ethan Allen has been sold to Redstone. She explained that the first property went to Champlain Housing Trust, and is still available to low-income students. She told faculty that she is hoping to develop a relationship with Redstone like what is already in place on campus with Redstone Lofts and Redstone Apartments. She also told faculty that there is some conversation about trying to bring Jeanne Mance back as a graduate dorm. The reason for this is to provide housing for international students, who do not have bank accounts here, social security numbers, or someone who can vouch for them, which impedes their ability to rent locally. This is an early conversation but it is still happening.

ACA and Graduate Student Insurance. Dean Forehand explained that the initial regulation in the Affordable Care Act (ACA) made it so that health insurance could not be purchased for graduate students. This was problematic because it would require that all students be provided with the money to purchase health insurance, instead of only providing UVM health insurance to those who are not already covered. The ACA was also problematic because everyone would be taxed on the money they received for health insurance, but international students do not have any deductions for taxes, so this was very unfair. Dean Forehand then told faculty that guidance has now come out from the government that the IRS, labor, and affordable care act folks have all agreed together that they will ignore this regulation for an indefinite period.

Fair Labor Standards and Postdoctoral Appointments. Dean Forehand announced that the minimum salary for an exempt position, meaning you work until the work is done, was raised from \$23,000 to \$47,475, effective December 1st. She told faculty that they would receive guidance regarding this change in their units. She then addressed the implications for postdocs and research faculty. Postdoc fellows and associates are not a concern because they are funded by grants and these institutions are aware of the situation. Research faculty are a problem because an exempt employee cannot be part time and there are a handful of people who are not full time and their salary isn't high enough. Guidance from the Provost will come out in the next day or two, and Dean Forehand explained that they would meet with folks who have a considerable number of people below the minimum salary. Dean Forehand also told faculty that she was unsure how emeriti faculty would be handled.

NEW BUSINESS

Dean Forehand opened the floor to faculty for any issues they would like to address. She also told faculty that if they wanted to add something to the agenda for the spring meeting they should contact the Graduate College.

A faculty member asked for clarification on how the sale of student housing would affect cost to students. Dean Forehand responded that subsidized housing would not be coming back, but low-income students would qualify for Champlain Housing Trust and she is hoping to save some of those units so they would be available to UVM graduate students before they go on the open market. Dean Forehand then expressed her concern for families and international students. She is hoping to negotiate with a property owner to rent to families by the unit as opposed to by the bedroom to achieve a better rate. Most international students lived at the Fort, so an on campus dorm may be available to them to replace the sold housing.

The faculty member expressed the concern that the loss of this housing erased the work to raise stipends. Dean Forehand responded that most graduate students did not live at the Fort, so raising stipends was still good. The new stipend level also reflects what is defined as a livable wage.

The faculty member then noted that the majority of the students in the chemistry program did not fall into the categories Dean Forehand described, and expressed that he felt the Graduate College had found a way for students to pay the same amount of money. Dean Forehand explained that housing is managed at a different level, but she did try to raise stipends with the knowledge that housing was going to be sold. She also noted chemistry offers the minimum stipend, where many other programs are higher than that. She then told faculty that Champlain Housing Trust and Redstone made renewal available below market rate to students who already had contracts. They did start charging for cable, which was included before. Dean Forehand expressed that she is aware of the problem and will keep working on it. The goal for stipends next year is for individual units to determine what they need to be competitive in their discipline and try to get there.

A faculty member expressed concern about the lack of accessible housing in the community. Dean Forehand agreed that this is a huge problem. She noted that there is accessible housing on campus, which is available to graduate students by special consideration, but not with a family. A group is meeting to think about graduate student housing in general, but also accessibility. One option is to have students defer for a year until housing becomes available. Dean Forehand also stated that if they are able to set up a couple of units for families, at least one of those units would be an accessible unit. In general, accessible housing in Burlington is difficult, much worse than graduate student affordable housing, and the combination of graduate student and accessibility needs is even more complex.

ADJOURN

The meeting concluded at 4:24 PM.