



THE UNIVERSITY OF VERMONT  
**GRADUATE COLLEGE**

**MINUTES  
OF  
GRADUATE COLLEGE SPRING FACULTY MEETING  
Monday – April 27, 2020  
2:00 pm – 3:30 pm  
Microsoft Teams**

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**ATTENDANCE**

79 graduate faculty members joined the Teams meeting.

**WELCOME**

Meeting called to order at 1:59 p.m. by Cynthia Forehand, Dean of the Graduate College.

**APPROVAL OF MINUTES**

The Minutes of the November 7, 2019 meeting were **approved** as written.

[DEAN'S REPORT](#), Cynthia Forehand, Dean (slide 3)

**COVID-19**

Dean Forehand provided the following updates to graduate faculty related to COVID-19 and graduate education.

Commencement is not happening in person, but there will be a video going out over commencement weekend that will minimally have a message from the President and Provost, and will have appended to it videos from colleges and schools, or there will be a separate site where units can post their own videos. Dean Forehand noted that she has asked all units to include graduate students in their remote celebrations and recognitions. The Graduate College will do a general video, but will not be able to recognize individual programs.

Summer classes will all be held online. Internship guidance has come out, and indicates that they should be remote. The plan for fall classes is to be in-person, but Dean Forehand encouraged faculty to prepare entry-level graduate coursework to be online in the fall in case courses shift to remote. This would be particularly helpful for international students because they may be able to take some classes online if they are unable to get to campus.

GTAs and GRAs completed the offsite work agreement mid-April, and this was approved for 30 days. Dean Forehand notified the faculty that she would be emailing everyone who submitted an agreement to see if there are any changes. If any changes are submitted she will review those, and the agreements will be approved through May 30, 2020. If there are no changes this should be indicated, and the agreements will also be approved through this date.

There is a group working on guidelines for research. Up to this point only essential research has been allowed. Field research is starting to open up in accordance with the Governor's guidelines. In-laboratory research is still not allowed and will not be allowed before May 15. Faculty were encouraged to have a plan ready so that when in-person research resumes they can get started as quickly as possible. Individual labs will be required to tell their Deans their resumption plan, and it will be managed at the Dean level.

A faculty member asked if summer undergraduate research would be allowed. Dean Forehand replied that it is not completely canceled, and there are two pieces to the answer. First, for faculty who were planning on bringing students to UVM from elsewhere, currently this is not possible. This is unlikely. Second, if the guidelines change to allow a lab to open and there are undergraduate students who are considered critical they may be allowed to participate in research. At the moment it is not allowed, and it is unknown if this will change when new guidelines come out on May 15. The bottom line is safety.

### **Change to Accelerated Master's Entry Program (AMP) Credit Options**

Dean Forehand explained that she and Stacey Kostell reviewed accelerated master's programs around the country and many institutions allow 9-12 credits to double count for the graduate and undergraduate coursework. UVM's AMPs allow 6 credits to double count, and some programs allow students to take an additional 3 credits as an undergraduate that would count toward their graduate degree only. Dean Forehand and Stacey Kostell checked with NECHE and there are no restrictions on allowing those additional three credits to double count, so Dean Forehand stated that she is planning to meet with programs to determine how they want to proceed. After these meetings, a chart with this information would be added to the catalogue as an addendum.

A faculty member asked if the 9 credits that can now double count could be applied to a Certificate of Graduate Study (CGS). Dean Forehand stated that these credits could not be directly applied to a CGS. They would need to be applied to a master's degree and then could count towards a concurrent CGS.

Dean Forehand reminded the faculty that an AMP is not a degree, but an entry point, and curriculum and requirements for AMP students must be the same as for a direct-entry student.

A faculty member asked if the other schools that allow double counting are R1 institutions. Dean Forehand stated that a large number of institutions are doing this, but she did not collect this specific data when looking at these programs. The faculty member expressed the concern that if UVM is not double counting as many credits as competitor universities it could impact recruitment.

A faculty member asked for clarification about how many credits can transfer from a master's degree to a PhD program. Dean Forehand explained that for students in an unrelated discipline, similar to a student with a master's from another institution who is accepted into a PhD program, the rules are that 24 credits can transfer, with the guidelines that they have to be graduate credit, they have to have received a B grade at least, and the program has to accept them. For students in a course-based master's at UVM they would have 30 credits that they could transfer, but they still have to have 15 distinct credits in the two degrees for GPA calculation. Dean Forehand also noted that if a student is in a PhD program and they meet the requirements for a master's they can request to get that degree. If they have met the requirements for a different master's program than the PhD program they are enrolled in they have to apply to that master's program in order to get the degree.

## **200 Level Curriculum**

As UVM underwent review for accreditation, the site visitors noted that much of the 200 level curriculum did not have the appropriate components to be graduate credit. A related issue is that not all 200 level courses are approved for graduate credit, so students run into the problem that when they are planning to graduate they have unknowingly taken courses that are not approved for graduate credit, and sometimes they have not been able to graduate. The registrar added code to the system so that if a graduate student tries to register for a 200 level course that is not approved for graduate credit they have to get permission to do so. There are also complications with 200 level special topics courses. In the past 200 level special topics classes were approved for graduate credit, but the courses did not typically have any content related to graduate students, so graduate students can no longer register for 200 level special topics courses. There needs to be a parallel 300 level course. Within the next year or two, the intent is to have a 4 or 5 digit course numbering system.

A faculty member noted that they taught a 295 course last year that got a permanent number, but they were not sure if it have been approved for graduate credit. Dean Forehand stated that the Graduate College Office could confirm, and if it was not approved for graduate credit a Course Action Form would need to be submitted requesting approval for graduate credit. Graduate courses are listed in the catalogue yearly, but the Graduate College Dean's Office can check on the status as well.

A faculty member asked if there a limit to the number of undergraduate students that can participate in a graduate level course. Dean Forehand explained that there is not a policy, but the guidance is that for a 200 level course approved for graduate credit you would expect most of the students to be undergraduates, but for a 300 level class the expectation is that most students are graduate students with a few stellar undergraduates who have permission to enroll. The goal is to be mindful and create an environment where graduate students can have a high level discussion.

**SPRING 2020 ADMISSIONS & ENROLLMENT MANAGEMENT REPORT**, Kimberly Hess, Director of Graduate Admissions & Enrollment Management (slides 4-7)

Kimberly Hess reviewed the enrollment data on slides 5-7.

On slide 5, as compared to AY 18-19, there has been a 4% decrease in applications, a 6% increase in new enrollment, a 6% increase in admitted students, and a 6% increase in the admission rate, or people accepting our offer of admission.

On slide 6, in comparison to April 21<sup>st</sup> of the corresponding year for summer/fall responses to admission, the number of people who accepted the offer is up from 445 to 492, and the number of people who declined the offer is down from 297 to 294. There was an increase from 4 to 14 for people who accepted the offer and then declined, presumably because of COVID, and deferrals are down from 28 to 15. Last year the Graduate College moved to a more proactive deferral process that requires approval from the program.

On slide 7, for spring 2020 enrollment by race/ethnicity, Black/African American enrollment is up 36%, Hispanic enrollment is up 11% and “two or more” is up 22%. International enrollment is down 4%, and “unknown” is down 40%. This indicates that more applicants are answering the optional race/ethnicity question on the application.

A faculty member asked if the increased number of applicants accepting the offer of admission was powered by AMPs. Kimberly replied that the data did include AMP students, but they were not the only driving factor. The Graduate College has the data broken out by AMP students and direct entry students, and Kimberly noted that she can include this data in the future and can send it to the faculty member. Dean Forehand also noted that the Graduate College Enrollment, Admissions, and Degree Data for 2019-2020 is available on the website here: [https://www.uvm.edu/sites/default/files/media/Graduate\\_Data\\_Report\\_pub.pdf](https://www.uvm.edu/sites/default/files/media/Graduate_Data_Report_pub.pdf). She noted that the Graduate College is trying to include more data that pulls out AMP data specifically. There is a section on AMP data in this pdf document.

A faculty member asked if the Graduate College is expecting any additional problems with visa processing for accepted international students this year. Kimberly stated that yes, it is an ongoing issue. Dean Forehand added that because of COVID-19 many consulates are closed, and there are now additional layers blocking immigration from the government. Becky Prigge in the Graduate College office has been proactive with international applicants, sending messages to applicants before the consulates were closed encouraging them to take care of what they could early. Dean Forehand was concerned about matriculating many of the international students that applied. Unfortunately many international students are research students, and they cannot be paid if they are not in the country. If they are willing to pay to take credits online and come later that may be an option. In addition, testing sites for GRE, IELTS, and TOEFL have been closed. There are some at home testing options, but they are not available in China or Iran, which are big markets for UVM.

**GRADUATE COLLEGE EXECUTIVE COMMITTEE ACTIONS**, Cynthia Forehand, Dean (slides 8-11)

Dean Forehand reviewed the actions of the Graduate Executive Committee (GEC).

There have been 11 meetings subsequent to the last Graduate Faculty Meeting.

The GEC reviewed 40 new or significant change course proposals, 124 minimal change, deactivation, or delete course proposals and 24 graduate faculty applications since the last graduate faculty meeting.

The GEC reviewed applications/nominations for the following student awards:

- Rodney L. Parsons Anatomy and Neurobiology Award
- Thomas J. Votta Scholarship
- Roberto Fialho Award
- GTA of the Year Awards
- Thesis and Dissertation of the Year Awards

The GEC approved the following curriculum proposals:

- New Post-Professional Doctorate of Occupational Therapy
- New Doctoral (PhD) Program in Sustainable Development Policy, Economics and Governance
- Proposal to change the name of the Animal, Nutrition and Food Sciences doctoral program to Animal Biosciences
- Proposal to change the name of the Animal Science MS to MS in Animal Biosciences
- Proposal to change the name change of the MS in Mathematics to the MS in Mathematical Sciences.
- AMP in Medical Laboratory Science
- Non-Thesis Track in Psychology MA
- Deactivation of the MA in French
- Revisions in curriculum for Chemistry PhD, Historic Preservation MS and Pathology MS
- Online option for Certificate of Graduate Study in Complex Systems and Data Science
- Micro-Certificate of Graduate Study (mCGS)

The mCGS is a new credential. UVM currently offers Certificates of Graduate Study that are typically 15-18 credits, but there have been many requests for something smaller. Non-credit options exist, but there are not many at the graduate level. If students matriculate into a graduate school and then take a credential like this is, it will be on their record as graduate credit. Dean Forehand noted that unlike the CGS, the mCGS will not be noted at commencement. mCGSs can be taken as a standalone, but they will show up as a notation on the transcript and not as a separate credential. This credential may be utilized by people who are thinking about going back to school, but are not ready to commit to a master's or doctoral program.

### **Graduate Faculty Reappointment**

The GEC sent out a survey in January to facilitate the reappointment of graduate faculty who have been serving for six or more years. Of the 475 faculty who were queried, 143 faculty did not respond or didn't complete the survey beyond indicating that they would like to remain on the graduate faculty. The GEC did a first pass of the completed surveys, and determined that the credentials of 234 of the queried faculty were sufficient to reappoint them without further review. 98 faculty will be reviewed before the end of the term. Those who did not respond will receive notice that their status is at risk and will be asked to complete the survey. Going forward,

the survey will be edited slightly, but this process will be used to query those up for reappointment each year. Faculty appointments will be for a period of 5 years going forward.

A faculty member asked if department chairs could access the list of faculty in their department who did not complete the survey. Dean Forehand stated that to this point the data has been reviewed name-blind, but once she begins looking at the group of faculty who did not respond she would be willing to share that list with chairs.

A faculty member asked if Dean Forehand could describe the process for emeriti faculty and graduate college status. Dean Forehand explained that each year when the list of emeriti faculty is released Hannah reaches out to the new emeriti faculty and asks them to complete a brief form and submit a CV at that time. Faculty who had a graduate appointment at the time they became emeriti are eligible for a three year appointment, and they can continue to advise students they have already been working with, though they should not take on new students. Emeriti faculty can serve on committees, and continue to be engaged. There is another category of people who leave the University or retire without emeriti status and the standard process for that is they are allowed stay on any committees they were on until those students finish, and if they were advising a student at the time they left they can still be the advisor, but a co-advisor who is at UVM is required as well.

A faculty member asked if emeriti faculty can advise dissertations, or if they can only act as committee members. Dean Forehand stated that they can advise if they were already the advisor, but if they are taking on a new student a co-advisor is recommended.

A faculty member commented that they had a colleague who applied to the graduate faculty and the entire packet of materials seems to have gone missing. Dean Forehand recommended that the faculty member contact Hannah to see if it had been received and go from there.

A faculty member noted that there is a significant difference between faculty in programs that have graduate degrees versus those who do not in terms of productivity and engagement because of the opportunities to recruit and advise students, and asked if this is part of the reappointment discussion. Dean Forehand stated that it is, and explained that the GEC took a long time to design the survey because they were trying to capture those nuances. The GEC will be looking at scholarship in terms of contribution to a faculty member's field and/or practice when reviewing for reappointment.

## **RESEARCH UPDATE – Kirk Dombrowski, Vice President for Research**

Kirk Dombrowski, Vice President for Research, introduced himself and provided an update on research at UVM.

### **Background**

Vice President Dombrowski came to UVM from the University of Nebraska Lincoln where he was Associate Dean for Research in the College of Arts and Sciences. His background is in anthropology, and for the last seven years he has been in a sociology department with a courtesy

appointment in psychology. His research was funded mainly by NIH and NSF. He ran a rural addiction center, was the interim director for a wet-lab at a virology center, and has mentored about a dozen PhD students and about a dozen postdocs. He still has an active research program with a field station in Puerto Rico that is in the second 5 years of a large HIV neurocognitive project funded by NIH. He also has three active substance abuse projects among Alaskan natives based out of the research center at University of Alaska Fairbanks.

## **COVID-19 Response**

From the time Vice President Dombrowski arrived at UVM he has been trying to pick up the pieces from the shutdown. He noted his admiration for Richard Galbraith for weathering that storm. He has been working on putting processes in place in preparation for a gradual reopening. He put together a committee from across the university to develop protocols to advise Deans and faculty on what it will take to safely open on campus research labs, and what kinds of new reporting and training expectations are coming down from the Governor's Office. That committee is trying to be proactive so they can be ready with advice, protocols, and training. He noted that he understands that these are highly time sensitive processes for graduate students, postdocs, and pre-tenure faculty in particular.

A faculty member asked if there is any chance that labs will be able to open by May 15. Vice President Dombrowski stated that there is a chance but it isn't likely that at that time labs would return to normal. There will likely be an easing of restrictions before then and at that time. His guess is that some folks may be able to be back on campus at that point.

A faculty member asked if there was any additional guidance on when people would be able to get back on campus. Vice President Dombrowski stated that there is a pattern of the Governor announcing an easing of restrictions each Friday that will start on the next Monday. The ACCD then releases an interpretation of those restrictions for businesses. He is expecting that the conversation will be moving to indoor kinds of activities.

A faculty member asked if UVM will provide PPE to students and faculty when they return to campus. Vice President Dombrowski stated that the current CDC guidance is that not everyone should be wearing a surgical mask because they are needed in hospital settings. For most people, cloth-based coverings are adequate. We don't know what the guidelines will be by the time students get back on campus in August, but he noted that the main goal is the safety of the community, so there will work in this area based on the guidance at that time.

A faculty member asked if they are working isolated in a lab, alone, is there a chance to get into a lab before May 15? Vice President Dombrowski explained that at present there is no on campus activities allowed based on the Governor's guidance, but there is a chance that these guidelines could change. He is hoping to have a lot of the logistical pieces set up so that when the guidance does change there is already an operating plan in place so that people can start again as soon as possible.

## **R1 Aspirations**

Vice President Dombrowski stated that R1 status is a good ambition that opens up opportunities and improves recruitment for graduate students. It isn't a very distant ambition, and in terms of total sponsored research UVM is very close. In order to achieve these aspirations, UVM needs to be more well-rounded and award more PhD degrees. Currently, 50% of the sponsored research at the university is done in the medical center by LCOM faculty. Vice President Dombrowski is working on a plan for raising non-STEM, non-medical research expenditures. In addition, we need to increase the number of graduate degrees in non-STEM areas. This will be data driven, and includes developing new programs and working with existing programs to enhance their capacity.

A faculty member asked if Vice President Dombrowski could share his vision for the Research Development Office and what sort of grant writing support Jeralyn Haraldsen and her staff would be able to provide to faculty going forward. Vice President Dombrowski explained that the goal is to double the size of that office over the next two to three years. There is demand and if UVM is going to grow the research enterprise that is something that will have to happen. Right now Jeralyn is building a strategic vision for that office.

A faculty member commented that a lot the research LCOM does is not STEM, and there is room for engineering and natural science, and asked if there are any plans to grow in these areas? Vice President Dombrowski said that there are absolutely plans for growth there, bridging between arts and sciences and the health fields.

## **ADJOURN**

The meeting adjourned at 3:29pm.



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# Graduate College

## Graduate Faculty Meeting 4-27-20

Presented by:  
Cindy Forehand  
Dean of the Graduate College  
University of Vermont Graduate College

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# Agenda

- Welcome
- Approval of the November 7, 2019 Minutes
- Dean's Report – Cindy Forehand
- Admissions Report – Kimberly Hess
- Activities of the Graduate Executive Committee – Cindy Forehand
- Kirk Dombrowski, Vice President for Research
- New business
- Adjourn

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# Dean's Report

- Covid-19
  - Commencement
  - Classes summer vs fall
  - GTAs, GRAs Offsite work
  - Research
- Change to Accelerated Master's Entry Program credit options
  - Up to 9 credits can now double count – program specific; will confirm with each program
  - Also, remember that the MS curriculum and requirements for an AMP student must be the same as for a direct entry student.
- 200 level curriculum
  - Permission needed to register for 200 level not approved for graduate credit
  - Cannot register for 295 – need parallel 395

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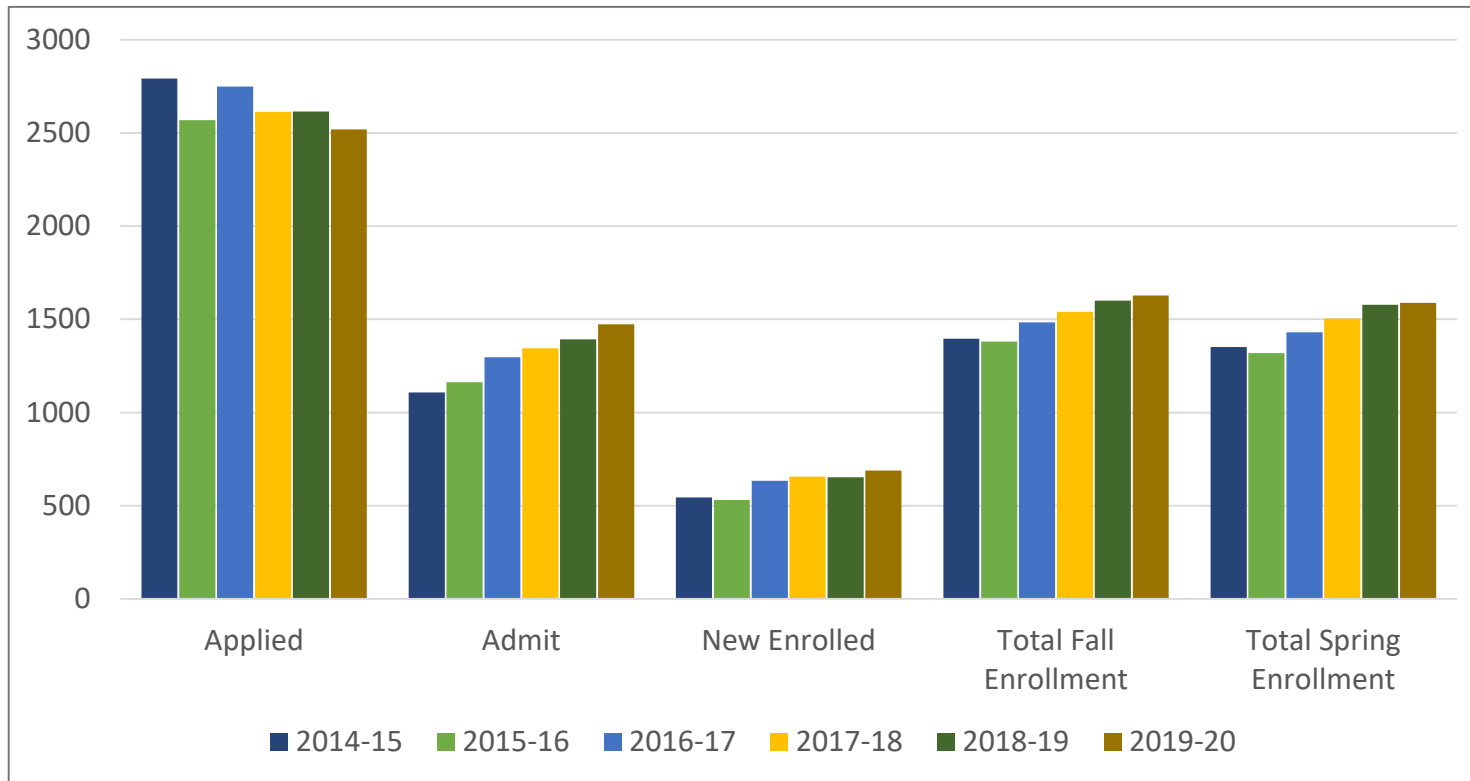
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# Graduate College

## Admissions & Enrollment Management Update Spring 2020

Presented by  
Kimberly L. Hess, M.S.  
Director of Graduate Admissions & Enrollment Management  
University of Vermont Graduate College

# Graduate Admissions and Enrollment AY Comparison



As compared to AY 18-19, for AY 19-20 this represents:

4% Decrease in Applications

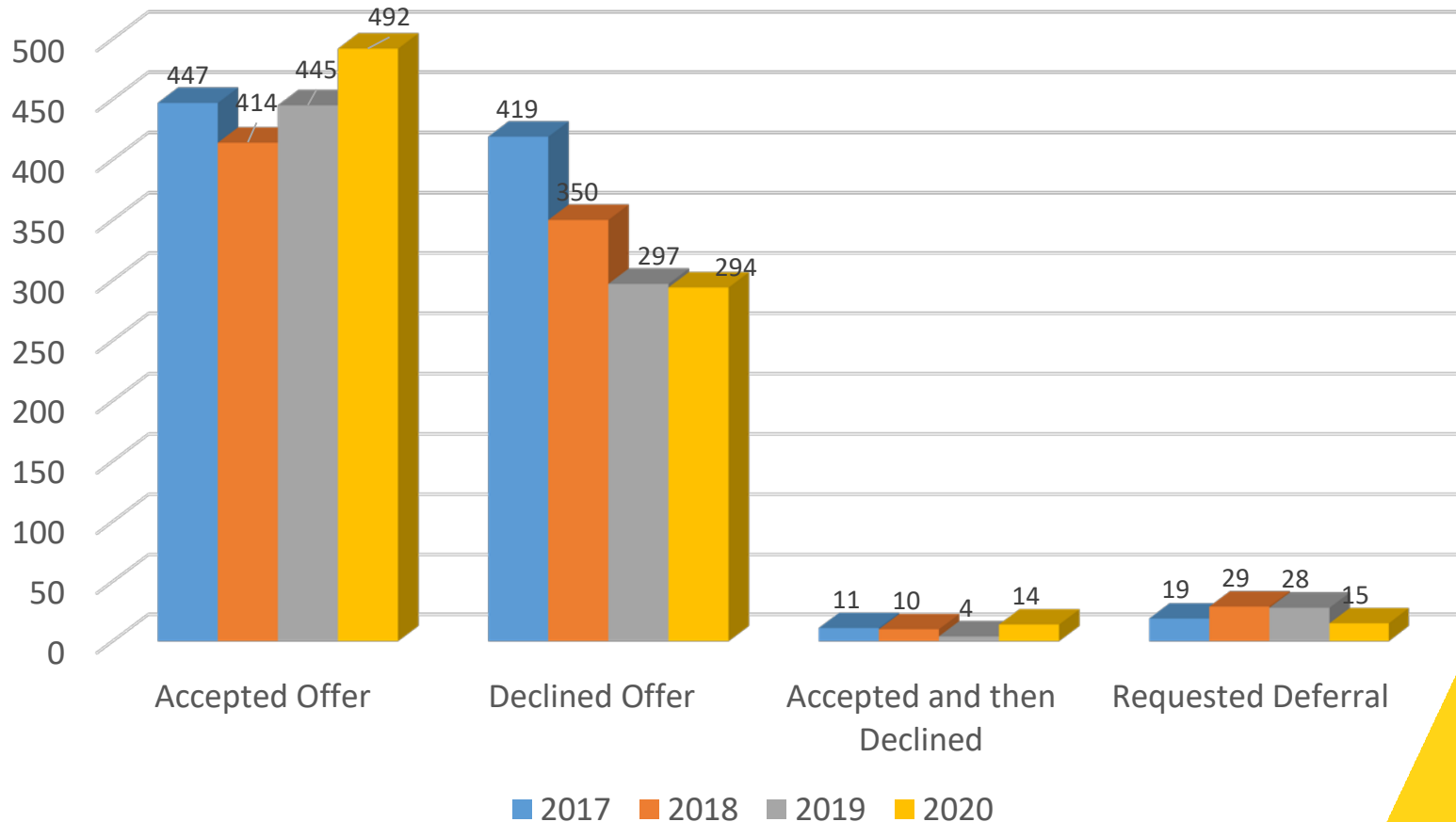
6% Increase in # Admitted

No change in Yield Rate

6% Increase in New Enrollment

6% Increase in Admit Rate

# Summer/Fall Student Responses to Admission Comparison 2017-2020

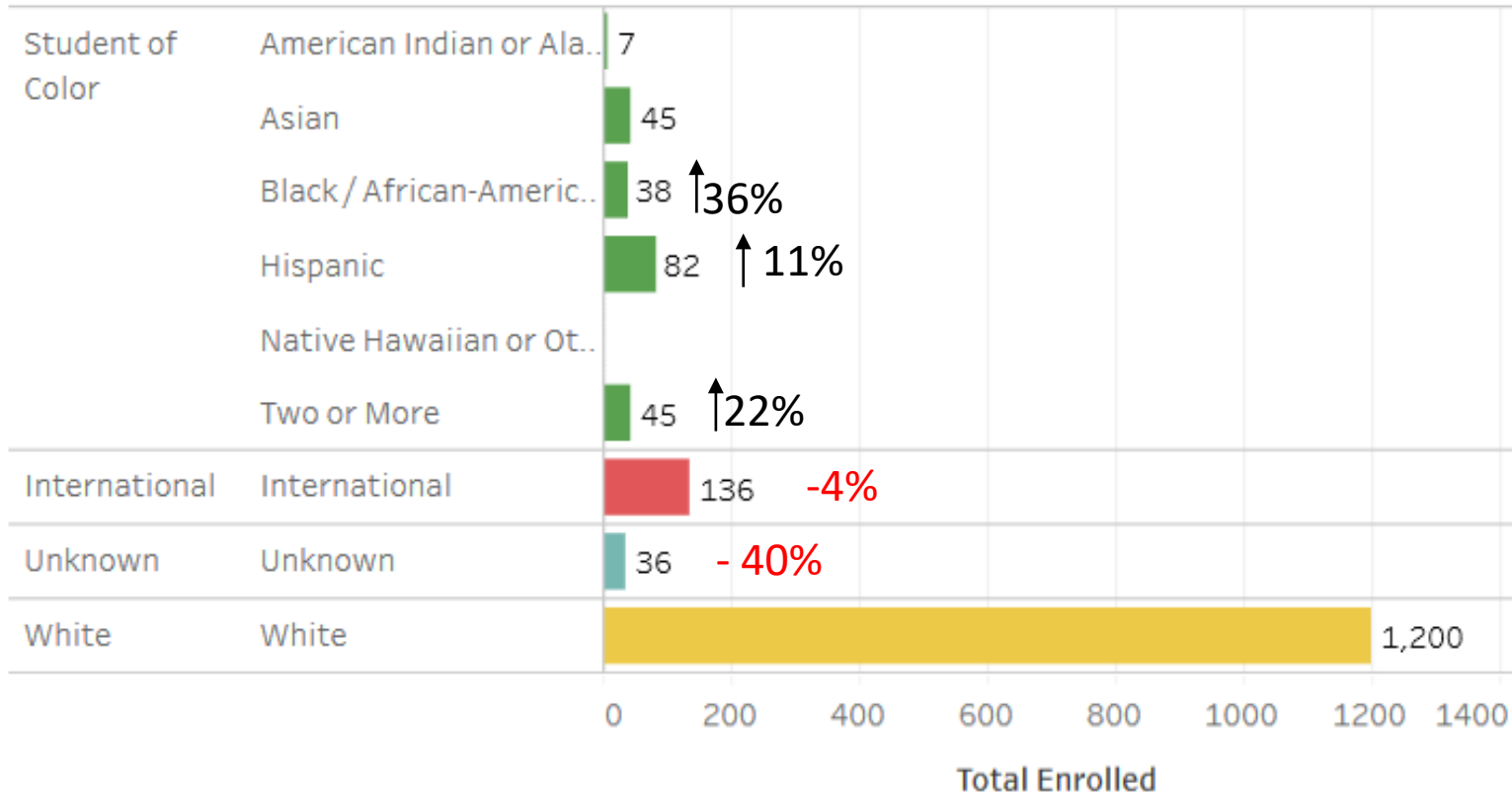


All data as of April 21<sup>st</sup> of the corresponding year

# Spring 2020 Total Enrollment

## Enrollment by Race/Ethnicity:

Degree Level = Graduate/College = All/Student Type = All/Sex = All/Time = All



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# Graduate Executive Committee Actions

## Meetings

- 11 meetings subsequent to last Graduate Faculty meeting

## Reviewed

- 40 new or significant change course proposals
- 124 minimal change, deactivation delete course proposals
- 24 graduate faculty applicants

## Reviewed applications/nominations for student awards

- Rodney L. Parsons Anatomy and Neurobiology Award
- Thomas J. Votta Scholarship
- Roberto Fialho Award
- GTA of the Year Awards
- Thesis and Dissertation of the Year Awards



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# Graduate Executive Committee Actions

## Approved

- New Post-Professional Doctorate of Occupational Therapy
- New Doctoral (PhD) Program in Sustainable Development Policy, Economics and Governance
- Proposal to change the name of the Animal, Nutrition and Food Sciences doctoral program to Animal Biosciences
- Proposal to change the name of the Animal Science MS to MS in Animal Biosciences
- Proposal to change the name change of the MS in Mathematics to the MS in Mathematical Sciences.

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# Graduate Executive Committee Actions

## Approved

- AMP in Medical Laboratory Science
- Non-Thesis Track in Psychology MA
- Deactivation of the MA in French
- Revisions in curriculum for Chemistry PhD, Historic Preservation MS and Pathology MS
- Online option for Certificate of Graduate Study in Complex Systems and Data Science

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# Graduate Executive Committee Actions

## Discussion

- Surveys of credentials for reappointment to the Graduate Faculty
  - 475 graduate faculty queried (6-46 year members)
  - 143 either didn't respond or didn't complete more than "I want to keep grad faculty status"
  - 16 elected to drop graduate faculty status and 13 want to switch to the new practice-based category
- Analysis of the survey data by the GEC identified
  - 234 faculty who will get reappointment letters now
  - 98 who will get reviewed before the end of the term for status
  - The remainder who either did not answer or did not provide data will get letters notification that their status is at risk and we will request the information saying their status is at risk and we reassess in the fall if we receive the information
- These reappointments will now be done for all at 5 year intervals.

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# Other Business

- **Kirk Dombrowski – Vice President for Research**
  - Background
  - Covid-19 Research
  - R1 aspiration
- **New Business**
- **Adjourn**