



THE UNIVERSITY OF VERMONT
GRADUATE COLLEGE

**MINUTES
OF
GRADUATE COLLEGE FALL FACULTY MEETING
Thursday, November 7, 2019
1:00 pm – 2:30 pm
Memorial Lounge, Waterman Building Room 338**

ATTENDANCE

Approximately 15 graduate faculty members attended the meeting.

WELCOME

Meeting Called to Order at 1:11 p.m. by Cynthia Forehand, Dean of the Graduate College.

APPROVAL OF MINUTES

The Minutes of the April 29, 2019 meeting were **approved** as written.

PROVOST'S REMARKS, Patricia Prelock, Provost and Senior Vice President

Provost Prelock addressed the graduate faculty about the importance of graduate education at UVM and her vision in this area. She noted that President Garimella is very focused on student success and access, not just for undergraduate students, but also graduate students. He has hired a new Chief Communications and Marketing Officer, and they will be delving into how UVM can tell its story and engage people to see that UVM offers outstanding graduate programs. From a financial perspective, the focus has historically been on undergraduate education because the revenue model is built on undergraduate tuition, but graduate programs and faculty play a key role in bringing UVM to a ranking level. Provost Prelock also explained that Accelerated Master's Programs (AMPs) have a role to play because they help offset the cost of graduate education and are a marketing tool for bringing in undergraduate students.

Provost Prelock told faculty that she has been working with Dean Forehand on models for graduate education, keeping in mind that President Garimella has a zero percent tuition increase goal. She is exploring how that will impact graduate programs and brainstorming areas for growth in numbers in the graduate portfolio and where it would be more difficult to grow without additional investment. She and Dean Forehand proposed numbers to each of the Deans

to see if these were realistic. The next goal is to meet with Deans during the spring 2020 semester to build targets for research-based masters and doctoral programs as well because another interest of the President and Provost is the pathway to R1. This is an area where graduate education has a huge role in the future vision for the university.

Provost Prelock then noted that another area of potential is the international space. President Garimella has experience and connections in the international space, and is looking at how UVM can build relationships with South American countries and India. He has not fully formed what the international strategy will be, but she anticipates that this will be much clearer by the spring 2020 semester. The goal is a more coordinated effort for reaching international students.

Provost Prelock has met with graduate students about housing and the issues they are facing. The big message she wants to communicate is that graduate education will not be at the bottom, but a much more integral part of the university's mission. She is pushing people to have stretch goals, and she wants to support the marketing piece and get our story out there to showcase UVM graduate programs.

Provost Prelock addressed the following questions following her remarks:

What is the best way to communicate with the President, Provost, or Public Relations Offices to share messages and the important work that is going on in graduate programs?

Faculty can talk to Dean Forehand and she can bring program marketing ideas and needs to her meetings with the Provost. Faculty can also email Provost Prelock directly.

If the number of self-pay graduate students is increased would the money stay in the unit?

Dollars follow the students, so the money would stay in the unit, unless you have negotiated with a faculty member from another unit to teach. The Provost also noted that she is open to variable tuition, which can help expand diversity.

DEAN'S REPORT, Cynthia Forehand, Dean (slides 3-7)

Graduate Enrollment and Net Tuition Revenue

Dean Forehand reviewed the *New and Total Enrollment* chart on slide 3. This chart represents a total enrollment increase of 17.5% over 4 years. The goal is a 20% increase by fall 2020, and Dean Forehand anticipates meeting this.

Dean Forehand reviewed the *Yearly Net Tuition Growth Analysis* chart on slide 4. This chart represents a net tuition revenue increase of 58% over 4 years. Tuition growth is slowing down because after the transition to IBB there were a lot of new programs and this is slowing down now.

Dean Forehand reviewed the *Yearly Net Tuition by Residency* chart on slide 5. This chart represents an in-state net tuition revenue increase of 24% over 4 years and an out-of-state net tuition revenue increase of 86% over 4 years.

R1 Aspirations

UVM is currently an R2, or high research institution. To achieve R1 status, UVM would need to accomplish the following related to graduate education:

1. Increase science and engineering research expenditures by about 30%
2. Increase non-science and engineering expenditures from .19 million to 22 million.
3. Increase the number of post-docs and non-faculty research staff with doctorates by about 50%
4. Triple the number of social science doctorates awarded
5. Increase the number of science doctorates awarded by about 25%
6. Increase the number of other doctorates awarded by about 50%

A faculty member asked if the increase in science and engineering research expenditures is calculated based on the number of faculty. Dean Forehand stated that it is per capita, and UVM needs new faculty to bring in money to reach this goal.

A faculty member asked if research assistant professors are included in increasing the number of post-docs and non-faculty research staff. Dean Forehand stated that they are not included.

A faculty member asked why UVM has R1 aspirations, and noted that this goal seems to run counter to the teacher-scholar model. They expressed concern that this will dramatically change how their time is divided. Dean Forehand explained that this doesn't run counter to that model, and will not change the division of time because up until now research effort in scholarship component of the teacher-scholar model has not been counted. UVM is pursuing R1 status because it will raise our ranking and counter the downward trend of UVM's undergraduate rankings.

A faculty member commented that in the field of statistics, R1 schools seem to have lower teaching loads and are supported by GTAs, and UVM doesn't seem to have the ability to support that. Dean Forehand agreed that this is a stretch goal.

Dean Forehand explained that there isn't an easy way to get to R1 status, and a review is conducted every three years. UVM is up for review next year, and we won't complete our goals by that time, so the plan is to reach R1 status by the next review period. Provost Prelock added that we have a pathway to get there, and are restructuring how research expenditures are calculated.

A faculty member asked if undergraduate thesis research is counted in research expenditures. Dean Forehand explained that it is not counted, but small reach grants for undergraduates can be included.

A faculty member asked if advising is counted in research expenditures. Dean Forehand stated that this falls under instruction and is not counted. She encouraged the faculty to let her know if they have any ideas of research expenditures so that she can make sure it is counted.

A faculty member asked if research travel expenditures are counted. Dean Forehand stated that these do count toward research expenditures.

FALL 2019 ADMISSIONS & ENROLLMENT MANAGEMENT REPORT, Kimberly Hess, Director of Graduate Admissions & Enrollment Management (slides 8-16)

Kimberly Hess reviewed the enrollment data on slides 9-16. She noted that she is hoping to work with the undergraduate recruiters in the Midwest because we are not currently reaching this area, as indicated on slide 15. She also encouraged faculty to make sure they submit their admissions decisions in a timely manner.

A faculty member asked if data is available to individual departments on why applicants opted for another institution. Kimberly stated that it is available, and they can contact her for that data.

A faculty member expressed concern about broken web page links, and how this impacts prospective applicants who are trying to find information about a UVM graduate program. They expressed that there is negativity in the messaging coming from UVM due to this issue. Kimberly Hess explained that one of her initiatives has been rewriting the letters used throughout the application and admissions process to be more welcoming and helpful. She also noted that the Graduate College can keep their websites up to date, but do not maintain the departments' sites. If we are aware of a broken link we contact the program to bring it to their attention.

A faculty member commented that marketing needs to be improved, and another faculty member commented that they felt communicating research was not valued. Kimberly Hess explained that the new Chief Communications Officer is here for exactly these reasons, and the Graduate College has been running an international campaign with Amanda Waite. This geomarketing has increased yield. In addition, the Graduate College has been advertising in *The Lantern* at Ohio State University, and we are seeing an increase from this institution. We are paying closer attention to where applicants are coming from and targeting advertising there, and working with Amanda Waite and AdvoCats to coordinate our marketing approach.

GRADUATE COLLEGE EXECUTIVE COMMITTEE (GEC) ACTIONS, Cynthia Forehand, Dean (slides 17-23)

Dean Forehand reviewed the actions of the GEC:

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

The GEC reviewed six new or significant change course proposals, 42 minimal change, deactivation, or delete course proposals and 17 graduate faculty applications since the last graduate faculty meeting.

The GEC approved the following curriculum proposals:

- Updated curriculum for the Chemistry doctoral program
- Name change for the Animal and Nutrition and Food Sciences PhD to Animal Biosciences, with removal of NFS part of curriculum
- Accelerated Master's Program in Medical Laboratory Science (pending a regular catalogue number for a special topics course)
- Online post-professional doctorate in Occupational Therapy (OTD)

The GEC reviewed applications for the Parsons Anatomy and Neurobiology Award and the Clean Energy Fund Innovation Research Awards.

The GEC established a process and application for a practitioner-based category of graduate faculty membership and updated the guidelines for AMP students and programs in response to the growth of these types of programs. See attachment 2 for the revised AMP policy.

The GEC has been in discussion about 200 level courses, and a parental accommodation for GTAs, GRAs, and Predoctoral Fellows. Dean Forehand explained that NECHE noted an issue with too many 200 level courses in the graduate curriculum as part of their review, and that 295 special topics courses pose a problem because there is a lack of attention to the graduate component and no review of the content of these courses. The GEC will no longer be approving 295 special topics courses and will remove the current ones from the catalogue, and will instead require that all special topics courses intended for graduate students be offered at the 300 level.

A faculty member asked what the point of this change is. Dean Forehand stated that it is intended to ensure that students are receiving a true graduate level education.

A faculty member asked what the five year outlook is on this plan. Dean Forehand explained that there are capacity issues, but by next year she is anticipating a five digit code for courses that will allow for new courses to be created at the appropriate level.

A faculty member asked if undergraduate students are prohibited from registering for a 300 level course. Dean Forehand stated that they are not, unless this is specified when the course is submitted for approval.

A faculty member asked if graduate students would be required to take a certain number of courses at a certain level when the new numbering system goes into effect. Dean Forehand stated that yes, this would be required.

Dean Forehand then reviewed the proposed policy for a parental accommodation for GTAs, GRAs and Predoctoral Fellows (see attachment 3). Dean Forehand noted that this is a minimal policy that would allow full time students with full time funding through an assistantship or fellowship to:

1. Maintain full time status with a reduced credit load of five or more credits to be eligible for their assistantship for the semester of birth or adoption and for the following semester
2. Receive one week paid childbirth or adoption accommodation

3. Receive six weeks unpaid leave from academic and assistantship responsibilities
4. Use their two weeks paid time off to receive two weeks' pay during this six week period (students on 12 month assistantships)
5. Use their one week paid time off to receive one week pay during this six week period (students on 9 month assistantships)

Dean Forehand noted that this proposed policy will protect student status and access to the health center and would prevent issues with financial aid. She then opened up the topic to questions from the faculty.

A faculty member asked how the student's responsibilities will be covered during their leave. Dean Forehand explained that the department would need to hire someone to cover the student's teaching or research responsibilities.

A faculty member asked if there is a way to increase graduate fringe and all programs could pay into this to help cover continuing student pay during the leave. Dean Forehand stated that the Graduate College looked in to this, and it is not an option.

A faculty member asked if taking the leave is voluntary. Dean Forehand explained that it is voluntary, so students are not required to take the leave, but both parents are eligible.

Dean Forehand then asked if anyone was opposed to going forward with the proposal. No faculty were opposed, but it was suggested that more faculty be consulted to identify issues that might not have been thought of during this meeting. Dean Forehand stated that she hopes that this proposed policy will go into effect in the fall of 2020.

ADJOURN

The meeting adjourned at 2:50 p.m.

Graduate College

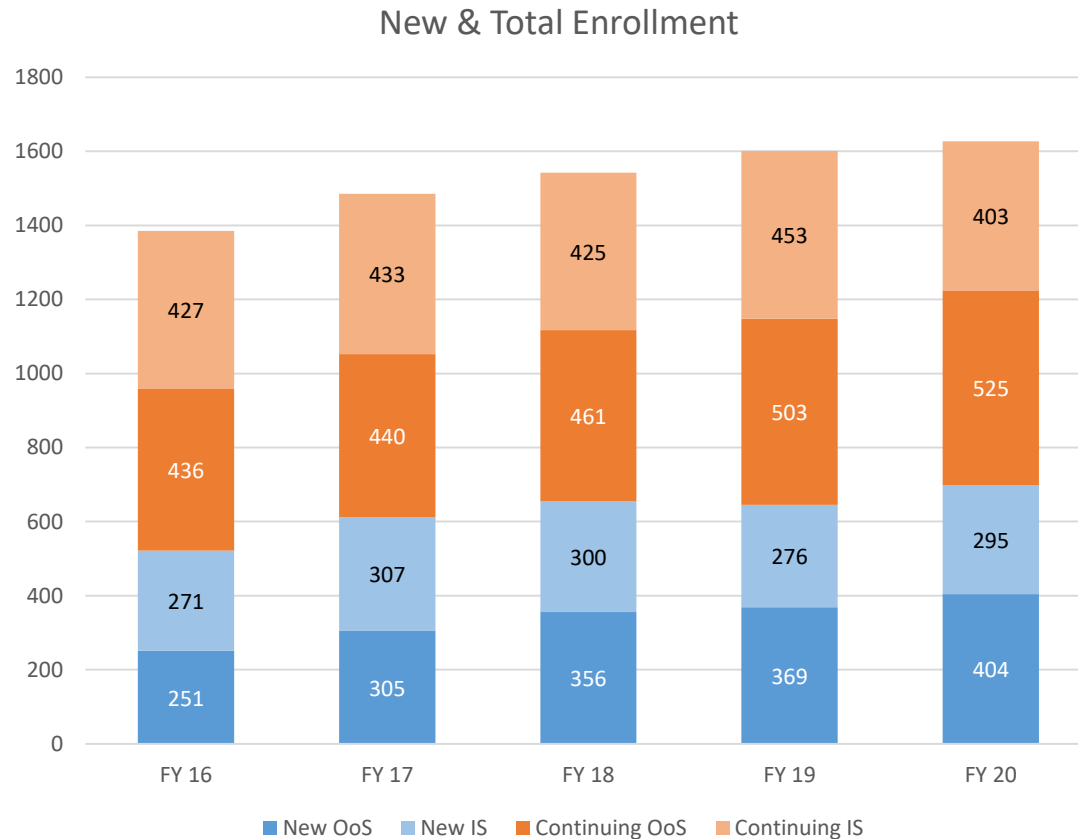
Graduate Faculty Meeting 11-7-19

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

Agenda

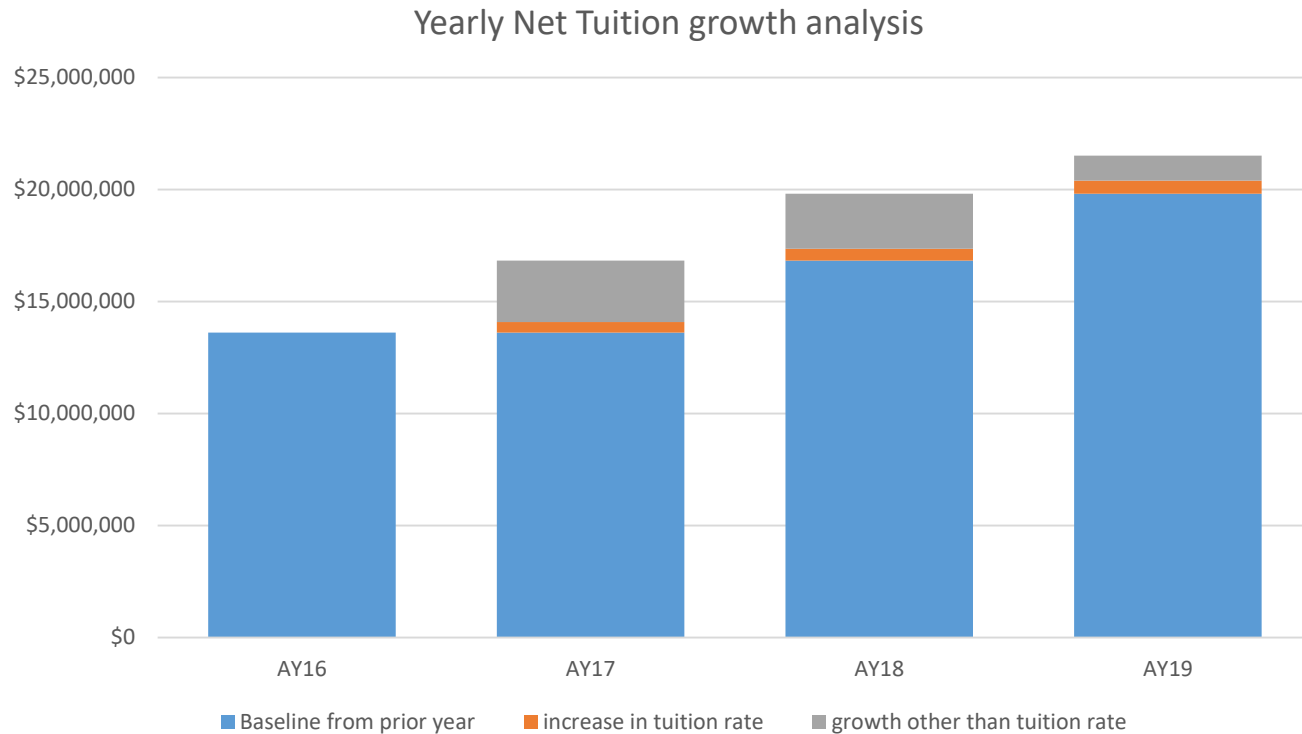
- Welcome
- Approval of the April 29, 2019 Spring Faculty Meeting Minutes
- Provost's Comments – Interim Provost Patty Prelock
- Dean's Report – Cindy Forehand
- Admissions Report - Kimberly Hess
- Graduate Executive Committee Actions – Cindy Forehand
- New Business

Dean's Report: Graduate Enrollment and Net Tuition Revenue



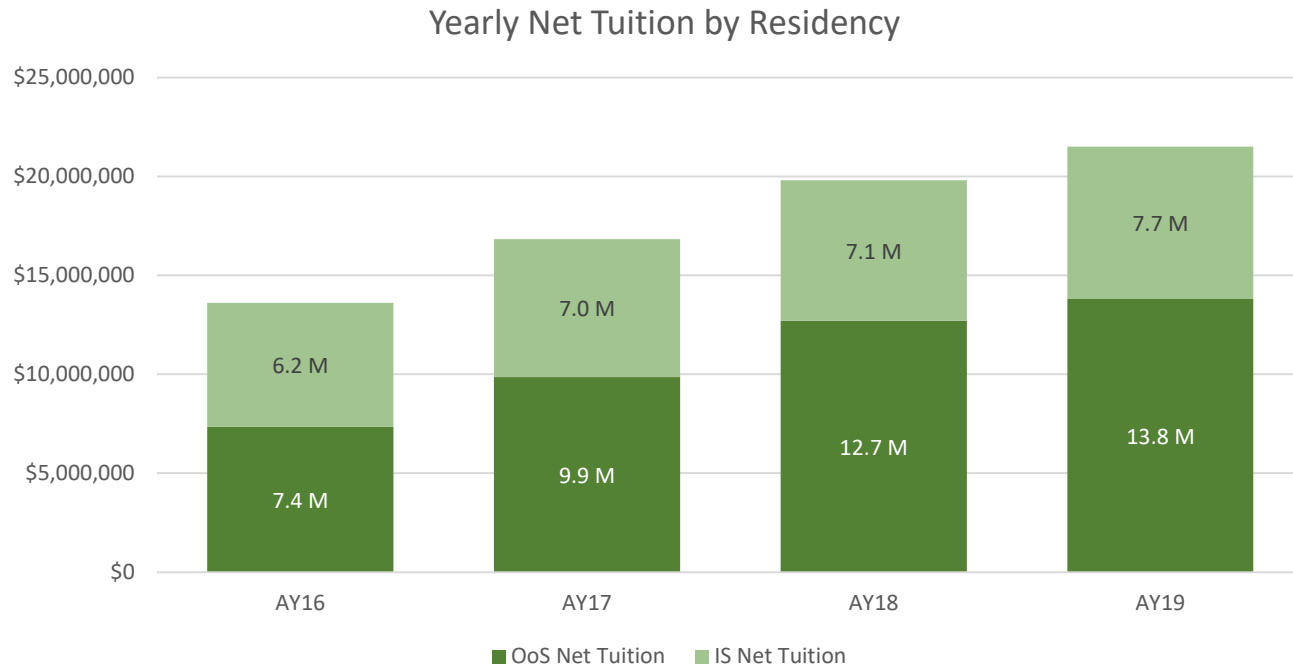
Total enrollment increased by 17.5% over 4 years.
Goal is 20% increase by Fall 2020.

Graduate Enrollment and Net Tuition Revenue



Net tuition revenue increased by 58% over 4 years.

Graduate Enrollment and Net Tuition Revenue



IS net tuition revenue increased by 24% while OoS net tuition revenue increased by 86% over 4 years.

Dean's Report: R1 Aspirations

UVM is an R2 University (High Research in Carnegie Classification)
The question of what it would take to be R1 (Highest Research) has come up.
The answer is that it would require a multi-pronged, multi-year approach.

As a very rough estimate (and assuming other schools don't change), we would need to:

- Increase our Science and Engineering Research Expenditures by ~30%
- Substantially increase our Non-Science and Engineering Expenditures
- Increase the number of post-docs and non-faculty research staff with doctorates by ~50%
- Triple the number of social science doctorates awarded
- Increase the number of science doctorates awarded by ~25%
- Increase the number of other doctorates awarded by ~50%

Dean's Report: R1 Aspirations

Gold standard for measuring University research activity is the Higher Education Research and Development report (HERD) which summarizes total R&D expenditures annually at Universities including UVM.

An assessment of accounting practices over R&D expenditures indicates we may be substantially underreporting research expenditures.

One key area for this group: all the general fund tuition scholarship for GRAs and Predoctoral Fellows on research focused training grants can be reported, which we have not been doing.

Colleges/schools will need to assign graduate students working on research to the GRA expense account and use the appropriate research function or department research function in the budgets being charged for their payroll.

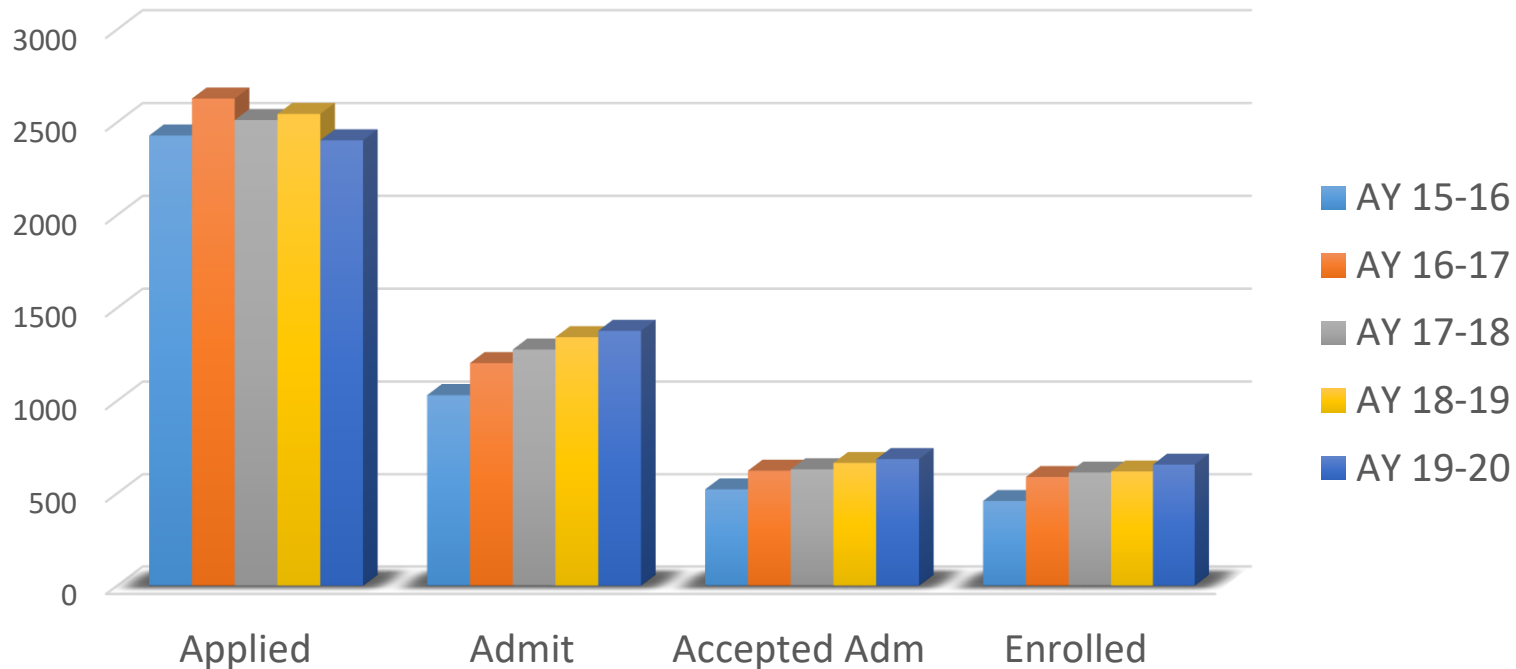
Specific details will be coming out shortly and the graduate college will work with you to ensure we get all your students coded appropriately.

Graduate College

Admissions & Enrollment Management Update Fall 2019

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

Summer/Fall Applied, Admits & Newly Enrolled Comparison



For AY 19/20 this represents:

6% Decrease in Applications

3% Increase in Admissions

3% Increase in Acceptance

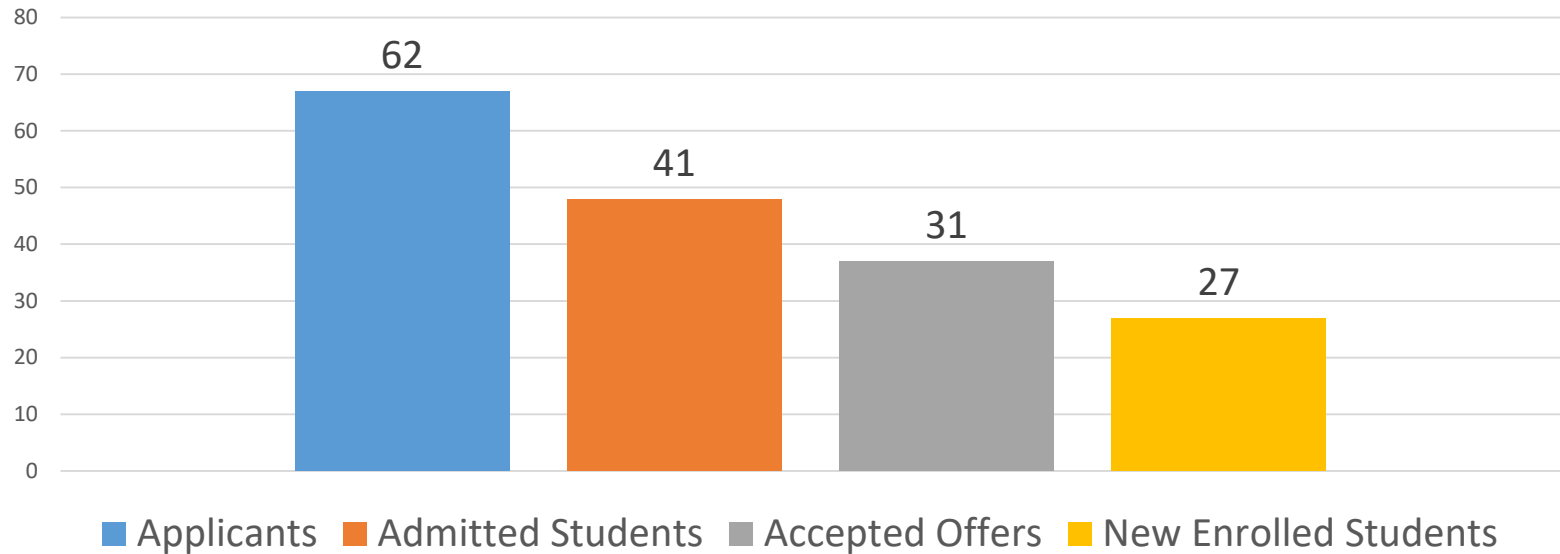
6% Increase in New Enrollment

48% Yield from Admitted Pool

27% Yield from Applicant Pool

Admitted Yield = # admitted that enrolled
Applicant Yield = # applied that enrolled

CY 19 Countries represented in Applied/Admit/Enroll



Top 5 Countries Represented

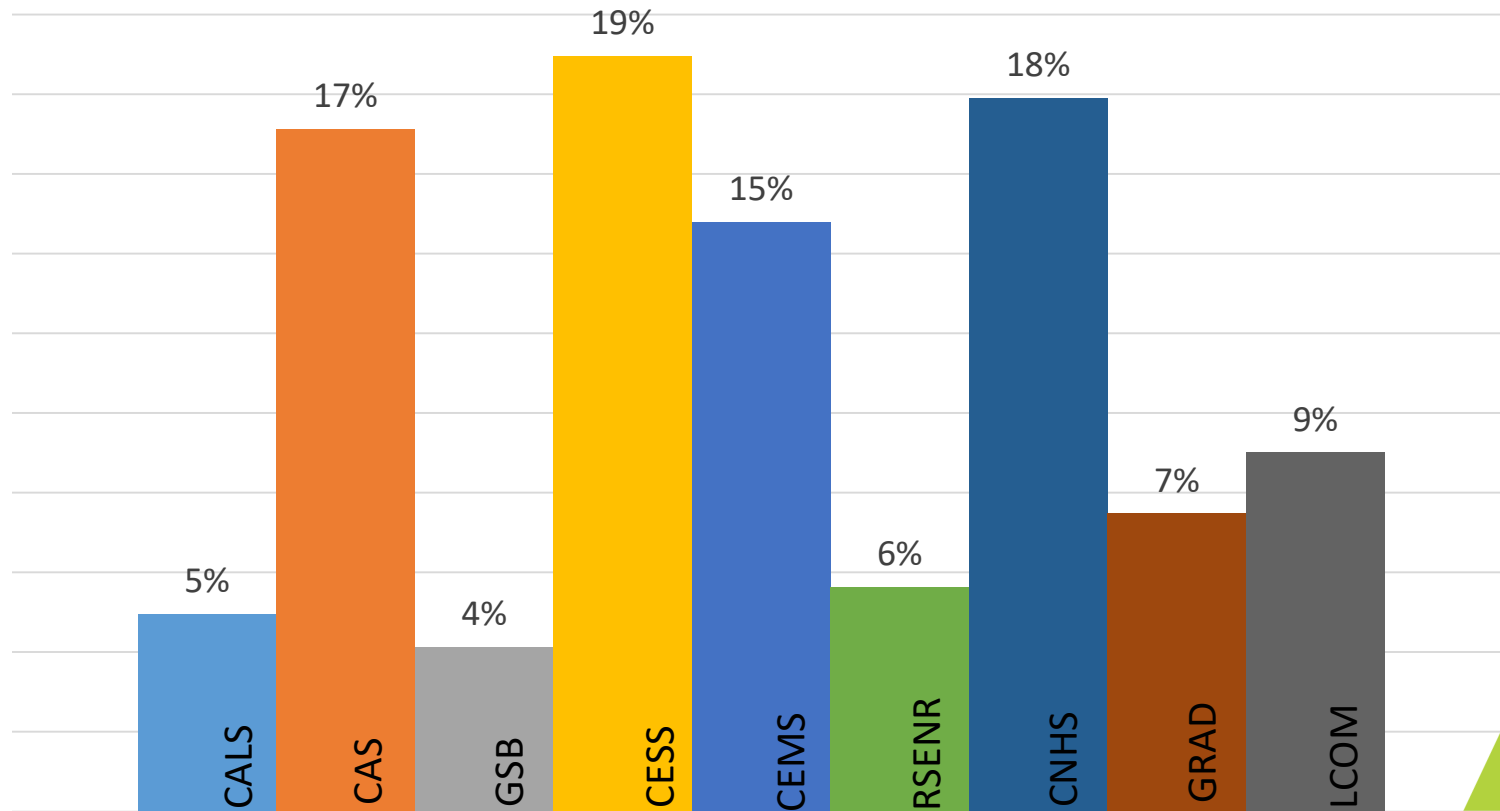
APPLIED	China	India	Nigeria	Iran	Bangladesh
ADMIT	China	India	Iran	Nepal	Bangladesh
ENROLLED	India	China	Iran	Nepal	Bangladesh*

We have a tie!

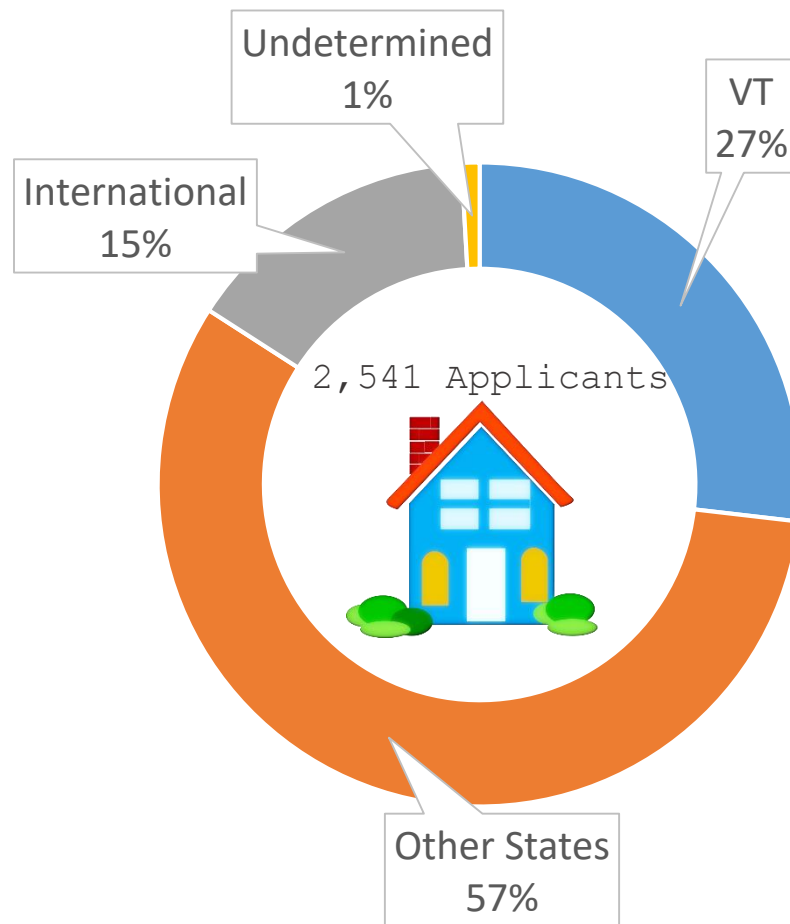


Mexico
Nigeria
Taiwan

CY 2019 Applicants by College



2019 Applicants by Residency



REQUIREMENTS FOR ACCELERATED MASTER'S DEGREE PROGRAMS

Accelerated Master's Degree (AMP) programs are designed to allow current UVM undergraduate students to earn both bachelor's and master's degrees within a total of five years. Students are expected to be full-time until completion of the master's degree. Not all UVM master's degree programs include an AMP option. Those programs that do are listed in the undergraduate catalog under Unique Learning Opportunities/Accelerated Degree Programs. The curriculum for an AMP is identical to that of the affiliated master's degree.

AMP students may use up to six (6) credits of graduate-level courses taken at UVM toward both the bachelor's and master's degrees. Some programs specify the courses that must be taken; in others it is determined individually.

In some programs an additional three (3) credits of graduate-level coursework taken prior to earning the bachelor's, beyond the six double counted credits, may be used for the master's, provided the credits do not also count toward the bachelor's degree.

Graduate-level courses taken for the AMP prior to earning the bachelor's must be graded and cannot be independent study or research; thesis research credits; internships; or practica.

Under no circumstance will more than nine (9) credits of graduate-level coursework taken prior to earning the bachelor's be applied towards the graduate degree.

Students must apply for and be accepted to the AMP through the standard Graduate College application process. Normally, the application and admission process must be finalized prior to the beginning of the senior year. In all cases, students must be admitted by the Graduate College before taking any courses that will apply to the master's degree, i.e., all courses used for the master's degree must be taken after formal admission to the AMP.

Standardized admissions tests are typically not required for AMP admission. AMP students may not receive fellowship or assistantship funding prior to completion of the bachelor's degree and, normally, AMP students are not funded following completion of the bachelor's as the intent is for them to be fully engaged in their studies and complete the master's one year beyond the bachelor's degree.

AMP students are dually enrolled as an undergraduate and a graduate student until they have completed the requirements for an undergraduate degree, and have received their diploma. Once the bachelor's degree is conferred, students are enrolled as graduate students only. Students are subject to the Graduate College dismissal policy while taking graduate coursework in undergraduate status.

AMP students are expected to enroll in the term following completion of their bachelor's degree unless approved for a leave of absence. If the AMP student does not enroll in courses, or take a leave of absence, they will be required to reapply for consideration as a direct entry Masters should they wish to enroll. The credits taken as an AMP undergraduate student will not count toward their Master's degree. If the credit is for a required course, the program may use their discretion in waiving the requirement but not the credit.

Parental Accommodation – Full time student with full time funding assistantship or fellowship

Eligibility:

Both parents are eligible and time may be taken jointly or sequentially. Both leaves must be taken within 6 months of childbirth or adoption.

Must have been full time student in the prior semester and be in good academic standing (GPA 3.0 or above).

Must have been funded as a full time assistant or fellow and successfully completed duties for the immediately prior semester (fall or spring) to qualify for parental accommodation.

Must notify Graduate College and home department 90 days in advance of Parental Accommodation start (with contingencies for unexpected change).

Must not have had a parental accommodation with in the prior 12 months.

Note: Graduate Executive Committee supports the premise that all students funded with assistantships or fellowships have 7 weeks paid parental accommodation and suggests UVM payer should pay for this for UVM-funded students and make up the difference for externally funded sources that don't allow 7 weeks. What's presented here is less ambitious.

Accommodation

Student will be approved to have “full time status” with reduced credit load of 5 or more credits to be eligible for their assistantship. Reduced credit load is allowed for semester of birth or adoption and for the following semester.

One week paid childbirth or adoption accommodation will be provided.

Six weeks unpaid leave from academic and assistantship responsibilities.

Students on 12 month assistantships may use their two weeks paid time off to receive two weeks' pay during this time.

Students on 9 month assistantships may use their one week paid time off to receive one week pay during this time.

University payer of stipend for general fund assistantships responsible for hiring/paying for replacement during the accommodation as needed.

Unless prohibited by the external funding source, payment of paid leave is by the same external funding source.

If funding source allows, will be paid for 7 weeks: one week childbirth or adoption accommodation and 6 weeks parental leave, up to the maximum the source allows.

Academic:

Student Services Specialist in the Graduate College will work with the student and faculty to determine the best academic approach, which will vary depending on time of expected birth or adoption and where they are in the progression of their program.

Incomplete grades may be used as needed to span the 7 weeks hiatus from academic work. GRAD 901 or 902 may be used to maintain a minimum enrollment of 5 credits (incompletes may be given for these continuous enrollment designations).

Students will maintain eligibility for UVM student health insurance and utilization of Center for Health and Well-being.