

**DRAFT MINUTES
OF
GRADUATE COLLEGE SPRING FACULTY MEETING
Monday, April 29, 2019
1:30 – 3:00 PM
Memorial Lounge, Waterman Building**

ATTENDANCE

Approximately 20 graduate faculty members attended the meeting.

WELCOME

Meeting Called to Order at 1:34 p.m. by Cynthia Forehand, Dean of the Graduate College.

APPROVAL OF MINUTES

The Minutes of the November 5, 2018 meeting were **approved** as written.

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

Amendment to the Graduate College Constitution – Dean Forehand explained that the Graduate Executive Committee (GEC) has been receiving applications for graduate faculty status for faculty from professional programs where there is no thesis or dissertation written. The GEC has not been able to approve these applicants because the current appointment guidelines are not appropriate for faculty from professional programs. All regular graduate faculty are also currently eligible to advise or chair doctoral dissertation committees, which is not appropriate for professional faculty. The GEC is recommending that the Graduate College Constitution be modified to include a professional membership category. Dean Forehand explained that the proposed changes would be discussed at this meeting and then an electronic ballot would be sent to all graduate faculty. A simple majority of those who vote is required to approve the constitution changes.

Dean Forehand then reviewed the proposed changes to the constitution (see attachment 1). The changes included adding a professional category of membership, allowing a faculty member to serve as Chair of the GEC, updating the names of the Lerner College of Medicine and the Grossman School of Business, and including Clinical Faculty as eligible for appointment, which was approved previously, but was not included in the constitution. The changes relating to the inclusion of a professional category can be found in Article II, Sections B and F. These outline the requirements for appointment to the graduate faculty, and the privileges of each category.

A faculty member asked what the rationale was for allowing emeriti faculty to vote. Dean Forehand explained that this was established before she was Dean of the Graduate College, so she could not speak to the reasoning at that time, but noted that faculty generally still have students and a vested interest when they go emeriti. The faculty member expressed the concern that while they have an interest, they may not be up to date. Dean Forehand stated that she was

willing to consider a change if one was put forward, but this could not happen at the current meeting and would need to be discussed in the future.

A faculty member asked if a medical doctorate was appropriate for graduate professional membership. Dean Forehand explained that they are eligible to apply for regular membership, and generally, those who apply are heavily engaged in research. Going forward, they could choose to apply for whichever track makes sense for them.

A faculty member asked if the constitution should specify that a professional member may not mentor a student seeking a degree above what they have. Dean Forehand explained that a terminal degree in the field is already required for appointment, so this would not need to be specified.

A faculty member asked if a professional member could be the director of a doctoral program. Dean Forehand stated that she would modify the language to clarify that they can serve as a director appropriate to their discipline.

The present faculty agreed that a vote to approve the revised constitution should go out by electronic ballot to the graduate faculty.

The revisions to the constitution were ratified by a vote of all graduate faculty on May 10, 2019.

Graduate Faculty Reappointment Survey – Dean Forehand explained that graduate faculty should be reappointed every five years, but this has not been happening for the last 30 years. The GEC has proposed that a Limesurvey be sent to all graduate faculty to expedite the reappointment process, and limit the number of full credential reviews that the GEC has to conduct. Dean Forehand then reviewed the draft faculty renewal survey (see attachment 2), and asked the faculty for their feedback on the plan to survey graduate faculty and if they had any thoughts on additional questions that should be included.

A faculty member asked if “chair” in question 3b should be changed to primary academic advisor, as chair typically refers to the outside chair on a committee. Dean Forehand explained that this question is truly referring to serving as the outside chair on committees. She agreed that it would be helpful to change the language to read “external chair” in this question. There has been discussion of changing this title to “process chair” in order to clarify that the role of this committee member is to oversee the process.

A faculty member suggested that the survey include a question about future or planned activity. Dean Forehand agreed that this would be appropriate to include.

A faculty member asked for clarification on the purpose of questions 2-7, and how this information would be used by the GEC. Dean Forehand explained that if a faculty member’s responses to the survey did not indicate active involvement in graduate education, they would be asked to provide the same materials as if they were applying *de novo*. The goal of these questions is to identify those who need a more thorough assessment for reappointment. It might be useful to include a section for faculty to indicate why they want to remain on the graduate faculty.

A faculty member commented that changing the title of chair to “process chair” would be confusing. Dean Forehand stated that this is just in the conversation stage, and is intended to help students understand that they do not need to cancel their defense if their chair becomes unavailable. The chair’s role is to ensure the process is handled fairly. If this would be more confusing, then we would not proceed with this change.

A faculty member asked if the survey would go out to all graduate faculty, including those who have been appointed for less than five years. Dean Forehand stated that those appointed within the last five years would not be included.

A faculty member asked if the Graduate College is only interested in activity at UVM. Dean Forehand replied that this is a good point, and agreed to add a place to list external activities to the survey.

A faculty member asked if a chair is a member of a student’s committee? Dean Forehand explained that they are currently a member of the defense committee, but they are not necessarily a member of the student’s studies committee. The faculty member asked if they are a voting member. Dean Forehand stated that this is how the documents are currently written, but this is part of the discussion around changing to a process chair, and this role might change to non-voting. The faculty member noted that if they are non-voting, this could lead to committees having an even number of voting members. Dean Forehand noted that this may already be an issue because the Graduate College is now going to be recognizing co-advisors as having independent votes.

A faculty member commented that this survey will lead to taking away graduate faculty status, and a process to adjudicate that will need to be developed. Dean Forehand expressed the hope that the faculty who are no longer interested in a graduate appointment will indicate that, and this will minimize the process. She is hopeful that there will not be many instances where a faculty member wants to remain on the faculty, but has not been engaged in graduate education.

A faculty member expressed concern about having low numbers on the graduate faculty catalogue page, and noted that this survey may exclude faculty who are doing other work, such as research. Dean Forehand explained that the people who are not actively involved in graduate education may be asked to reapply, and that would give them an opportunity to show what work they have been engaged in.

A faculty member asked if adjunct faculty can be members of the graduate faculty. They can be members with adjunct status. They can co-advise on committees, but cannot vote.

A faculty member asked how the survey will be evaluated. Dean Forehand explained that the data would be collected and then decisions could be made about evaluating it. The hope is that it would be clear who is actively engaged and who is not. The reasoning for the survey is to make the reappointment process more simple. The faculty member commented that it may be helpful to those completing the survey to understand the metric for evaluation. Dean Forehand agreed that the GEC should develop the metric before sending the survey out.

A faculty member recommended making the timeframe for serving on committees more specific, because many people are asked to serve on a committee, but no action happens on the committee for a long time, so it is unclear how faculty should indicate this type of involvement. Dean Forehand agreed that defining a timeframe would be helpful.

FMLA Update – The Graduate Student Senate (GSS) has enough senators this year to form committees, including an FMLA committee. Dean Forehand has been meeting with this committee to discuss their goals. Graduate students do not qualify for FMLA because they are not employees of the university, so they have been working on developing a new policy. The committee has been researching policies at peer institutions to help develop one at UVM. Dean Forehand is hoping that the policy will be finalized by the end of May. It would not be paid, but would maintain their appointment as a GA.

SPRING 2019 ADMISSIONS & ENROLLMENT MANAGEMENT REPORT, Kimberly Hess, Director of Graduate Admissions & Enrollment Management (slides 4-8)

Kimberly Hess reviewed the *Total Applied, Admits & Newly Enrolled* chart on slide 5. This chart represents the below statistics:

- 2% increase in applications
- 7% increase in admissions
- 1% decrease in acceptance of the admission offer
- 2% decrease in newly enrolled students

She noted that the 7% increase in admitted students is an outlier because of the increase in Accelerated Master's Program (AMP) students, and better tracking of this population.

Kimberly reviewed the *Spring 2019 Total Enrollment by Race/Ethnicity* chart on slide 6. She is working on increasing minority populations in collaboration with the Premaster's Program.

Kimberly reviewed the *Spring 2017-19 Total Enrollment Comparison by College* chart on slide 7. There is a steady incline in total enrollment, and no major declines within the colleges and schools.

Kimberly Hess then asked the faculty to email her feedback or ideas on what information they would like from her at these meetings, and reviewed the following "housekeeping" items:

- Decisions need to be made in admit prior to archiving the 2018-2019 application.
- The online evaluation system can now be adjusted to be specific for each program, so programs were encouraged to contact Kimberly about setting this up.
- Program contact information changes need to be communicated to the Graduate College in order to keep records and access to the admit system up to date. These include chair/coordinator changes and employee departures/additions. Kimberly can set up trainings with those who are new to using the admit system.

A faculty member asked if the enrollment numbers Kimberly referenced were FTEs or headcount. Kimberly replied that these are headcount. The faculty member asked if a credit load count would be better. Dean Forehand replied that we have student credit hour data in different data sets for the budget analysis.

A faculty member recommended including how many students deferred per year in the presentation. Kimberly agreed that this could be included going forward, and noted that there is a new deferral process. Students are now prompted to complete a deferral form that they have to submit to the Graduate College. The Graduate College then sends the form to the department for approval. When approved, the admissions staff set the admitted student up in Banner for the term they have requested.

A faculty member asked if there is a way to look at time to decision data for applications. Kimberly stated that she believes this is possible, and agreed to set up a meeting with the faculty member to discuss this.

GRADUATE COLLEGE EXECUTIVE COMMITTEE ACTIONS, Cynthia Forehand, Dean (slides 9-10)

Dean Forehand noted that the course action form site now notes that the Provost's deadline for course action forms is February 15, and that these forms must go to the appropriate committees (including the GEC for graduate courses) by their deadlines. This prompted programs to submit courses earlier so they could be reviewed effectively and included in the 2019-2020 catalogue.

Dean Forehand then reviewed the actions of the GEC:

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

The GEC reviewed 44 new or significant change course proposals, 133 minimal change, deactivation, or delete course proposals and 15 graduate faculty applications since the last Graduate Faculty Meeting.

The GEC approved the following curriculum proposals:

- Conversion of the MS in Dietetics to an online format
- Re-opening the MS in Microbiology and Molecular Genetics and adding an Accelerated Master's Program
- Accelerated Master's Program in Natural Resources

The Rubenstein School of Environment and Natural Resources was the last college or school to implement an AMP. These programs have grown significantly, so the Graduate College is working with the Registrar's Office to track this population. Dean Forehand stated that there is now enough data to put out a report on these programs, including data on time to degree. She is hopeful that this will be available soon and will highlight the success of these programs.

A faculty member asked if there is an audit program they can use for AMP students? Dean Forehand replied that the goal is to be able to include an attribute on class rosters so faculty can

see that a student is in an AMP and they are taking that course for graduate credit. This is in progress. The faculty member asked if there is a way to run an audit to check requirements for AMP students. Dean Forehand replied that this is not possible in Degree Audit. She is looking into alternatives, but has not found a solution so far. Programs can ask the graduate college for a report on their AMP students.

The GEC has discussed the following policy topics:

- Creation of a professional track within the graduate faculty
- Co-Advisors
- Delineating guidelines for studies vs defense committees

Dean Forehand explained that the Graduate College has received requests for co-advisors to be formally recognized. After discussing this and the workflow implications with other Deans, this has been approved and gone into effect.

The GEC also reviews many student awards throughout the academic year.

INFORMATION TECHNOLOGY AT UVM, Simeon Ananou, Chief Information Officer

Dr. Ananou reviewed the Enterprise Technology Services (ETS) mission statement:

Enterprise Technology Services exists to partner with the University's academic, administrative and research communities and affiliates to provide, support and protect a wide array of information technology solutions that enhance the student experience and advance the mission of the University.

He then explained that he spent his initial time at UVM meeting with campus partners in order to identify priorities and goals. From these discussions, he generated a 6-pillar strategic plan for UVM (see attachment 3). These pillars include:

1. Help Create Teaching and Learning Environment of the Future
2. Support Research, Scholarship and Creative Activities
3. Support and Improve Administrative Processes
4. Promote Information Security and Protection of Digital Assets
5. Improve Operational Efficiencies
6. Enable the Oneness of Information Technology at the University

UVM can achieve these goals through governance and partnerships, growing talent and building a strong team, and using technology to enable and transform how we teach and improve the student experience.

A faculty member asked how serious the information security threat is. Dr. Ananou explained that it is significant. If you think of the incoming traffic as a 10-lane highway, 7-8 of the lanes are “trash”. He also noted that Windows 7 will no longer be supported, and after this deadline information will be compromised if it is still on this system.

A faculty member commented that there is licensed software that they would like students to use, but those who are working on Chromebooks are not able to download the software. Is it possible to access the software online? Dr. Ananou explained that ETS is working towards a “digital backpack” where they can package software, etc. in a way that it would be accessible on a private cloud. There is a pilot of this happening in the College of Engineering and Mathematical Sciences now.

A faculty member asked if this “digital backpack” would be accessible from PC and Mac? Dr. Ananou stated that the plan is that this would be accessible on any platform.

A faculty member commented that their out of office message tends to bring in significantly more spam. Dr. Ananou stated that ETS is in the process getting a more advanced system to flag spam, and he hopes to see a reduction by fall 2019.

A faculty member commented that they spend 30 minutes a day looking through their spam folder for real emails. Dr. Ananou expressed the hope that the more advanced filtering system would address this as well.

ADJOURN

The meeting adjourned at 3:01 p.m.

Graduate College

Graduate Faculty Meeting 4-29-19

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

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Agenda

- Welcome
- Approval of the November 5, 2018 Minutes
- Dean's Report – Cindy Forehand
 - Amendment to the Graduate College Constitution (discussion followed by electronic ballot to all graduate faculty)
 - Graduate Faculty Reappointment Survey
 - FMLA Update
- Admissions Report – Kimberly Hess
- Activities of the Graduate Executive Committee – Cindy Forehand
- Simeon Ananou, Chief Information Officer
- New business
- Adjourn

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Dean's Report

- Amendment to the Graduate College Constitution (discussion followed by electronic ballot to all graduate faculty)
- Graduate Faculty Reappointment Survey
- FMLA Update

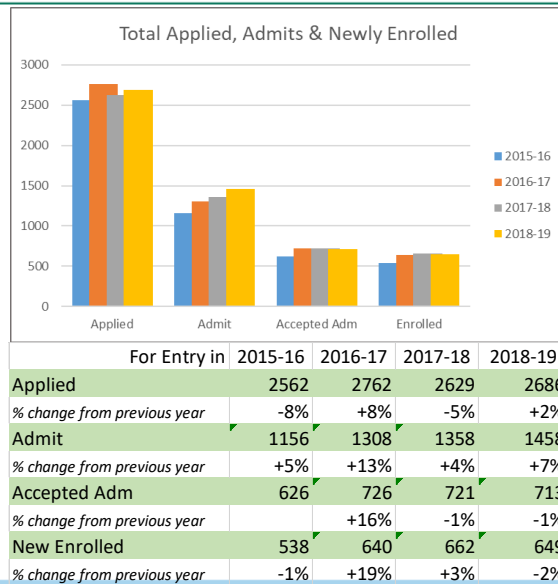
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Graduate College

Admissions & Enrollment Management Update Spring 2019

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

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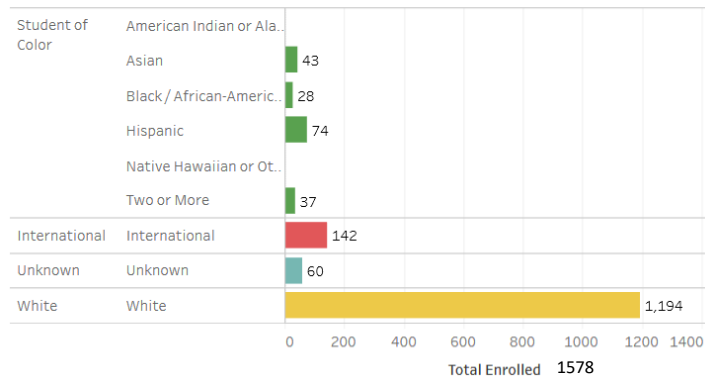


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Spring 2019 Total Enrollment

Enrollment by Race/Ethnicity:

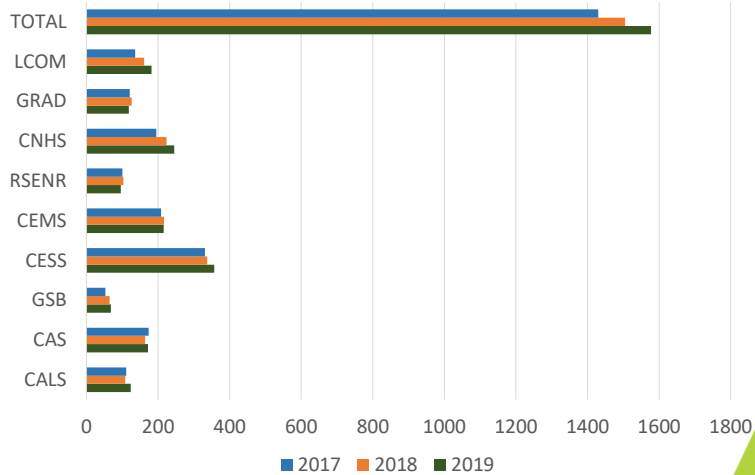
Degree Level = Graduate/College = All/Student Type = All/Sex = All/Time = All



Data retrieved from Catamount Data Center

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Spring 2017-19 Total Enrollment Comparison by College



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Housekeeping

- Can now adjust online evaluation with specific rubrics for each Department/Program
- Decisions to be made in Admit
 - Close/archive 2018-19 Application
- Program Contact Information
 - Chair/Coordinator changes
 - Employee departures/additions



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Graduate Executive Committee Actions

8 meetings subsequent to last Graduate Faculty meeting

Reviewed

44 new or significant change course proposals

133 minimal change, deactivation delete course proposals

15 graduate faculty applicants

Approved

Conversion of Master of Science in Dietetics to an online format

Re-open MS in Microbiology and Molecular Genetics and add Accelerated Master's Program

Accelerated Master's Program in Natural Resources

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Graduate Executive Committee Actions

• Discussion

- Creation of a professional track within the graduate faculty
- Co-Advisors
- Delineating guidelines for studies vs defense committee
- Review of nominations for many awards

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Other Business

- Simeon Ananou, Chief Information Officer
- New Business
- Adjourn

Summary of the roles and responsibilities for faculty in the Graduate College (from the constitution or website, will also need the professional school option described well and make that a part of question #1)

As part of the Graduate College Constitution, we are tasked with periodically evaluating all Graduate Faculty Members. The following questions are intended to make this periodic process as painless as possible. If you have been active in Graduate Student education, research, and/or service within the last 5 years your review will be streamlined and no further information will be requested. If you have not been active in these aspects of Graduate Education and would still like to remain part of the Graduate Faculty, please note this and we will request more detail from you directly.

1) Do you still wish to be a member of the Graduate College Faculty?

If so, let us know in which aspects of graduate education you have participated by answering the questions below...

For the following questions, consider only the past five (5) years:

- 2) Have you served as the primary advisor on their thesis/dissertation/project?
 - a. If yes, how many? (dropdown menu)
 - b. Of these, how many have completed their degrees? (dropdown menu)
- 3) Have you served on any thesis or dissertation committees?
 - a. If yes, how many? (dropdown menu)
 - b. Of these, for how many were you the chair? (dropdown menu)
- 4) If you are part of a professional program, how many capstone projects have you advised?
- 5) Have you served on any committees focused primarily on the graduate education mission?
 - a. If yes, please list
- 6) Have you taught any 300-level or primarily graduate 200-level courses?
 - a. If yes, how many?
- 7) Please list any other activities you think should be included in this initial evaluation for periodic review

Information Technology Strategic Imperatives

1. Help develop the Teaching & Learning Environment of the Future

- a. Deploy tools and technology to engage 21st century learners
- b. Deploy digital backpacks to support teaching and learning
- c. Infuse research computing into the classroom
- d. Embrace learning analytics to understand trends and patterns affecting students
- e. Embrace mobile computing as well as mobile apps

2. Support Research, Scholarship and Creative Activities

- a. Refresh the Vermont Advanced Computing Core
- b. Create a data repository to support all researchers, regardless of discipline
- c. Partner with other influencers to facilitate the creation of Data Management Plans and deployment of supporting technology
- d. Promote Internet2 as a research collaboration tool

3. Support and Improve Administrative Processes

- a. Infuse business process analysis into software implementations to encourage reengineering when appropriate
- b. Implement data analytics and Business Intelligence (BI) and a data integration hub between key administrative systems
- c. Partner to initiate an ERP modernization effort and evaluation

4. Promote Information Security and Protection of Digital Assets

- a. Enhance University information security posture and awareness
- b. Implement enhanced security platforms
- c. Improve incident response capabilities
- d. Enhance third party relationship management
- e. Improve technology resiliency and continuity

5. Improve Operational Efficiencies

- a. Invest in more modern IT infrastructure to ensure systems meet University needs
- b. Deploy a unified communications system and enhance collaboration tools
- c. Promote best practices through resource acquisition, consolidation of resources and shared professional development

6. Enable the Oneness of IT at UVM

- a. Establish Information Technology governance
- b. Implement a formal project management methodology to guide technology projects
- c. Increase collaboration among IT professionals across UVM and strengthen the role of Collaborative IT
- d. Improve campus-wide communications around information technology