

**DRAFT MINUTES
OF
GRADUATE COLLEGE Spring FACULTY MEETING
April 4, 2018**

ATTENDANCE

Approximately 20 graduate faculty members attended the meeting.

WELCOME

Meeting Called to Order at 4:05 p.m. by Cynthia Forehand, Dean of the Graduate College.

APPROVAL OF MINUTES

November 30, 2017 Minutes **approved** as written.

DEAN'S REPORT, Cynthia Forehand, Dean (slides 3-5)

Rankings and GRE – Dean Forehand explained that many programs have dropped the GRE requirement and almost all Accelerated Master's Programs (AMP) do not require the GRE. Dropping the GRE impacted the US News and World Report rankings for professional programs. The US News and World Report changed their methodology in response to the decrease in institutions requiring the GRE, so if an institution did not require 100 percent of students take the GRE, they decreased the value of their scores by the percent of students not taking the GRE. This caused some programs to drop significantly in the rankings. Dean Forehand encouraged programs to be aware of how this could affect them.

Housing – Dean Forehand explained that Spinner Place is now accepting I20 forms as the guarantor for international students, so they do not need to pay 6-12 months of rent up front.

Dean Forehand updated faculty on third party housing options for graduate students. The Redstone Apartments and Redstone Lofts are open to graduate students, but are usually filled by undergraduates. Fort Ethan Allen is still an option. The new ownership has established a good relationship with UVM and has been helpful during crisis situations. There has also been discussion of new properties being developed on Spear St., across from the UVM Medical Center, and behind Mater Christi. Several developers are looking at building, and UVM is talking to them about making one or more of those properties graduate/medical student housing. The new Champlain dorm will also be opening, which should increase vacancy rates, making it easier for students to find housing.

Student Support – Dean Forehand reviewed the ways in which the Graduate College supports students. CTL will partner with the Graduate College on August 21 for a new GTA training that will cover pedagogy, blackboard, taxes, funding, duties as a faculty member and designated reporter status.

The Graduate Writing Center serves masters, doctoral and medical students, including ELL writers and students across all colleges and schools. For a full breakdown of who visits the Graduate Writing Center, see slide 4. The Graduate Writing Center also now offers Skype sessions. Dean Forehand noted that the Graduate Writing Center has been growing, and encouraged faculty to notify their students about this resource and get feedback from them. Next year she will be looking for support from other responsibility centers.

FY19 GTA/GRA Stipend Levels – Dean Forehand reviewed the table on slide 5, outlining masters and doctoral stipend levels for FY19 across schools, colleges, and programs for 9 and 12-month students. She noted that the stipends are going up \$100 this year due to delays in the bargaining unit, but most programs offer more than the minimum.

Dean Forehand addressed the following questions and concerns following her report.

Are the changes for next year's tuition on SPA's website? They are not officially approved until the May Board of Trustee's Meeting, but they may be available on the Student Financial Services website now.

The faculty discussed UVM now allowing tuition to be charged on grants. Dean Forehand encouraged faculty to direct questions to Brian Prindle, Executive Director for Research Administration.

SPRING 2018 ADMISSIONS & ENROLLMENT MANAGEMENT REPORT, Kimberly Hess, Director of Admissions & Enrollment Management (slides 6-12)

Kimberly Hess reviewed the *Applied, Admits & Newly Enrolled AY Comparison* chart on slide 7. This chart represents the below statistics:

- 7% decrease in applications
- 0% increase in admissions
- 2% increase in acceptance
- 1% increase in enrollment

Kimberly Hess reviewed the *Spring 2018 Total Enrollment by Race/Ethnicity* chart on slide 8. She noted that the unknown number is high, so she is looking at ways to increase responses to this question.

Kimberly Hess reviewed the *Spring 2017-18 Total Enrollment Comparison by College* chart on slide 9. Almost every college or school is increasing enrollment, except the College of Arts and Sciences and the College of Agriculture and Life Sciences both dropped slightly.

Kimberly Hess told faculty that "How did you hear about us?" is a new question on the application. A caveat to the data is that it is based on the first box an applicant checks. There was a 94% response rate to this voluntary question. See slides 10-11 for a full breakdown of applicant responses.

Kimberly Hess reviewed the following “housekeeping” items with graduate faculty:

TEOFL scores can now go directly into Banner electronically from ETS.

There are outstanding decisions to be made in admit for spring 2018 applications. These applications will be archived in August 2018, and every application needs to have a decision.

Starting with 2017, the Graduate College Admissions Office will be asking for outstanding materials from students who were conditionally admitted, and may place holds on student’s accounts if they are not received.

The Graduate College keeps a list of program coordinators and chairs, but it is challenging to keep this information current. Faculty were encouraged to look at the list and update it as needed.

Kimberly Hess addressed the following questions and concerns following her report.

What is the reason for the decrease in applications? There is not a specific reason we can pinpoint at this time, but it is a trend across the nation. International applications have not decreased this year.

Does the Graduate College website have a list of staff and functions? Yes, under Contact Us on the Graduate College website.

GRADUATE EXECUTIVE COMMITTEE ACTIONS, Cynthia Forehand, Dean (slides 13-14)

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

The Graduate Executive Committee reviewed 90 new or significant change course proposals, 84 minimal change, deactivation, or delete course proposals and 11 graduate faculty applications since the last Graduate Faculty Meeting.

Dean Forehand asked faculty to use January 1 as their course action form deadline to take pressure off the Executive Committee at the February 15 deadline, and ensure that all courses make it to the Provost’s Office in time to be included in the catalogue.

The Graduate Executive Committee approved the following curriculum proposals:

- PhD in Physics
- Master of Science in Athletic Training
- Certificate of Graduate Study in Sustainable Enterprise
- Change in Doctor of Physical Therapy Curriculum
- Change in Master of Science in School Counseling Curriculum

The following curriculum proposals are in progress:

- Name Change from CGS in Complex Systems to CGS in Complex Systems and Data Science

- Master of Arts in TESOL and Applied Linguistics

Dean Forehand noted that the Athletic Training program is moving to a master's level because their accrediting body is no longer licensing at the undergraduate level. She also stated that the Physical Therapy curriculum is reorganizing to allow students to finish in December instead of May, which enables students to avoid paying for additional housing, get into the job market earlier, get ahead of licensing exams, and bring the program into compliance with their accrediting body. Counseling also had an external mandate, and had to add 12 credits to be in compliance with their accrediting body.

NEW BUSINESS

A faculty member expressed the concern that comprehensive exams are challenging for one-year programs. Dean Forehand explained that is it a requirement, but programs can be creative in developing their comprehensive exams. For example, some programs use a capstone course.

ADJOURN

The meeting concluded at 4:45 p.m.