**Provisional Graduate Education Council**  
**Meeting of Friday, January 21, 2011**  
**1:00 - 3:00 p.m., 433 Johnston Hall**  
**Minutes**

**Present:** Anja Bielinsky, Michael Bowser, Jarrod Call, Bianet Castellanos, Belinda Cheung, Shawn Curley, Vicki Field, Vicki Hansen (via Skype), Caroline Hayes, Kimi Johnson, Jeff Kahn, Mike Kilgore, Joe Konstan, Christopher Phelan, Stephen Polasky, Henning Schroeder, Char Voight (staff), Pamela Weisenhorn.

**Guests:** Frank Blalark, Brad Bostrom, Nita Krevans, Joanna O’Connell, John Vollum.

1. The notes and minutes from the December 10 provisional GEC meeting were approved.

2. Council members were asked to save the following dates:
   a. April 5, 1:00 – 3:00 p.m., Doctoral Dissertation Research Showcase (Coffman Memorial Union)
   b. April 18, 11:00 a.m. – 2:00 p.m., Spring Graduate and Professional Education Assembly (Coffman Memorial Union). The topic for the assembly will be academic program review. Chris M. Golde (Associate Vice Provost for Graduate Education at Stanford University) and George E. Walker (Vice President of Research and Graduate Studies at Cleveland State University), will be the featured keynote speakers.

3. Determination of membership of the permanent GEC: Joanna O’Connell, Chair of the Senate Committee on Committees, spoke with GEC members about the possibility of the Committee on Committees assuming administrative responsibility for recruiting the nomination slate for permanent GEC members and presenting this to the Senate for approval.
   a. The desired timeline for identifying the first permanent GEC members is July 1. A slate of potential members would need to be presented and approved in the spring (slate finalized by April 28 for the May 5 Senate agenda so that it can be ratified before July).
   b. The GEC would need to discuss and resolve some issues in advance, such as: 1) Determining who is eligible to serve, 2) Ensuring that there is appropriate representation, 3) Determining who is selected to serve if there is more than one potential candidate for a single slot – should the first to accept be awarded the slot?, 4) Should there be complete college representation on the GEC? The GEC will make these decisions and then ask the Committee on Committees to administer the process based on these and any other stipulations the GEC determines are appropriate.
   c. The GEC will draft a charge using available templates and send this to the Committee on Committees for review. If approved, this information would become part of the Bylaws of the Committee on Committees. The FCC and Senate may also need to approve this request. The following were proposed as elements to include in the charge:
      - The VP and Dean of Grad Ed will chair the GEC
      - One slot will be reserved for a representative of interdisciplinary graduate programs
      - Member selection will ensure diversity of academic disciplines
      - Membership will be for a period of three years, with staggered three year terms
• Members may serve for two consecutive terms, and then are not eligible to serve again for (some period; need to define).

d. Although the proposed process would not be an election in the strictest sense, GEC members agreed that it would be in keeping with the spirit of the Work Group recommendations.

e. In addition to the charge document, the GEC will also develop a form that would guide potential candidates by outlining what the preferred characteristics of a Council member would be, emphasizing that these are preferred and not required characteristics of potential GEC members.

Initial proposed criteria/parameters for eligibility to serve on the GEC

• Potential GEC members must be tenured or tenure-track faculty members

• Chancellors, deans, associate deans, and others in administrative positions representing 50% or greater appointments would not be eligible (rationale: GEC members should be faculty who are currently most actively engaged with students. Upper administration has other venues for providing input and having representation, such as the collegiate representatives group.).

• Ex officio: One dean selected by the Council of Deans and one AHC administrative representative will serve ex officio.

• Individuals with broad experience with graduate students will be encouraged to serve

• Diversity of representation by academic discipline and by campus are desired in the Council composition.

• A slot for a coordinate campus will be designated along with a slot for a representative from an inter-collegiate interdisciplinary program.

• Student representatives will be selected by the existing student governance groups according to their established process and will be administered and managed separately by those governance groups.

4. Access to ImageNow graduate student documents: Brad Bostrom and Frank Blalark updated the GEC on the topic of ImageNow graduate student records. The group working on this issue recommends that ImageNow documents remain in the Graduate School, and proposes to treat them as a U-wide resource similar to UMReports. Colleges will be granted access to the files by Fall 2011 in a first phase. Phase 2 will begin in Fall 2011 and will give colleges the ability to edit and add documents and comments. New programs using Apply Yourself would be added. The Graduate School files will be open access and viewable by everyone who has requested and been granted access. Units will continue to have, as they do now, the option of contacting OIT and requesting that separate “drawers” be created for storing local documents while controlling access.

5. Proposed plan of action for student administrative processes restructuring: Frank Blalark updated the GEC on project progress. Implementation has begun and will continue into FY12 and FY13. Work has been ongoing for 6 months. Some aspects may take up to 3 years to review and complete because the approach to implementation will be incremental. Things that are currently functioning will remain in the Graduate School until the decision is made to transition them based on having the appropriate infrastructure and processes in place.

• Admissions: Enhancements have been made to Apply Yourself so that units that had not been using AY can begin to do so.

• Student records data conversion: Beginning in Fall 2011, students will no longer be Graduate School students but students in their individual collegiate units. This will not
apply to students in cross-collegiate interdisciplinary programs that choose to remain in the Graduate School. These students will continue to be Graduate School students.

- Curriculum: PCAS is being revised to include graduate curriculum, Rochester, and certificates. The Graduate School is being taken out of the ECAS process, and will no longer review requests but approve them as a stop-gap until the transition process is complete.
- The collegiate representatives are in the process of identifying individuals who will serve as point people in each of the 7 project categories.

6. Update from the Graduate Education Policy Review Committee:
   a. Nita Krevans reported on the major policy changes under consideration by each of the Policy Review Committee Subcommittees. The policy on graduate committee member eligibility has gone through the public comment period and is awaiting final approval by the provost. It should be posted shortly.

   b. Belinda Cheung circulated a draft proposed policy on credit requirements for input, and asked GEC members if the policy should be fast-tracked in the approval process. The rationale for the policy is national standards, and alignment with common practices among our aspirational peers.

   Discussion: Council members wondered if there was evidence that some existing programs had heavy coursework requirements for reasons that could not be justified on an academic basis. Henning responded that in some instances this was the case, largely due to the financial incentives in place. The policy will encourage programs to re-examine their curriculum, which in some cases has not been reviewed in years. There is also an allowance for exceptions in those cases where more coursework is required for legitimate scholarly or accreditation reasons related to the specific field.

   Concern was expressed that the policy appeared overly complicated and bureaucratic, particularly the section on credit transfers. Nita explained that the various clauses in the credit transfer section might appear cumbersome, but in fact were intended to allow the flexibility to accommodate a diversity of credit transfer situations so that students would not be dissuaded from attending the University.

   Concern was also expressed about the clauses allowing both master’s and Ph.D. students to register for thesis credits at any point in their programs. This policy change has revenue implications for graduate programs, and may also reduce the ability of graduate students to register for professional development credits such as Preparing Future Faculty. The policy is still under discussion in the Policy Review Committee. GEC members should forward input to Nita Krevans.

7. Recommendations for action from the Inaugural Graduate and Professional: Henning reported that the co-hosts from the November 4 GPEA met in December to identify priorities for action. He would like GEC members to review these and provide their input.

8. Graduate student substitutes at provisional GEC meetings: After some discussion, it was decided that 1-2 alternates should be names in the event that one or more student representatives on the GEC cannot attend a meeting. Alternates will be identified through the student governance process. Alternates can attend all meetings, even when all of the
elected representatives are present, but the number of student votes will remain at 3 with the elected member casting their vote if present and the alternate voting only in the absence of person he or she is representing. The decision not to allow substitutes for faculty members on the GEC stands.

Next meeting date:
   Friday, February 18, 1:00 - 3:00 p.m., 433 Johnston Hall