

**MINUTES**  
**COLLEGE OF ARTS AND SCIENCES**  
**COUNCIL FOR RESEARCH AND GRADUATE STUDIES**

MEETING: April 2, 2018

MEMBERS PRESENT: A. Antipova, R. Cohen, M. Conroy, E. Delavega, M. Garzon, J. Haddock, K. Hicks, S. Keith, C. Powell, S. Roakes, T. Roche, J. Scraba, X. Shen, P. Simone, O. Skalli, D. Unowsky

MEMBERS ABSENT: T. Dooley, G. Peterson

GUEST: S. Neeley-Barnes

Dr. Kreuz welcomed three proxies: Dr. Fujiwara (representing Chemistry), Dr. Ozdenerol (representing Earth Sciences), and Dr. Hirschi (representing Social Work).

Dr. Neely-Barnes gave a demonstration of Social Work UMdegree program for those on the Council who did not see Dr. Delavega's demonstration the previous week.

- a. Dr. Garzon asked how long it would take to get degree plans set up and why has this had not been done already for the all of the graduate programs. Dr. Kreuz replied that he would talk about this later in the meeting.
- b. Dr. Roche asked how many students a department would need for it to be advantageous. Dr. Kreuz replied that it would probably be most helpful for those with larger programs.
- c. Dr. Cohen asked if annual changes would be a problem. Dr. Kreuz replied that Ryan Crews is the individual who knows this product. He added that Dr. Irwin said that he agrees UMdegree would be advantageous for the graduate programs to have and is willing to provide some resources to help.
- d. Dr. Garzon asked if the graduate coordinators could manage their own programs. Dr. Neely-Barnes said she did not know. Dr. Garzon noted that this was a problem.

**1. Approval of minutes from the March 12<sup>th</sup> meeting.** Dr. Kreuz asked for any additions or corrections and none were offered. A motion to approve was made by Dr. Hicks and seconded by Dr. Groenendyk.

**2. UMdegree for graduate programs.** Dr. Kreuz reported that he spoke with Associate Dean Poston about getting resources for developing additional degree plans from the Graduate School. Given the limited resources of the Graduate School, she thought that this might be better handled at the College level. Dr. Kreuz discussed this with the dean, and he is willing to allocate resources for a graduate student to build these degree plans over the summer. However, when Dr. Kreuz contacted Ryan Crews about this, he thought that more substantial resources from the College might be required.

- a. Dr. Keith asked about current options for tracking students' coursework. Dr. Kreuz said there are many different ways that departments handle this.

**3. Graduate student awards update.** Dr. Kreuz asked Associate Dean Poston about the Van Vleet eligibility statement, and she said that the award has been given to U of M students in the past, so the online statement about eligibility is correct. She did admit that the eligibility requirements for the Morton thesis/dissertation awards are vague and confusing, and the Graduate School will clarify the requirements before the next award cycle.

**4. Student Research Forum.** The forum held on March 26 had 168 student posters and 108 judges. Dr. Kreuz thanked the Council members who had served as judges. Dr. Kreuz added that as the number of posters increases, the number of judges will need to increase as well, so he asked the Council members to talk to their colleagues about volunteering next year.

**5. Sharing Council minutes with the chairs.** Dr. Kreuz asserted that it is important that other members of departments be aware of the decisions made by the Council, as well as information from the Graduate School. The minutes that Ms. Tardugno and Dr. Kreuz create are detailed and not private, so Council members should feel free to share them with their colleagues who have a need to know, such as the department chairs.

- a. Dr. Garzon expressed concern that the documents are too long and suggested that the College create an abridged version of the minutes for the chairs and other faculty members. Dr. Kreuz pointed out that even the longest minutes should take at most five minutes to read.

#### **6. Curriculog role information**

- a. Ms. Tardugno distributed a handout depicting a typical Curriculog workflow process. Ms. Tardugno acknowledged that this may vary from department to department and asked to let her know if any department's workflow differed from the typical case.
- b. Dr. Garzon asked if there was a designated person that the College wants to fill these roles. Dr. Kreuz replied that that it is up to the departments.

#### **7. Procedure and deadline for Fall 18 curriculum changes**

- a. Ms. Tardugno informed the Council that the plan is to have the departments enter curriculum changes onto the current paper forms and to submit all proposals at one time. She will then show the graduate coordinators how to convert these into Curriculog proposals.
- b. The deadline for curriculum changes will be 4:30 on Friday, September 28<sup>th</sup>. This is a firm deadline. This deadline was chosen so that departments have time to hold a faculty meeting in the fall to discuss and vote on curriculum proposals that are generated over the summer. All of the Curriculog proposals have to be submitted to the Graduate School by October 17.

**8. New representatives for Fall 18?** Dr. Kreuz asked that if any Council members will not be returning to serve next year to let Ms. Tardugno know as soon as new representatives have been selected.

**9. Council meeting times for 18-19.** At the last meeting, Dr. Kreuz asked the Council members to think about whether they would prefer to meet at a different time on Monday afternoons. The starting time could be earlier, or even a little later (3:30 instead of 3:00). He asked what would

work the best for the majority of the council members. The decision was made to start the 2018-19 meetings at 3:30 (and to end by 4:30).

## **10. Report from the March College Directors meeting**

**(a) Graduate application system.** Dr. Jim Kierulff reported that the Graduate School is now in the final phase of the UniCAS transition: user acceptance testing. During April, Dr. Kierulff will contact departments to have graduate coordinators look at their profiles. There will be an opportunity to make changes at that time. Dr. Kreuz believes that Dr. Kierulff mentioned a “go live” date of June.

- a. Dr. Cohen asked how much of this would mirror the information from Decision Desk and whether that information was being used as the starting point. Dr. Kreuz said that he understood that to be the case.

**(b) Graduate catalog: final version for 18-19.** Dr. Kreuz reported that although the 18-19 catalog was published online in February, it will be updated to a “final final” version after the University Graduate Council meets in May. This will provide the opportunity to incorporate all of the rolling changes that were approved by the Council since December. This is desirable, because it means that even late changes will be in effect for Fall 18. The downside is that, every year, there will be a window of time (February-May) when the catalog may be out of sync with what will be in force for the fall. However, spring catalog changes should be minor ones, so the advantages of this system outweigh the disadvantages.

- 1.) Dr. Garzon asked if the out of sync period will be the same annually. Dr. Kreuz replied that this would be the case.

**(c) Online graduate faculty status form change.** The current online system uses Dynamic Forms, which the University is dropping in favor of a product called DocuSign. The transition should occur in mid-April. If all goes well, the same format, layout, and workflow will be maintained, so the change should be largely transparent to the graduate coordinators and to the College.

- a. Ms. Tardugno suggested that in the interim, applications could be submitted using the paper forms so that no applications are lost.

**11. New business.** Dr. Kreuz asked if anyone had new business to bring before the Council.

- a. Dr. Garzon asked if MATH could submit the change to the accelerated BA/MA program to be discussed in May. Dr. Kreuz replied that only minor changes are approved by the University Council in the spring, such as course descriptions and course numbers changes, and adding or dropping courses. Major program changes will need to wait until the fall.

**Adjournment.** Dr. Skalli made a motion to adjourn the meeting, which was seconded by Dr. Roakes.

*Minutes prepared by Victoria Tardugno based on notes supplied by Dr. Kreuz.*