

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

MEETING: August 28, 2023

MEMBERS PRESENT: T. Brewster, E. Choi, A. Daily, E. Delavega, D. Downey, W. Duffy, J. Lariscy, T. Maclin, J. McCutcheon, A. Mickelson, E. Nelson, H. Sable, C. Santo, X. Shen, D. Venugopal, F. Vivar, B. Zheng

MEMBERS ABSENT: S. Brown, E. Groenendyk, M. B. Mader

PROXIES: D. Peksen (POLS), K. Saghafi (PHIL)

PRESIDING: R. Kreuz

1. Introduction of new Council members

R. Kreuz welcomed six new representatives to the Council:

BIOL: **Shawn Brown**, who is replacing Omar Skalli
CHEM: **Tim Brewster**, who is replacing Dan Baker
CJUS: **James McCutcheon**, who is returning, and replacing Amanda Johnson
COMP: **Deepak Venugopal**, who is replacing Scott Fleming (COMP's interim chair)
PADM: **Erin Nelson**, who is replacing John Topinka
WLL: **Francisco Vivar**, who is replacing Iván Ortega-Santos

He then asked returning members to introduce themselves:

ANTH: Ted Maclin	PHYS: Xiao Shen
CERI: Eunseo Choi	PLAN: Charlie Santo
ENGL: Will Duffy	POLS: Eric Groenendyk (Dursun Peksen)
ESCI: Andrew Mickelson	PSYC: Helen Sable
HIST: Andrew Daily	SOCI: Joseph Lariscy
MATH: Bentuo Zheng	SWRK: Elena Delavega
PHIL: Mary Beth Mader (Kas Saghafi)	UAPP: Davia Downey

2. Approval of the minutes from the April 3rd, 2023 Council meeting

R. Kreuz asked for additions or corrections to the April minutes, and there were none. C. Santo moved to approve the minutes, E. Delavega seconded, and all voted in favor.

R. Kreuz requested that the Council members review the upcoming deadlines and events on the agenda: graduation candidacy forms are due by September 1. The deadline for curriculum changes this year is about two weeks away, and everything should be on the College step of Curriculog by September 15th.

3. Review of the Council's purpose, schedule, and procedures

R. Kreuz explained that the CAS Graduate Council serves as the liaison between the College's departments and the Graduate School. It also serves as a conduit between the departments and the Dean's office. Associate Dean R. Kreuz serves as the Director of Graduate Studies and in that capacity, he is the chair of these monthly meetings.

He also represents the College at monthly College Directors meetings. These are meetings with the Graduate School and the other eleven college directors during which policies and procedures are discussed as they relate to the Graduate School.

Finally, he also represents the College at monthly University Council for Graduate Studies, or UCGS, meetings. The voting members of the UCGS are the 12 college directors, 14 other faculty elected by their colleges, and the president of the Graduate Student Association.

As the largest College, Arts & Sciences has three elected voting members (one from each division) who serve three-year terms. CAS ran an election in the spring, and Helen Sable (PSYC) was chosen to represent the social sciences. Bernie Daigle (BIOL) will be serving in his second year. Ivan Ortega-Santos (WLL) is replacing Will Duffy as the humanities representative.

College Personnel Changes

R. Kreuz reviewed some of the changes in the dean's office:

Abby Parrill has resumed her position as Dean of the College.

Interim Associate Dean Keri Brondo will continue in her role this year. An internal search for a permanent associate dean for research initiatives will be held later this year.

Council meetings

R. Kreuz explained that the monthly Council meetings will always start promptly at 3:00 so they can end by 4:00. Meetings are held monthly (usually the last Monday of the month) when there is new business or significant announcements. The primary purpose of the August meeting is to appoint members to the Council's subcommittees. He asked the members to note that the meeting will start a half hour earlier at the October 30 meeting to discuss and approve curriculum revisions.

The agenda for each meeting is distributed electronically (along with any documents) the Wednesday before each meeting, following the Graduate School's meeting with the college directors. A call for new business is made at that time, although members can send R. Kreuz new agenda items at any time. The minutes for each meeting will be taken by S. Warren and checked against a recording of the meeting. These minutes are edited by R. Kreuz and then distributed for changes and approval before the next meeting.

In terms of parliamentary procedure, the Council meetings mostly follow Robert's Rules of Order. As chair, R. Kreuz will make decisions about whether appropriate procedure is being followed, but the following are the primary rules:

- A quorum is required for all votes. A quorum is defined as two-thirds, or 13 of the 20 voting Council members present.
- Members must be recognized by the chair before they can speak to an issue.
 - No member can speak twice to the same issue until everyone else wishing to speak has had a chance to do so.
- Motions require a second before they can be debated.
- In the interests of time, the chair reserves the right to postpone, limit or cut off debate, or to table motions.
- Contentious or complex issues may be referred to a subcommittee appointed by the chair.
- Motions pass by a simple majority of members present.
- As the chair, R. Kreuz is an *ex officio* member of the Council, which means that he does not vote except to break ties.

Because of the quorum requirements, it is very important that a department send a proxy if the representative cannot attend a meeting. If a Council member is absent from three meetings during an academic year, that member will be "excused" from the Council, and the department forfeits representation for the remainder of the academic year. Proxies can serve in place of absent members and can vote. If possible, please alert S. Warren and R. Kreuz about any proxies before the meeting.

4. Formation of 2023-24 Council subcommittees

R. Kreuz explained that each Council member serves on one (or sometimes two) standing subcommittees. The meetings are always held at 3:00 on Mondays, which is the same as the monthly Council meetings. Except for the Travel Enrichment committee, each subcommittee has only one meeting each year (travel enrichment has meetings in November, April, and late July).

Subcommittees are chaired by one of the three associate/assistant deans:

- Assistant Dean Ladrica Menson-Furr chairs the Undergraduate Council and is the liaison to the humanities departments.
- Interim Associate Dean Keri Brondo leads research initiatives and is the liaison to the natural sciences. She'll chair three of the subcommittees:
 - Professional Development Assignments
 - Distinguished Research and Engaged Scholarship Awards
 - Early Career Research Awards

- Associate Dean Roger Kreuz is the liaison to the social sciences and will chair:
 - Travel enrichment awards (3x a year)
 - Graduate student awards

There are five committees, with 23 slots, and there are currently 20 members on the Council. Since there are six slots for humanities representatives, but only four representatives, so two will need to serve on two committees. S. Warren will send out a subcommittee list so that everyone knows which subcommittee(s) they are serving on.

5. Report on the August 23, 2023 College Directors meeting

R. Kreuz reported the following:

a) Graduate School Personnel and policy changes

Todd Deese is leaving the university next month to take a position in Colorado. His position is being reclassified as the Director of Graduate Enrollment and Retention. Lakesha Moore will take over approving graduate contracts.

Mar Newell, who was a counselor for SUAPP, has moved over to athletic advising.

Peggy Callahan will now have responsibility for the accelerated bachelor's to master's (ABM) students and for clearing probation holds for students who have transferred out.

Both Todd and Mar's positions have been posted. R. Kreuz has been asked to serve on the search committee for the Director position.

b) Enrollment

As of August 28, overall university enrollment was up slightly. However, if dual enrollment students are subtracted, it was down by about 2%. In CAS, enrollments are up about 5%: about 3% at the undergraduate level, and about 13% at the graduate level.

6. Editing admissions to current practice

R. Kreuz sent a reminder about this last Wednesday. He asked that departments submit the requested changes, via Curriculumlog, by September 1 (this Friday).

7. New business

R. Kreuz brought up the following:

- a) Recruitment and retention.** One of Dean Parill and Dean Tollefsen's goals for this year is to improve graduate student recruitment and retention. CAS

department chairs heard about this at the chairs and directors retreat last Monday.

- b) Make it easy for prospective graduate students to apply to programs.** R. Kreuz asked members to go to their department's home page and use it as a starting point to apply to the university. The research on this topic suggests that if it takes more than three clicks, that potential applicant is lost.

The problem with most departmental websites is that they're inward facing: they provide information for those of current students, faculty and staff. These need to be outward facing as well. For example, there should be an "apply now!" button on the department homepage that will take a prospective student straight to Slate.

Dean Parrill also wants to see much more information available on department websites for prospective students. What kinds of careers do graduates move into? What is the average time to degree completion? What percentage of students in the program receive tuition waivers or stipends? Are there opportunities for experiential learning? Please start thinking about this and start making changes.

- c) NCUR conference.** To support recruitment, Dean Parrill is willing to send a couple of representatives to this year's National Conference on Undergraduate Research (NCUR) conference. This is the National Council on Undergraduate Research. The UofM hosted in April of 2017. It will be held this year in Long Beach CA from April 8-10. Let R. Kreuz know as soon as possible if you would like to go. Let undergraduate students know that abstract submissions open on September 15 and close on December 8.

- d) Graduate recruitment plans.** In early May, R. Kreuz emailed the committee requesting a copy of department graduate recruitment plans. He received two. He brought this up at the chairs and directors retreat and told the chairs that they need to work with their graduate coordinators to develop one.

This doesn't need to be a lengthy document: the two received were one page. What is needed is to get what is already being done down on paper so that institutional memory isn't lost. Graduate coordinators change, and chairs change: that is why it is important to have a living document to assist chairs and coordinators in the future. Think about what has worked well, or didn't work, and why?

All programs are different: some recruit locally, while others recruit nationally or internationally. There are different types of student and professional organizations. R. Kreuz recommended starting by developing a calendar of events and deadlines that will provide a skeleton for the plan, and then fill it in.

- e) **Graduate student handbooks.** This summer, R. Kreuz looked online for departmental graduate student handbooks and found that ten departments or programs have handbooks that have been updated since 2020 or later. Three handbooks were last updated in 2013, 2015, and 2018. If a department has not updated in the last few years, they should think about reviewing and updating their handbook.

R. Kreuz could not locate handbooks for seven departments/programs. Since this is an issue that can help with retention and degree completion, he would like to see every department develop one.

A committee will be formed that will help identify a “common core” that can be used by departments that lack a handbook to create one. R. Kreuz be reaching out about this in the coming days.

- f) W. Duffy from English introduced a proposal to change dissertation committee size from four members to three.

A one-page summary of the proposal, including dissertation committee sizes at aspirational peer institutions, was distributed.

Council members were asked to discuss the proposal with their departments prior to the October 3rd meeting.

6. Adjournment. R. Kreuz asked for a motion to adjourn. E. Delavega made the motion, and C. Santo seconded it. All voted in favor.

Minutes prepared by S. Warren from notes provided by R. Kreuz, and edited by R. Kreuz.