

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

MEETING: November 27, 2023

MEMBERS PRESENT: T. Brewster, S. Brown, E. Choi, A. Daily, E. Delavega, D. Downey, W. Duffy, J. Lariscy, T. Maclin, M. Mader, J. McCutcheon, A. Mickelson, E. Nelson, H. Sable, C. Santo, X. Shen, D. Venugopal

MEMBERS ABSENT: E. Groenendyk, V. Rus, F. Vivar

PROXIES: Matthias Kaelberer for Eric Groenendyk (POLS), Robert Kelz for Francisco Vivar (WLL)

PRESIDING: R. Kreuz

**1. Approval of the minutes from the October 30, 2023 Council meeting**

W. Duffy moved to approve the minutes. D. Downey seconded the motion, and all voted in favor.

**2. Report from the November 3 UCGS and November 15 College Director meetings**

R. Kreuz reported that there was a vote by the UCGS to set minimum GPA admission requirements. The vote was 15-5 in favor of setting it at 2.75 for master's programs, and 3.0 for doctoral programs. These requirements will go into effect in Fall 2025.

Dean Tollefsen believes we should not be encouraging applications from students who have no realistic chance of being accepted into our programs, and that these GPA minimums will help address that. However, she also said that this change wasn't written in stone. She encourages programs to monitor how this change affects the number of applications that are being received. If you can document a large decrease that adversely affects your program, she's willing to revisit the issue.

If a unit specified lower GPA minimums when editing the admission statements to current practice over the summer, these will need to be revised. They can be submitted as a low impact change, so only College approval will be needed.

The proposal from CAS to reduce the minimum dissertation committee size to three members was approved by the UCGS.

**3. Discussion and vote**

**a) Elimination of graduate certificate programs**

R. Kreuz reported that the Graduate School is trying to reduce the number of graduate certificates across the university: there are currently 81, and CAS has 17 of these. Dean Tollefsen sent R. Kreuz a spreadsheet showing programs that have low numbers across multiple years, which he shared with the council. Two departments have expressed a willingness to eliminate their low-producing certificate programs: Chemistry and English.

T. Brewster addressed the rationale for eliminating the Analytical Chemistry and Organic Chemistry graduate certificates. T. Brewster moved to approve; C. Santo seconded. All voted in favor.

W. Duffy addressed the rationale for eliminating the Writing Studies graduate certificate. W. Duffy moved to approve; T. Brewster seconded. All voted in favor.

#### **b) ABM minimum GPA requirements**

R. Kreuz reported that the minimum GPA requirement for the accelerated bachelor's to master's (ABM) program is currently 3.25. At the college directors meeting on November 15, options were discussed to lower the GPA, or to have the 3.25 GPA requirement apply only to the coursework in the student's major. Since this discussion on the 15<sup>th</sup>, Dean Tollefsen learned that SACS requires a higher standard for ABM students, and that is why the 3.25 minimum was originally set. Dean Tollefsen researched ABM admission GPAs for some peer institutions and found that we fall within those ranges. She feels there is some room to adjust our minimum and asked if there were any faculty who would like to develop a proposal to change the requirement, either by changing the minimum cumulative GPA or use the GPA of major coursework.

R. Kreuz asked the Council for thoughts on this. There was discussion and a motion was made by R. Kelz to propose a two-tiered minimum undergraduate GPA of 3.0 cumulative and 3.25 in the major. M. Kaelberer seconded the motion. All voted in favor.

#### **4. New Business**

##### **Reminders from the registrar**

R. Kreuz reported that Darla Keel attended the college directors meeting, and asked to have graduate coordinators reminded of the following:

- A contract must be written before a student instructor has course shell access.
- FERPA training is needed for student record access.

- The university is now using Banner version 9.  
This change was required to have a field for the student's preferred name.  
It displays all the courses that an instructor has ever taught.  
Class lists open lower on the screen after clicking on a link.

### **Health insurance**

R. Kreuz reported that at the Chairs and Directors meeting on November 14, Dean Parrill stated that, starting in 24-25, when the College must start paying for all the health insurance subsidy, the cost will be borne by the College and not by the departments.

There are several options for doing this. They are (1): the IDCR that comes to the College; (2) faculty salary lapse; (3) faculty searches; and (4) Foundation funds. Salary lapse is the easy one; all the others will entail some sacrifice.

One critical variable is that the number of students who will take advantage of the Wellfleet insurance plan is unknown; some may opt to stay on their parents' insurance, or on the insurance of a spouse. There is no good way of predicting the expense beforehand, so a survey will be sent out to the students so that CAS can get an estimate.

**Adjournment:** H. Sable moved to adjourn. T. Maclin seconded the motion, and all voted in favor.

*Minutes prepared by S. Warren from a recording and notes provided by R. Kreuz; edited by R. Kreuz.*