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

MEETING: April 3, 2023

MEMBERS PRESENT: D. Baker, E. Choi, A. Daily, E. Delavega, D. Downey, W. Duffy, S. Fleming, E. Groenendyk, J. Lariscy, T. Maclin, M. B. Mader, A. Mickelson, I. Ortega-Santos, H. Sable, X. Shen, O. Skalli, C. Santo, J. Topinka

MEMBERS ABSENT: A. Johnson, V. Rus, B. Zheng

PRESIDING: R. Kreuz

1. **Approval of the minutes from the February 27th meeting**

   R. Kreuz asked for additions or corrections for last month's minutes, and none were needed. O. Skalli motioned to approve the minutes. E. Delavega seconded the motion. All voted in favor.

2. **Report from the March 3rd University Graduate Council meeting and the March 22nd College Directors meeting by R. Kreuz**

   a) **Catalog Edits**

      Every department should have received the review copies of the 2023-24 catalog's program pages and course listings. If any corrections are needed to submissions that were approved Fall 2022, a help desk ticket should be submitted to the Registrar's office.

   b) **New Slate cycle**

      Work has begun on the Fall '24 cycle for Slate. A form will be sent out from the Graduate School to request changes. This cycle will roll out this fall (2023).

      A major issue that was discovered during the first year with Slate is that there is a lack of standardization, across colleges and departments, about what various application documents are called. For example, a "statement of purpose" in one program might be called a "personal statement" by another. Dean Tollefsen found about 15 different names for each document type, and this has created unanticipated issues with Slate. To address this issue, the Graduate School is going to standardize the document type names. There will four document types with standardized names. R. Kreuz will send out the details once received.

Dean Tollefsen has made it clear that within a graduate program, all concentrations must have the same deadline. She has been asked about this, but says there is currently no way to customize this within Slate.

c) **Admission requirements**

The Graduate School has been told that our admission requirements are not in compliance with SACS and the Department of Education (DOE). Catalog program need to be edited to align with current practice. This should be completed as soon as possible, and no later than the end of summer.

An example of current language is that admission is contingent upon an "acceptable" GPA or GRE score, which is vague and not helpful. All programs must update their catalog entries to specify minimum admission requirements, which can be done a variety of ways. For example, a minimum GPA could be specified, followed by the statement that "Exceptions will be made for students whose record does not reflect their ability." Instead of cutoffs, a program's language could read that "On average, students admitted to our program have a GPA of X and GRE scores of Y and Z."

R. Kreuz advised that a set of minimum admission requirements be drafted for programs that reflect current practice He recommended that the Council members ask their chairs to include this in their April departmental meetings.

d) **Department websites do not match catalog entries**

Dean Tollefson noted that some department's websites do not match their catalog entries regarding admissions, so this will also be an opportunity to get everything into alignment. S. Warren will send the ticketing system link and instructions to the committee.

e) **Non-departmental GA website**

The subcommittee chaired by R. Kreuz has worked out a solution for advertising assistantships. CAS built a website for undergraduate research opportunities, and the subcommittee realized this website could be repurposed for non-departmental GAs. There will be an online form that units can complete, and then these opportunities will be copied into a website that will be linked to the Graduate School's website. The plan is to have this up and running by May. Once it is, students contacting departments about needing an assistantship can be directed to the website.

3. **Announcements**

R. Kreuz announced that H. Sable has been elected as the new UCGS social science representative.

4. **Topic for discussion: Chairing/serving on student committees during summers**

    Dean Tollefsen had a lunch with dissertation directors in February, and reported that "there were at least four faculty (from different colleges) who said one of their biggest problems is that some dissertation advisors and committee members are telling their students, department chairs, and program coordinators that they don't work over the summer and so they are not working with doctoral candidates over the summer to help them make progress on (or finish) their dissertations."

    R. Kreuz asked the members if this was an issue for any of their programs.

    S. Fleming said he has not observed this involving doctoral students, but he has observed increased quibbling about unpaid effort over the summer regarding undergraduate advising.
    E. Delavega said there are a few faculty members in Social Work who do not advise during the summer. She wondered if the requirement for faculty to report hours is contributing to the tension.
    D. Downey said that if the need to schedule defenses during the summer is increasing, the university may need to address this via policy.
    H. Sable shared that Psychology does not pay for summer hours, so if a student wants to defend in the summer, they must pay out of pocket. Now that departments are being asked to help students matriculate, she feels this increases pressure for departments to cover summer tuition.
    D. Baker said that this was an issue for the department chairs to handle.

    R. Kreuz is going to ask Dean Emmert to discuss this with department chairs.

5. **New business**

    R. Kreuz called for any new business; there was none.

    He announced that he last meeting of the academic year is scheduled for April 24, 2023. He called for a motion to adjourn, which was made by E. Delavega and seconded by T. Maclin. The meeting was adjourned at 3:36.

    Prepared by S. Warren from notes provided by R. Kreuz and a recording of the session; edited by R. Kreuz