

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

MEETING: August 25, 2025

MEMBERS PRESENT: R. Adams, P. Alcalde, K. Bowers, A. Daily, E. Delavega, N. Detraz, O. George, A. Guthrie, S. Laybourn, V. Levin, J. McCutcheon, A. Mickelson, D. Nascimento, E. Nelson, M. Perez, H. Sable, C. Santo, X. Shen, D. Smith, D. Venugopal

MEMBERS ABSENT: none

PRESIDING: R. Kreuz

**1. Introduction of Council members**

Seven new and former members returning to the Council:

CERI: **Vadim Levin**, replacing Eunseo Choi

CHEM: **Daniel Nascimento**, replacing Tim Brewster, who is on PDA

ENGL: **Rebecca Adams**, replacing Will Duffy

POLS: **Nikki Detraz**, replacing Sharon Stanley, who is on PDA

SOCI: **SunAh Laybourn**, replacing Gretchen Peterson

SWRK: **Elena Delavega**, who has returned from her PDA

UAPP: **Andrew Guthrie**, replacing Davia Downey

Returning members:

ANTH: **Michael Pérez**

BIOL: **Keith Bowers**

CJUS: **James McCutcheon**

COMP: **Deepak Venugopal**

ESCI: **Andrew Mickelson**

HIST: **Andrew Daily**

MATH: **Segun George**

PADM: **Erin Nelson**

PHIL: **Daniel Smith**

PHYS: **Xiao Shen**

PLAN: **Charlie Santo**

PSYC: **Helen Sable**

WDLL: **Pilar Alcalde**

**2. Approval of the minutes from the March 31, 2025 Council meeting**

E. Nelson motioned to approve the minutes. C. Santo seconded the motion, and all voted in favor.

R. Kreuz requested that the council review the upcoming deadlines and events on the agenda. The first deadline for curriculum changes for next year is about three weeks away; everything should be on the College step of Curriculog by September 19th.

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

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.

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

As the largest College, CAS has three elected voting members (one from each division) who serve three-year terms. CAS ran an election in the spring, and Bernie Daigle (BIOL) was reelected to represent the natural sciences. Andrei Znamenski (HIST), elected in 2022, will continue his service representing the humanities. Helen Sable (PSYC), elected in 2023, will be serving in her final year as the social sciences representative.

The monthly Council meetings will always start promptly at 1:30 so they can end by 2:30. 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. Please note the meeting will start half an hour earlier at the October 27 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 approval before the next meeting.

In terms of parliamentary procedure, these 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 14 of the 20 voting Council members.

- Members must be recognized by the chair before they can speak to an issue.
- Motions require a second before they can be debated.
- No member can speak twice to the same issue until everyone else wishing to speak has had a chance to do so.
- 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 simple majority.
- 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. CAS Personnel Changes**

Gary Emmert, a former chair of Chemistry and an associate dean for research, served as interim dean of the College when Dean Parrill became interim provost. After a two-year stint back in the dean’s office, she left the UofM at the end of the spring term to become Provost at the University of Michigan at Flint. Gary agreed to serve once again as interim dean of the College. There will be a search for a permanent dean that will start in the next few weeks.

Associate Dean Keri Brondo departed from the UofM over the summer to take a position at Teacher’s College at Columbia University. Paul Simone, the former chair of Chemistry, is serving as the interim associate dean in charge of research and external funding.

At the end of the spring, Cody Clinton moved on to St. Jude, and Meghan Cullen was promoted to the director of pre-professional advising position. Misty Eddleman has been hired to fill Meghan’s previous position.

Cory Major has joined as the Associate Director of Experiential Learning, and the university hired Serena Whittaker to serve as career readiness specialist for undergraduates in the social sciences and the humanities.

Last year, CAS created a Research Council, which has taken on some of the duties of our Graduate Council. It is being chaired by Associate Dean Simone and a mix of

faculty, some elected and some appointed, representing the three divisions of the College.

Finally, there have been changes in Graduate School. Brian Meredith, who was previously the associate dean of the Graduate School, had been serving as the interim VP of Enrollment Management, and was appointed to the permanent position as of May 1.

Ryan Crews, who had been the Director of Graduate Enrollment and Retention, is now an assistant dean. In the late spring, the Graduate Council hired Beverly McPhail as the new assistant director.

Over the summer the Graduate School hired Robbie Salters as assistant dean and director of graduate admissions. Assistant Dean Salters had previously served in the same role at Mississippi State University.

## **5. Curricular procedure and schedule**

The Council will review and vote on new courses first and course revisions second. At the September 29 meeting, the Council will review proposals on the College step in Curriculum that were submitted by September 19.

Similarly, at the October 27 meeting, the Council will review proposals on the College step in Curriculum that were submitted by October 17.

## **6. Formation of 2025-26 Council subcommittees**

Each Council member serves on one subcommittee (sometimes two). Subcommittee meetings are always held at 1:30 on Mondays, which is the same as the monthly Council meetings.

The Graduate Council will handle the travel enrichment awards and the graduate student awards (GAMTA, Morton thesis/dissertation, and part-time master's awards).

Travel Enrichment will have three subcommittees, one for each award cycle (summer, fall, spring) which will be composed of one member from the humanities, one from the natural sciences, and two from the social sciences, plus R. Kreuz.

The GAMTA and thesis/dissertation subcommittees will be composed of one member from the humanities, and two members each from the natural sciences and social sciences, for a subcommittee of five members, plus R. Kreuz.

The part-time master's subcommittee will have the same composition as the GAMTA and thesis/dissertation subcommittee, with five members.

After this overview, members selected which committee on which they would serve. The list will be distributed via email by S. Warren after the meeting.

## 7. New Business

- a) **Recruitment flyers.** In early June, R. Kreuz sent out an email requesting information for flyers requested by the Balaji Krishnan, The VP for International Affairs. He requested that CAS create one-page flyers for our master's programs. 12 units submitted information, and the flyers were created over the summer. They were only recently approved by Marketing and Communications. R. Kreuz will send them out for the departments to use this week.
- b) **MS in Applied AI.** Over the summer, R. Kreuz was part of a task force exploring the creation of an MS in Applied AI. After much discussion, it was decided to house the degree program in the College of Engineering (specifically, in the new Polytechnic unit). However, two of the core courses are being developed by CAS (English and Philosophy), and the details of college compensation under an RCM model are currently being worked out.
- c) **Graduate faculty status updates.** Dean Tollefson has put the college directors in charge of collecting updates from the chairs. The Council members were asked to check their department's entries on the Graduate School site and to add new faculty and remove retired or separated faculty. Faculty whose status is expiring should be encouraged to reapply soon. R. Kreuz asked the Council members to work with their chairs to get these updates to him soon.

R. Kreuz reminded the Council that full-time faculty (tenure-track, or non-tenure track in teaching and research) are automatically granted associate graduate faculty status when hired, but they must notify R. Kreuz about who those new members are. Associates can serve on student committees and chair master's committees. They cannot chair dissertations; full status is required for that. Faculty can apply for full status at any time; the criteria are online.

Potential changes to the graduate faculty system are being reviewed this year by the Faculty Senate.

- d) **Academic building replacement submission.** This summer, R. Kreuz was part of a group working chaired by Brandt Pence (College of Health Sciences), who was tasked with creating a request to the state for the demolition of Clement and Mitchell halls. These would be replaced by one large, modern building with classrooms and faculty offices. This proposal has now been submitted.
- e) **Incoming international students.** A. Daily asked if Council members experienced any issues with incoming international students, and many reported problems. The issues seem primarily concern guidance and support for these students outside of academics.

Several suggestions were made, including:

The university having a point person to help these students navigate the minutiae of housing, etc.

Identifying established international students to act as “resident experts.”

A. Daily asked the Council members to send him their ideas. He will create a memo for Dean Emmert.

**8. Adjournment** M. Perez motioned to adjourn. N. Detraz seconded the motion, and all voted in favor.

*Minutes prepared by S. Warren from notes provided by R. Kreuz as well as a recording of the meeting. Minutes edited by R. Kreuz.*