

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

MEETING: March 31, 2025

MEMBERS PRESENT: P. Alcalde, T. Brewster, E. Choi, A. Daily, D. Downey, W. Duffy, S. George, J. McCutcheon, A. Mickelson, E. Nelson, G. Peterson, H. Sable, X. Shen, D. Smith, S. Stanley, D. Venugopal, G. Washington

MEMBERS ABSENT: K. Bowers, M. Perez, C. Santo

PROXIES: Will Robertson (ANTH)

PRESIDING: R. Kreuz

**1. Approval of the March 3, 2025 Council meeting minutes**

A. Daily motioned to approve the minutes. G. Peterson seconded the motion, and all voted in favor.

**2. Curriculog: Update and planning for the fall**

- a) The review copy of the catalog is expected soon. Review your fall submission sections and courses very carefully as this will be the time to make corrections and give clarifications. If in your review, something new is noticed, make a note of that for the next submission cycle.
- b) Now is the time to start planning for the 26-27 catalog submission cycle. Include your department's academic advisors in these discussions, as they will know what courses are being substituted frequently, if a catalog entry could use clarification for students, etc. For program revisions, the track changed word document can be started now. It will be required for the proposal. You will be notified when the 2026-27 proposal forms are available.
- c) New staggered submission process: The Registrar catalog group has changed their procedure. Proposals are now fully processed on a month-by-month basis, as they are approved by the UCGS. When planning proposals, be mindful of program revisions that involve new courses. The new course must be submitted and approved prior to the program revision so the new course can be fully processed and ready for the revision. This also applies to course revisions that change the course number.

**3. Report from the March 7 UCGS meeting**

a) **Maximum requirements for graduate certificates**

There was further discussion of this issue, with Dean Tollefsen proposing a 3-credit maximum for graduate certificate transfer credits. Once again, departments could put in place a more stringent policy (so, no transfer credits) if they wish. The proposal was put to a vote and passed almost unanimously.

b) **Transfer/prior learning/credit by exam/ELC credit discussion**

There was discussion about the maximum number of hours to allow for these credits. A maximum of nine hours was proposed, but it was pointed out that this would be a substantial number of credit hours in some master's programs. The problem is that there is great variability across programs, and a one-size-fits-all solution remains elusive. The issue was sent back to a subcommittee for further discussion, and it will be put back on the UCGS agenda for the April meeting.

**4. External graduate faculty forms**

The external graduate faculty status form in Etrieve doesn't allow external applicants to upload their CV. Dean Tollefsen has reworked this form, and it is no longer open to the public online.

The student on whose committee the external member would serve will need to submit the form and attach a copy of the external member's CV. This is the only way to ensure that the Graduate School has all the information needed to make a decision.

This form goes to the chair of the student's department, then the college's director of graduate studies, and then to her. The student should have approval from their thesis or dissertation chair before submitting the form.

**5. Graduate student survey report**

665 students participated, which is roughly 15% of the graduate student population. A few of the survey questions:

20% of respondents indicated that they were with CAS, though that number may be higher.

58.62% of respondents were extremely pleased with the availability of departmental academic advising, and 58.45% were extremely satisfied with the mentorship being received from their faculty advisor.

48.62% of respondents said the faculty are very accessible for research support, and 43.56% rated the availability of research resources as excellent.

The full survey (in PowerPoint) is available upon request.

**Adjournment:** G. Peterson made a motion to adjourn. J. McCutcheon seconded the motion, and all voted in favor.

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