

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

MEETING: November 25, 2024

MEMBERS PRESENT: P. Alcalde, T. Brewster, S. Brown, E. Choi, A. Daily, E. Delavega, D. Downey, W. Duffy, S. George, M. Kaelberer, J. McCutcheon, A. Mickelson, M. Perez, G. Peterson, X. Shen, D. Smith, D. Venugopal

MEMBERS ABSENT: E. Nelson, H. Sable, C. Santo

PROXIES: G. Caucci (PSYC)

PRESIDING: R. Kreuz

**1. Approval of the minutes from the September 30, 2024, and October 28, 2024 Council meetings**

September: T. Brewster moved to approve the minutes. G. Peterson seconded the motion, and all voted in favor.

October: E. Delavega moved to approve the minutes. M. Perez seconded the motion, and all voted in favor.

**2. Report from the November 1 UCGS and November 20 College Director meetings**

**a) Graduate Faculty Status**

**FULL:** R. Kreuz reported that at the UCGS meeting, there was extensive discussion about opening full graduate faculty status to faculty in the teaching and research tracks. The original proposal that was modified to state that applicants must receive approval from their department, dean, and graduate dean.

To accommodate faculty in the fine arts, whose output is performance and exhibitions as opposed to research, the language was modified to “creative activity beyond the terminal degree.” Due to concerns about “six publications in six years,” the language was modified to “documented evidence of a research program.” With these changes, the motion was approved.

**ASSOCIATE:** There was also extensive discussion about the second proposal: the automatic conferral of associate graduate faculty status on teaching-track faculty (this is automatic for tenure-track faculty). The job description for teaching-track faculty doesn’t include an expectation of research, and it was suggested that

asking teaching faculty to also serve on student committees is exploitative. After much discussion, this motion was tabled for further discussion and consideration.

Council members discussed the issues with associate graduate faculty status:

- G. Peterson pointed out that not all teaching faculty hold terminal degrees.
- S. Brown said that no expiration on associate status could be a problem and inquired about the mechanism for removal.
- T. Brewster agreed that automatically granting GFS to teaching faculty could lead to them feeling pressured to serve on committees, research, etc.

**b) Student Health Insurance: Spring Term**

R. Kreuz reminded Council members that any students who are currently enrolled in the program will roll over to the spring. Students who will not have contracts in the spring should contact Lakesha in the Graduate School. New students starting in the spring will need to complete the opt-in form.

**c) Cambridge English Qualification Exam**

R. Kreuz reported that the proposal to accept the Cambridge Exam, to demonstrate English proficiency and which came from World Languages, will be voted on at the December UCGS meeting. This exam will provide a fifth option that applicants can use in their applications to our programs.

**3. New Business**

**a) Transcript evaluation for international students**

According to an email from Ryan Crews on November 7, the Graduate School is no longer asking for a transcript evaluation for international students who attended an institution that used a 4.0 scale. Any application that was submitted before October 28 may still have been asked for a credential evaluation, but Ryan or Carmen in Graduate School can waive those.

**b) Rolling admissions: update and best practices**

Dean Parrill asked Ryan Crews to generate a report from Slate on November 13 for Spring '25 admissions. There were nearly 60 in the various queues, and he reported how many days had elapsed since these potential students had applied:

1-10 days: 19  
11-20 days: 16  
21-30 days: 1  
31-40 days: 6  
41-70 days: 1  
71-100 days: 2  
101-130 days: 1  
131-160 days: 7  
161-190 days: 2  
More than 190 days: 1

R. Kreuz reminded the council of the importance of timely admissions decisions and asked council members who do have quick turnaround on decisions to share their procedures and practices.

Several barriers to quick decision making and review bin-clearing were shared:

- Incomplete applications (waiting on recommendation letter, transcript evaluations, etc.), which leads to the application sitting in the queue.
- Multiple applications for the same applicant. How can we clear out old or duplicate applications without denying?
- Some applicants need an assistantship to attend, and those decisions wait until the GA budget is finalized. A. Daily shared that he was directed to go ahead and admit. Several members agreed that this approach does not work for their departments.
- D. Downey suggested adding a question about funding expectation to all applications.
- A. Daily said that some applicants apply to master's programs, which do not have funding, so they submit a second application for the PhD, resulting in the master's application not being acted on. T. Brewster suggested going ahead and approving the master's applications.
- D. Downey reported that she sends a letter with a deadline for accepting the admission offer. If there is no reply by the deadline, she denies the application.

R. Kreuz noted that Dean Tollefson understands that not all programs can easily adapt to rolling admissions, and that some flexibility is possible.

R. Kreuz suggested that one solution to the problem of delayed decisions would be to shorten the application period and clearly communicate via the department website when decisions will be made.

#### **4. Announcements**

R. Kreuz asked the Council members to attend next Monday's graduate admissions update meeting, if possible:

"Join us for a discussion of updates made to the SLATE application platform for the 25-26 cycle, review of various admission policies and procedures, and an opportunity for you to ask questions and provide feedback."

At the December 6 meeting of the UCGS, R. Kreuz will be presenting most of the CAS curriculum changes for approval.

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

*Minutes prepared by S. Warren and edited by R. Kreuz, based on notes from R. Kreuz and a recording of the meeting*