

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

MEETING: September 29, 2025

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

MEMBERS ABSENT: S. Laybourn

PROXIES: Anthony Stone (SOCI)

PRESIDING: R. Kreuz

**1. Approval of the minutes from the August 24, 2025 Council meeting**

M. Perez motioned to approve the minutes. N. Detraz seconded the motion, and all voted in favor.

**2. Presentation and approval of curriculum changes (full list begins on page 5)**

- a) Low impact block vote: all were approved.
- b) English: Motion to approve by C. Santo and seconded by A. Daily. All were in favor and so approved.
- c) History: Motion to approve by J. McCutcheon and seconded by R. Adams. All were in favor and so approved.
- d) Public and Nonprofit Administration: Motion to approve by A. Daily and seconded by P. Alcalde. All were in favor and so approved.
- e) Social Work: Motion to approve by C. Santo and seconded by H. Sable. All were in favor and so approved.

**3. Review of graduate faculty status policy**

R. Kreuz reminded the Council that last month, Dean Tollefsen requested updates from the College chairs for graduate faculty status lists. This has now been completed, and the Graduate School's web pages have been updated.

R. Kreuz reviewed the GF approval process. All full-time faculty (that is, tenure and non-tenure track) automatically receive **associate** GF status upon being hired. The rationale is that anyone hired with a terminal degree in the discipline is competent to chair thesis committees, and to serve on dissertation committees. (Associate GF members can also co-chair a dissertation with a full GF member.)

Any full-time faculty member can apply for full graduate faculty status by obtaining approval from their chair and filling out an online form. The minimum criterion for approval is “At least six peer-reviewed works in nationally recognized outlets in the preceding six years.”

If approved by the College and the Graduate School, full GF status lasts for six calendar years. Full status allows faculty chair dissertation committees. The date of is appended to their entry on the Graduate School’s website.

After six years, the faculty member must reapply for full GF status. The minimum criterion for renewal is “Evidence of continued pattern of scholarly or creative activity of the quality expected for initial membership.” If approved by the College and the Graduate School, their status is extended for another six calendar years.

If a faculty member fails to reapply or is not approved, they revert to holding associate GF status. The Graduate School is currently doing this for GF whose expiration date is 2024 or earlier. Should this occur, it still allows the faculty members to do everything as a full member but serve as a dissertation committee chair.

Finally, external GF status is designed to allow faculty at other universities, or those in the community with specific expertise, to serve on thesis and dissertation committees. These individuals must have a terminal degree in a relevant discipline. External members must be approved by the department, the College Director of Graduate Studies or their designee (i.e., R. Kreuz or S. Warren), and the dean of the Graduate School. A committee may have zero or one external GF members.

The online application for external GF status requires UofM credentials, and so the student who wishes to have an external member must submit the application for them. Once approved, the external member’s status expires after three years.

If a faculty member separates from the university, they retain their GF status until it expires. This is important because a faculty member may move to a different institution, but their student(s) may remain at the UofM and earn their degree(s) from us. Also, retired faculty can continue to serve on committees until their status expires.

These criteria may change as they are currently under review by the Faculty Senate’s Academic Policies subcommittee. They will make a recommendation to the Executive Committee to maintain or revise current policies by January 16.

#### **4. Reports from the August 27 and September 24 College Graduate Directors meetings and the September 5 University Graduate Council meeting**

R. Kreuz reported the following:

**a) Proposed change to minimum hours requirement for the PhD**

Dean Tollefsen has made a proposal that will be voted on at Friday's University Graduate Council meeting, and she asked the college directors to solicit feedback from their respective councils.

There is currently a 72-hour minimum requirement for earning the PhD. The Graduate School is proposing lowering the requirement to 60 hours. This would be a minimum requirement: departments are free to keep the 72-hour rule if they wish.

SACS has a requirement of 30 hours for the master's degree and 30 hours of post-masters for the PhD. Several of our competitor R1 institutions have minimum requirements that are less than 72 hours, and this may be putting certain programs at a competitive disadvantage.

R. Kreuz asked for the Council member's thoughts, and many of them had a favorable reaction.

**b) Proposed removal of graduate residence requirement**

The university currently requires doctoral students to complete their last thirty hours at the UofM. However, there is no similar requirement for master's students, and the undergraduate programs did away with this last year. Dean Tollefsen is proposing that this requirement be eliminated for doctoral students.

**c) Reduction of amount of transfer, PLA, and credit by exam maximum: approved**

At the September 5 meeting of the UCGS, the Council voted on a motion to change the external credit maximum for a degree from two-thirds to 50%. This applies to each of the categories of transfer credit, credit by exam, and experiential learning. This was not an accreditation issue but aligns with limits imposed by our peer institutions.

Once again, departments can impose stricter maximums if they wish. The proposal was passed almost unanimously.

**5. Report from the September 22 Graduate Recruitment and Enrollment Advisory Board (GREAB) meeting**

Ryan Crews reported the final Fall census numbers for the Graduate School: the overall number is down 9.3%, year over year (about 400 students). This was driven almost entirely by international graduate students (down about 30%). Domestic graduate students were down by 1.8%, but up by credit hours.

Ryan reported that efforts over the summer to encourage stopped-out domestic master's students bore some fruit. Emails and texts were sent to about 880 potential

readmits in good standing—back to Fall 2020), and this yielded 38 student reenrolling for this fall (or 4.3%).

In general, retention rates are good: 91% for one semester, and 75% for two years. These numbers have been steady over the past three years. Students are graduating at “very high rates.”

## **6. New Business**

### **a) SPEAK test requirement for International GAs (R. Adams)**

The English department has encountered difficulties scheduling the SPEAK test and was curious if this was affecting others. There were no issues reported from other CAS departments.

### **b) Clarification in the catalog needed for minimum and maximum dissertation hours that can apply toward the PhD and comprehensive exam requirement**

R. Kreuz sent out a spreadsheet from Beverly McPhail, the new graduation analyst, this morning that addresses these issues. She cannot approve students for graduation unless she can verify that they have met their degree requirements, and there is some ambiguity in some program catalog pages about comps and number of dissertation hours that can be applied towards the PhD. He asked the graduate coordinators to check the spreadsheet and submit any corrections or clarifications as low impact changes.

**7. Adjournment** M. Perez motioned to adjourn. V. Levin seconded the motion, and all were in favor.

**Low impact changes for the 2026-27 Graduate Catalog  
(to be approved at the November 1 meeting of the UCGS)**

**DATA**

Graduate Course Revision LI (1)

DATA - 7901 - Independent Study - changing grading to Standard w/ IP from S/U/I

Graduate Program Revision LI (1)

Data Science, (MS) - Updating the admission requirements and adding program objectives

**ENGL**

Graduate Course Close Outs LI (8)

ENGL - 7501 - History English Lang

ENGL - 7515 - Language & Literature

ENGL - 7536 - Issues in Second Language Writing

ENGL - 7537 - Second Language Reading

ENGL - 8501 - History English Lang

ENGL - 8515 - Language & Literature

ENGL - 8536 - Second Language Writing

ENGL - 8537 - Second Language Reading

**POLS**

Graduate Program Revision LI (1)

Political Science, (MA)- replacing comp exam with written final projects. This does not affect thesis students.

**PSYC**

Graduate Course Revision LI (1)

PSYC - 8809 - Adv Sch Psych Practicum- adding repeatability

**Curriculum changes for the 2026-27 Graduate Catalog  
(to be approved at the November 1 meeting of the UCGS)**

**ENGL**

Graduate New Courses (8)

ENGL - 6501 - History of the English Language  
ENGL - 6511 - Language and Literature  
ENGL - 7528 - Bilingualism and Bilingual Education  
ENGL - 7529 - Language Policy  
ENGL - 7539 - Issues in Second Language Reading and Writing  
ENGL - 8528 - Bilingualism and Bilingual Education  
ENGL - 8529 - Language Policy  
ENGL - 8539 - Issues in Second Language Reading and Writing

**PADM**

Graduate Course Revision (1)

PADM - 7610 - Internship in Public Service- title change to Public Service Professional Development  
Changing credit hours from (3-6) to (1-6)

Graduate Program Revisions (2)

Nonprofit Management, (MNM) – changing required credit hours from 39 to 36 (electives changing from 12 to 9)  
Public Administration, (MPA) – changing required credit hours from 39 to 36

**SWRK**

Graduate Program Revision (1)

Doctor of Social Work, (DSW) - updating mission statement  
removing dissertation language to reflect Capstone requirement that was approved last year  
Eliminating one elective credit and replacing it with SWRK 8065

Graduate New Course (1)

SWRK - 7823 - Sandtray Interventions