

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

MEETING: September 28, 2020

MEMBERS PRESENT: D. Baker, A. Daily, D. Dasgupta, E. Delavega, E. Groenendyk, J. Lariscy, T. Maclin, J. McCutcheon, A. Mickelson, C. Powell, T. Roche, D. Ruggiero, C. Santo, J. Scraba, X. Shen, O. Skalli, J. Topinka

MEMBERS ABSENT: J. Haddock, R. Cohen

PROXIES: R. Floyd (for R. Cohen)

1. Approval of the minutes from the August 2020 Council meeting

- a) Dr. Kreuz asked if any changes were needed to the August 2020 meeting minutes. None were requested. Dr. Skalli moved to approve and Dr. Roche seconded.
- b) Dr. Kreuz asked the Council members to review the upcoming deadlines and events at the top of the agenda.
- c) Dr. Kreuz announced that on October 5th, the fourth and final training session for graduate coordinators would be held, with a focus on Banner. He asked that if there were specific questions that attendees wanted to have answered, they should send them to him beforehand so he can pass them along to Geraldine Taylor, who will be leading the session.

2. Report from the September 23rd College Directors meeting

- a) **English proficiency.** Dr. Kreuz announced that Brian Meredith, the associate dean of the Graduate School, is in the process of cleaning up the English proficiency website. The new website will contain a list of countries that are exempt from the proficiency requirement. Since this information is dynamic rather than static, it is being moved from the catalog to the website.
- b) **Student Research Forum.** Dr. Kreuz announced that plans are underway for this. It will be held in the spring on March 29. It will be in person if possible and virtual if not. He added that the graduate school learned a lot about how to run such large online events last spring and that this one should go more smoothly.
- c) **Changes to the GA assistantship model.** Dr. Kreuz announced that Dr. Poston is now meeting with her committee to discuss options going forward. The task force includes Dean Parrill, Dr. Barraston (CRIM), Dr. Peterson (SOCl), and Dr. Conroy (WLL), so the interests of the College should be well represented.

d) **Changes to USBS.** Dr. Kreuz reported that the University and Student Business Services unit performed poorly during the fall purge. President Rudd's office was overrun with student complaints and Dean Poston believes that the poor service may have run off many students. The division is being reorganized and there will also be staff changes. They will be trained in how to provide good customer service.

3. Curriculog update

Ms. Tardugno reminded the Council members that the deadline for curricular proposals is October 12th. The special topics deadline for Spring 2021 is October 1st and February 1st for Summer and Fall 2021. She encouraged the Council members to contact her about any questions with regard to Curriculog.

4. Graduate Information Fair

Dr. Kreuz announced that this will be held virtually. Mary Kyle in the Graduate School is organizing eight or nine categories across two days: for example, the social sciences department meetings will all be held at the same time. Dr. Kreuz hasn't yet gotten the schedule, but he will send it out when he does.

Each department will need to set up its own Zoom meeting so that they can control the hosting.

Dr. Kreuz said he was aware that some departments recruit nationally and internationally as opposed to locally, but that it is important for the Graduate School that all departments be involved. He said that if faculty didn't want to participate, graduate students would probably be thrilled to step up and help out. Council members should send Mary Kyle and Tori Tardugno information about who will be staffing their rooms.

5. Issues with WebAdmit and transcripts

Dr. Skalli talked about problems in WebAdmit with pending transcripts. He asked if anyone else was having the same issue. At least five Council members said that they were also having issues. Dr. Kreuz said he would let Dr. Kierulff know about the problem.

6. New business

- a) Dr. Baker asked if there was a way to access the videos of previous training sessions. Dr. Kreuz said that Debra Turner would create a website for these for future reference.
- b) Dr. Kreuz reminded the Council that the next meeting (October 26th) would be devoted to discussing curricular proposals. It will begin at 2:30 instead of 3:00.

7. Adjournment

Dr. Groenendyk moved to adjourn the meeting. Dr. Santo seconded the motion, and all were in favor.