UNIVERSITY GRADUATE COUNCIL

MINUTES

September 13, 2023   10 a.m. – 11:30 a.m.   SUB 168

Council in Attendance:
Catherine Dunlop (Letters)
Marc Giullian (Business)
Brian Rossmann (Library)
Stephanie McCalla (Faculty Senate)
Craig Ogilvie (Dean of The Graduate School)
Stephan Warnat (Engineering)
Sweeney Windchief (Education)
Heidi Koenig (Student Representative)
Scott Powell (Agriculture)
Wade Hill (Nursing)
Katey Franklin (Health & Human Development)

Also in Attendance:
Lauren Cerretti (Graduate School)
Joan Ghassemi (AYCSS)

Absent
Amy Reines (Sciences)
Rollin Beamish (Arts)
Christopher Livingston (Architecture)
Brennan Reeves (Office of International Programs)

Meeting started at 10:00 a.m.

August 30, 2023 minutes

- Motion to approve by Powell, Warnat 2nd, 7 pass, motion passes

Announcements

- **Update from the Dean**
  - Wellbeing and student retention initiatives are in full swing
    - Retention and Student Success has a 3-part framework:
      - Basic needs
        - Housing use is up for graduate students

- - - o Food scholarships just reviewed and will be distributed (over 400 apps across campus, about 200 were graduate students); about 100 were awarded to graduate students. Seems to be a continued unmet need
  - Community
    - First year communities (formerly peer mentor circles)
    - Community Building Mini grants to student orgs
  - Empowerment
    - Wellbeing Champions (14) in ten departments—their job is to be a catalyst for peer-to-peer events for wellness
      - New this year: faculty partners. Partners will hopefully increase department support of these initiatives
- Draft of dept head/graduate coordinator/admin roles & responsibilities in specific areas (having this document is seen as a best practice from The Council of Graduate Schools)
  - Role varies across campus
  - Draft is a framework for departments and can be flexible given each department's needs
  - Next step is to share with department heads and deans
  - Q: what about role of major advisor?
    - Will add a blurb to top of document
  - Q: have you run this past any GCs?
    - Yes
  - Q: how would this impact workload and compensation?
    - Will add general information, but varies
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- **Faculty Senate update (McCalla)**
  - Faculty Senate met once so far
  - Next meeting's focus is software procurement
    - Some lost access to software needed for research or classes and were not aware they would lose it
    - University is working to become compliant with state law regarding issues of liability in software use
    - Asks for feedback regarding communication about any changes in software access; e.g. Did members know this was happening? How did they hear about it?
    - An immediate solution is needed to renew lost licenses for courses and graduate students' needs (e.g. Smart Sheets, COMSOL, Chem Draw) AND the structural communication issue will be addressed
    - Q: Does UIT have a faculty advisory board?
      - No
    - Q: Does the university have some kind of insurance for these types of concerns?
      - Yes, a general liability insurance

- Q: How is the library affected?
  - Doesn't seem to be affected yet. Don't have to go through procurement, which insulates Library.

Old Business

- **1-credit extension and in-absentia graduation, discussion**
  - Review updated policy draft
  - Now two options: 1 cr extension for ETD edits and in-absentia for Incomplete grades or transfers in the final semester
  - The defense can't be scheduled in the 1cr extension period.
  - 1 cr ext will keep student at in-state rate if they previously had an assistantship in the prior semester
  - Next step: members take to colleges for feedback and discuss feedback at next meeting
- **Generative AI guidance for graduate education**
  - Pending update from policy committee
  - Were not able to meet yet

New Business

- **Joan Ghassemi, Graduate Programs Career Education Manager, AYCSS**
  - Discussion; ways to partner and support
  - Brief explanation of what Joan offers (e.g. personal statements, passing applicant tracking software, job searches, figuring out what a student wants to do, and so on)
  - Requesting that faculty direct students to her office
  - Can give presentations during classes
  - Dean asks that units think about how Joan's services could best be implemented
  - Q: How can you tailor to different kinds of students (History vs Ag vs Chemistry)?
    - Can do value assessments with students
    - Helps students research someone with their dream job and a way to meet that person
    - Online students can book via WebEx for individual sessions or Joan can give group presentations via WebEx as well
  - Q to Council from Dean Ogilvie: Do you think some of our science programs only advise toward academic jobs?
    - Engineering: we are happy if we can keep students in academia—most go to industry due to salaries available
    - Career fair is a great resource for grad students (employers report wanting to hire grad students) but they don't seem to think it's for them—please help Joan spread the word
- **Defense of thesis/dissertation current policy and flowchart of ETD process**
  - Handout of flowchart and review of process
  - Process emphasizes the defense as the major event approving the document; only small changes should be required when a student passes the defense

- o Comment: faculty need a way to approve changes before formatting approval can happen
    - Dean will think about it. Perhaps adding a question in formatting approval email?
    - Will bring ideas next meeting
- **Adding a Vice Provost as an Ex Officio member, discussion**
  - o Q: What do the bylaws say?
    - Can convene governance subcommittee meeting to review bylaws and mission
  - o Q: Can Provost Office communicate with Chair Dunlop about the reasoning?
    - Chair Dunlop will email Provost
  - o
    Updates from subcommittees

Public comment

Adjourned at 11:30 am

<u>Next scheduled meeting</u> – September 27th in SUB Room 168