

Graduate Council Meeting No. 516 September 24, 2018 Minutes

Graduate Council Members Present:

Nasser Zawia, Mark Comerford, Nick Constant, Theresa Deeney, Nisa Ghonem, Michael Greenfield, Peter Larsen, Ingrid Lofgren, Lauren Mandel, Diane Martins, Scott McWilliams, Colleen Mouw, Peter Paton, Gary Stoner, Travis Williams, Mehmet Gokhan Yalcin

Graduate Council Members Absent:

Daniel Sheinin

Graduate School Members Present:

Andrea Rusnock, Alycia Mosley Austin, Cara Mitnick, Jessica Martinez

I. Call to order

2:04 pm by Dean Nasser Zawia, Chair

II. Approval of Minutes of Meeting Number 515, 26 March 2018 (please see attachments)

- Michael Greenfield mentioned that at the end of the minutes it was unclear if some of the items were voted on or approved on.
- Peter Larsen stated section A-3 regarding graduate summit - minutes are not reflecting what was discussed.
- **Discussion-** Dean Z proposed that we approve the minutes pending any needed corrections to them. The Grad School will check on the items that were not marked approved to make sure that it was not a clerical error, and will report back to the Council at its upcoming meeting. The minutes will also be revised to include more discussion on the last graduate summit.

★ *Motion: Approve minutes pending revision.*

Moved:

Second: Diane Martins

In Favor: All approved

Opposed: None

Abstained: 6 (*not part of council at time of meeting*) Nick Constant, Nisa Ghonem, Colleen Mouw, Gary Stoner, Travis Williams, and Mehmet Gokhan Yalcin

III. Announcements

A. Introductions

1. All members present formally introduced themselves.
2. Graduate Council Flowchart was distributed and briefly explained.
(Reference additional attachment)
 - 2.1. Role: Representing the Graduate Faculty of the university and the policy making body of the Graduate School and Graduate Faculty.
 - 2.2. Faculty is divided into two; General Faculty and Graduate Faculty
 - 2.2.1. General Faculty- Initial hire, Employment Contract, AAUP related document
 - 2.2.2. Graduate Faculty Status - It is granted. Grants the ability to serve on Committees and supervise students.

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2. Graduate Council Flowchart (continued)

- 2.3. Graduate Council - Representative body for all the graduate faculty.
- 2.4. One meeting a year called the Summit is the annual meeting of the Graduate Faculty
- 2.5. Graduate Council has members from all colleges.
 - 2.5.1. As specified in the University Manual, the number of representatives from each college was recently updated because of restructuring, which created two new colleges and eliminated one.
 - 2.5.2. Within the Graduate Council there are four committees; New Graduate Programs Committee, Curriculum Committee, Academic Policies Committee, and Assessment Committee
 - 2.5.3. All members of the council act as a committee for fellowships, scholarships, and EGRA awards.
 - 2.5.4. There are two components legislated through this council; Curricular & New Programs and New Policies.
 - Focus on curricular matters, new programs, and proposals received through the Faculty Senate.
 - We act as a review body for the Faculty Senate for new programs and course proposals, which will be added to either the University Manual or University catalog.
 - Assist in making policies such as admissions, degree credits and assistantships which will be added to the Graduate School manual.

B. Graduate Committee Assignments

- 1. All council members have been assigned to a committee.
- 2. It was an easier process to submit committee preferences through email than during a Graduate Council meeting.
 - 2.1. All approved to continue this process

C. Graduate Program Directors Lunch October 3: GradCAS

- 1. During this meeting, we will inform Program Directors of the latest changes.
- 2. The meeting will focus on GradCAS. Alycia Mosley Austin will present this section.
- 3. Andrea Rusnock will give a brief overview of updates in graduate school policies.

D. Grand opening of the Graduate Writing Center

- 1. Cara Mitnick expressed gratitude to the staff members associated with the Graduate Writing Center process
- 2. Located in Roosevelt 003
- 3. The Graduate Writing Center is staffed by trained peer tutors as well as tutors trained and experienced with English Language Learners.
- 4. Brown Bag Writing Group is occurring today. Two additional half day writing boot camps are scheduled and a full day writing group will take place on Friday, October 5th from 9:00 am - 3:00 pm that will also provide lunch. Advance registration is required.

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5. Provost provided funding for one year as a pilot program. Data will be collected to prove that The Graduate Writing Center is a necessity. Encourage students to use this resource as well as ask Professors to include this resource in their syllabi.
6. Lauren Mandel: Is there an alternate option for students who aren't able to physically attend, can they still receive assistance from The Graduate Writing Center?
 - 1.1. Ingrid Lofgen: As of now, the students are not trained to provide online assistance, but we are looking into the possibility. Other schools have used Skype and other computer interactive tools. Possibly considering bringing on another staff member who will focus on online assistance for students enrolled in online programs.
7. Mehmet Gokhan Yalcin: What are a few things the Writing Center provides?
 - 7.1. Cara Mitnick: Provides one-on-one tutoring in writing. An undergraduate writing center already exists on campus. The new Graduate Writing Center is a peer to peer model where graduate students help graduate students rather than undergraduate students helping graduate students.
 - 7.2. Mehmet Gokhan Yalcin: Does it expand all the way to reviewing manuscripts for publication?
 - 7.2.1. Ingrid Lofgen: Any writing students may have such as class assignments, thesis proposals, manuscripts, or dissertations. It covers any type of writing.

E. Provost committee on Graduate School/Faculty Senate governance

1. The Provost has established a committee composed of three members of the Graduate Council or Graduate Faculty and three members of the Faculty Senate to review how graduate education policies are established at URI.
2. This committee stems from the Graduate School's ABM (accelerated bachelors and masters) and the ability to double count 9 credits towards both an undergraduate and master's degree. The ABM was presented to the Faculty Senate as an informational piece. The Faculty Senate feels they have to legislate it which has brought to surface the need of a better understanding of the role of the Graduate Council and the Faculty Senate in regards to policy making powers.
3. When the Graduate Council makes a new policy, is it reviewable by the Faculty Senate or not?
4. This committee will clarify the existing sections of the University Manual, which address these issues.

F. Graduate Student Employment Policy Task Force

1. Background of why this task force was created:
 - 1.1. Last semester there was an exceptions report produced by the Payroll office that identified domestic students who were enrolled for only one credit, and thus not eligible for hourly payroll. (4.5 credits is the minimum). These students, however, had last semester status, a status granted by the Graduate School that allows students to register for only one credit in their last semester and still be considered full time students and be paid through the hourly payroll.
 - 1.2. The Graduate School worked with Payroll to keep these students employed (the business managers in the students' departments had been instructed to terminate the students' employment)

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To avoid these occurrences in the future, the Graduate School held a meeting with staff members from the Provost's Office, Graduate School, Enrollment Services, Human Resources, and Payroll Office to understand the changes.

- 1.3. For international students, Last Semester Status is allowed by Homeland Security.
- 1.4. International students are required by federal regulations to be registered for 9 credits every semester (unless they have an assistantship, and then they may register for 6 credits). In their last semester, international students are allowed to register for 1 credit and be considered full time students to satisfy visa requirements. For domestic students, federal regulations allow students to register for one credit in their last semester and be considered full time students in order to defer loan repayment.
- 1.5. If anyone from the Graduate Council is interested in joining this task force, please email Jessica Martinez at jgmartinez@uri.edu.
- 1.6. The task force will meet on a regular basis and come up with clear policies on eligibility of domestic Graduate students and make the process more straight forward.
- 1.7. This task force will establish policy on what is the minimum number of credits a student must be enrolled in in order to be on hourly payroll, determining if students can be in two unions at the same time (GAU and PTFU), and health insurance policy.

G. EGRA CFP released

1. Just released last week.
2. Encourage your students to apply directly to the Graduate School.
3. Goal is to have all completed and awarded before December.

H. Professional Development upcoming events

1. This week there is a LinkedIn program at GSO.
2. On Friday this week, there is a Teaching at a Teaching Intensive Institution conference. Faculty and administration from all over New England attend. Encourage your students to attend.

I. Recent appointments to the Graduate Faculty since those listed on the agenda for 26 March 2018 meeting.

Constantine Anagnostopoulos	MCISE Engineering	4/26/2018
Bingfang Yan	BPS	5/2/2018
Alycia Mosley Austin	BPS	5/2/2018
Jennifer Ribeiro	BPS	5/8/2018
Brietta Oaks	NFS	5/9/2018
Lora Van Uffelen	Ocean Engineering	5/21/2018
Steven A. Cohen	Health Studies	5/31/2018

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Eugene Joseph Chabot	Electrical, Computer, Bio Eng	6/8/2018
Susan E. D'Andrea	Electrical, Computer, Bio Eng.	6/8/2018
Alan J. Davis	Electrical, Computer, Bio Eng.	6/8/2018
Richard J. Hartnett	Electrical, Computer, Bio Eng.	6/8/2018
Fyzodeen Khan	Electrical, Computer, Bio Eng.	6/8/2018
Ashwin Sarma	Electrical, Computer, Bio Eng.	6/8/2018
Brian Silver	Electrical, Computer, Bio Eng.	6/8/2018
Timothy M. Toolan	Electrical, Computer, Bio Eng.	6/8/2018
Jiang Wu	Electrical, Computer, Bio Eng.	6/8/2018
Jordan Elizabeth Anderson	Electrical, Computer, Bio. Eng.	6/8/2018
Katharina Quinlan	Bio Pharmaceutical Sciences	6/20/2018
Paolo Stegagno	Electrical, Computer, Bio Eng.	8/22/2018
Irene Andreu Blanco	Chemical Engineering	8/22/2018
Sarah Amin	Nutrition and Food Science	8/30.2018
Brian Gerber	NRS/BES	8/31/2018
Carlos Prada	Biological Sciences/BES	8/31/2018
Bill Bartels	Philosophy/Religious Studies	9/7/2018
Phillip L. Ainsleigh	ECB engineering	9/18/2018

IV. New Business

A. GradCAS

1. The ApplyYourself system is set to end September 30th.
2. Liaison is the company that administers the Centralized Application System also known as CAS.
3. Physical Therapy applicants have used this system for many years, PTCAS. It is similar to the common app where students create one account and create an application that is, for the most part, the same across institutions. A small difference within the application is a short section of institution specific questions to ask.
4. Saves students money and time to use this centralized system.
5. Since we had AY and PTCAS, students had to apply twice and pay two separate fees. Both systems wouldn't transmit information from the other.
6. We wanted to have a system that made it easier to apply and other programs also wanted to join CAS.
7. Last year Liaison created a program called GradCAS which is for programs that don't fall into one of their profession specific CAS systems. BusinessCAS, EngineeringCAS, and PTCAS.
8. On the back end, there is an application called WebAdmit. It allows us to view all the applications for all the programs with one login.
9. Benefits for applicants
 - 9.1. Students who are apply to multiple programs within a CAS will only need to create one account with one fee.
 - 9.2. Lauren Mandel: Whichever program the student applied to first is the department that received credit for them. If they are now applying simultaneously to the two programs, which program gets credit?
 - 9.2.1. This is an enrollment matter and not an admissions concern. When we do enrollment counts in October, we will double count students for both programs so both can get credit for them.

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9. Benefits for applicants (continued)

- 9.3. The system is also set up for students who are applying to dual degree programs who can request a fee waiver to avoid paying for the second fee.
 - 9.3.1. There are 4 categories of who is eligible for a fee waiver. (reference Graduate School Website)The fee waiver covers both the CAS fee and the application fee.
 - 9.3.2. A student would have to create a new account if students are applying to a certificate program not within the same CAS system. For example, if you are an engineering student and applying for a gender women studies certificate, those programs are on two different CAS systems requiring two different accounts.
10. You still have the ability to review the applications within ApplyYourself until September 30th and contact The Graduate School with any decisions. The Graduate School will have to manually input the results.
11. List of programs within find a program link on the Graduate School will take students to the specific CAS the students needs to apply through.
12. The convenience for the student using CAS is all their transcripts and biographical information is stored in one place. Saves students from continuously applying multiple times to different institutions.
13. GRE and TOEFL scores go directly to Liaison. Transcripts for domestic students also go directly to Liaison and they verify it.
14. WebAdmit is the application Program Directors and faculty reviewers are able to review applications. You are also able to export PDFs.
15. Training will be scheduled for all reviewers soon which will be webinar based.
16. Review resources within WebAdmit. There are step by step guides with screenshots and video tutorials to reference.
17. Liaison is offering this platform without charging us any money. The only money they collect is the processing fee they collect from applications. In order for us to adjust for the increase we may need to revisit our application fee and compare with our peers.

B. Revisions to Graduate Manual regarding applications

1. As we were going through the implementation process and inputting all the program information into CAS, we found that programs were lacking guidance on what the admission process should look like.
2. Most of the procedures are not in the manual. The graduate section on Admissions is extremely lean and lacks information.
3. Alycia Mosley Austin wrote an updated draft that will be shared at the next Graduate Council meeting. This draft will include instructions for the applicant on what the application contains, deadlines, basic minimum requirements for admissions, and what to do if they have advanced standing credits.

C. Scheduling written and oral comprehensive exams

1. Last year the oral and written comps were combined on a single form. Unfortunately, it is not working.
2. Major Professors are asked to submit the form with the date of the written comp exam and date for the oral comp provided that the student passes the written portion of the comprehension exam.

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3. Typically we do not receive the form until after the student has completed the written portion of the comp exam, but even then we don't receive the form to schedule the oral part until the day before sometimes.
4. The comp exam is something that goes on the transcript and is a milestone. The Graduate School oversees the scheduling of the comp exams, and only send the results of the oral exam once we have the form stating its going to be scheduled.
5. The Graduate School would like to schedule only the oral comp and it would simplify the form and the process.
6. Each program would schedule their own written exam, but the Graduate School would still need the results of the written exam in order to schedule the oral comp exam.
7. Oral exam would need to be scheduled within four weeks from completion of the written exam.
8. Andrea Rusnock will provide an example for the next Graduate Council meeting.

D. ABM (Andrea)

Will move to the end of the meeting if there is enough time.

V. Graduate Curriculum (See Google Drive for Course forms)

400-level course changes:

College of Arts and Sciences

Department of Sociology & Anthropology

SOC 450 White Collar Crime

New Catalog description: SEM: (3 crs.) An examination of white collar crime; its types, causes, consequences, and legal and public policies designed to control it. Topics include occupational, corporate, political and human rights crimes. (Seminar 3/Online3/ for undergraduate or graduate credit). Prerequisites: Junior or senior standing or permission of instructor. Approved for graduate credit.

★ *Motion: Make eligible for graduate credit*

Moved: Peter Larson

Second: Michael Greenfield

In Favor: All approved

Obosed: None

Abstained: None

500-level new courses:

College of Arts and Sciences

Department of Computer Science and Statistics

STA 525 Programming and Data Management in SAS

Catalog description: Data managing and programming in SAS: data input, formatting and labeling, conditional processing iterative processing, numeric and character functions, customized reports, data visualization and basis statistical analysis. Prerequisites: STA 307 or STA 308 or STA 409 or permission from instructor.

★ *Motion: Table until Professor has responded to the committee's questions:*

Moved: Peter Larson

Second: Diane Martins

In Favor: All approved

Obosed: None

Abstained: None

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Department of Music

MUS 505 Teaching Music in Higher Education

Catalog description: Designed to prepare and support graduate students teaching music at the college level. Includes advanced studies in educational theories, methods, classroom management, and assessment as applied to music teaching and learning. Prerequisite: Graduate student standing.

- ★ *Motion: Table until confirmation of no overlap is received:*

Moved: Diane Martins

Second: Peter Larson

In Favor: All approved

Obosed: None

Abstained: None

500-level course changes:

College of Business

MAC 507 International Accounting

Change in prerequisite to: "BUS 402 or permission of instructor"

- ★ *Motion: Approve change*

Moved:

Second: Diane Martins

In Favor: All approved

Obosed: None

Abstained: None

College of Education and Professional Studies

EDC 564 Diagnosis of Learning Difficulties

Change in title, course number, number of credits, course description, and prerequisites

New catalog description: Use informal and formal techniques to assess students' academic strengths and needs. Culminates in a diagnostic analysis of a student. (Lec./Lab. 3) Prerequisites: For MA students, admission into MA in Education in Reading or Special Education, or permission of instructor. For undergraduate special education, acceptance into Elementary and Special Education certification track.

- ★ *Motion: Table until the larger packet is submitted next month.*

Moved: Diane Martins

Second:

In Favor: All approved

Obosed: None

Abstained: None

Notices of Change

Arts & Sciences

Department of Communication Studies

Drop the GRE as admission requirement.

College of Environmental and Life Sciences

MESM

Drop the GRE as admission requirement for MESM.

- ★ *Motion: Approve changes*

Moved: Peter Larson

Second: Diane Martins

In Favor: All approved

Obosed: None

Abstained: Mehmet Gokhan Yalcin

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VI. Old Business

Revisiting Section IV. New Business

D. ABM (Andrea)

- ★ *Motion: Delay presentation to next Graduate Council Meeting*

Moved: Peter Larson

Second: Michael Greenfield

In Favor: All approved

Obosed: None

Abstained: None

- Question: Can the Graduate Faculty Summit be more relevant to Master degree programs and non-thesis programs?
 - Cara Mitnick will be taking the lead on this year's Summit. There are two possible themes for this year, Conflict Resolution and Mental Health. We welcome feedback. An email will be sent out to gather your input and suggestions.

VII. Adjournment

- ★ *Motion: To Adjourn*

Moved:

Second: Diane Martins

In Favor: All approved

Obosed: None

Abstained: None

Adjourned at 3:36 pm