

Graduate Council Meeting No. 517 October 22, 2018 Minutes

Graduate Council Members Present:

Mark Comerford, Theresa Deeney, Nisa Ghonem, Michael Greenfield, Peter Larsen, Lauren Mandel, Diane Martins, Colleen Mouw, Peter Paton, Miriam Reumann, Daniel Sheinin, Gary Stoner, Mehmet Gokham Yalcin

Graduate Council Members Absent:

Nasser Zawia, Nick Constant, Ingrid Lofgren, Scott McWilliams, Cara Mitnick

Graduate School Members Present:

Andrea Rusnock, Alycia Mosley Austin, Jessica Martinez

I. Call to order

2:05 pm by Associate Dean Andrea Rusnock

II. Approval of Minutes of Meeting Number 516, 24 September 2018 (please see attachments)

★ Approved

○ Comments:

1. Make clear section 2 bullet 2.2 regarding faculty division of two. Could be interpreted as faculty having to choose between either the General Faculty or the Graduate Faculty. Can it be rephrased?
2. Going forward, remove the section within minutes indicating which member moved and second a motion.

III. Announcements

A. Recap Graduate Program Directors Lunch October 3

1. Excellent attendance. Andrea Rusnock gave a brief overview of some of the processes that have changed over the past year.
2. The majority of the meeting consisted of Alycia Mosley Austin talking about GradCAS.
3. A webinar will be held tomorrow for further training on WebAdmit.
 - a) Recording of the training was very helpful to those who weren't able to attend the webinar.
4. Rollout of the system is going very smoothly. There are about 500 applications in progress.

B. Professional Development upcoming events

1. This Thursday there is a session on tools for organizing your research at the Grad Writing Center from 2:00 pm - 3:00 pm.

2. Professor Amanda Izenstark, from the library, will be giving a presentation on the best way to organize your research.
3. Next Tuesday, Dean Zawia will be giving a program on grant and fellowship writing proposals at the College of Pharmacy in Avedisian Hall from 3:00 pm - 4:00 pm.
4. All upcoming workshops/sessions have been announced through the grad listserv.
5. Great attendance thus far and have received positive feedback from students who have attended.

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

Rabia Hos	Education	9/26/2018
Zachary L. Farris	Natural Resources Science	9/28/2018
Melanie Brasher	Sociology, HDF	10/9/2018

IV. New Business

A. Procedure for currently enrolled students to join an additional graduate program

1. This is being reviewed again due to GradCAS.
2. The history behind this is there are two processes; the add/ change of degree program form and submitting a new application to an additional program.
3. Previous explanations:
 - a) The add/change of degree program form was for students who are continuing from a Master's to a Ph.D. in the same discipline or adding a certificate in the same general field. If a student was switching fields, they would have to reapply. This would allow the new program to evaluate their credentials.
 - b) It was easier for currently enrolled students to create a new application for a second degree program in the old system. It was easier for us to migrate their letters of recommendation and other required fields within the application to waive.
 - c) The way GradCAS is organized makes it more complicated.
 - (1) For current students to apply to a different program within our University, it would be easier to broaden the use of the Add Program Form than to have students re-apply.
4. Feedback needed for determining when an entire application should be viewed when a student has already been evaluated by another program at URI.
5. Current practice used by the Graduate School Enrollment & Records use
 - a) If a student is applying to a program in a different college, then a new application is required.
6. Now with interdisciplinary programs, it makes it more difficult. For example, if a History student wanted to do an MBA, they would have to submit a different application since its a separate college.
7. Currently, the add/change a degree program form has to be signed by the Chair of the degree program the student wants to add, but The Graduate School has never received a request to view the application materials.
8. Purpose is to make a policy that is clear and transparent for programs that are either interdisciplinary or do not follow along the traditional department lines.
9. Proposal: If student is adding a degree program within their particular discipline, then the student can use the Add/change of degree program form. If a student is going to a different degree program, they would have to apply, but an exception will be made for certificates. Certificates would use the Add/change a degree program form.

- a) Current practice - if a student is in a certificate program and wants to move to a Master's program, they would need to apply. If a students in a Master's program and wants to add a certificate, they do not need to apply.
 - b) Fee is only waived if a student is currently in a degree program.
 - c) Certificate programs are used as a recruitment tool. Admissions requirements for a certificate program are not the same as a Master's program.
 - (1) It may be a deterrent to have Certificate students pay an additional fee to apply for a Master's program. Should be revisited.
 - (2) Possibly add a time frame from completion of a certificate program to have the Master's application fee waived.
 - (3) Certificate students should still apply and follow the application process, but the application fee should be waived.
10. A data analysis will be created to determine how many certificate program students go to a Master's degree program. Many students actually do the reverse, in a Master's program and add a certificate program.

★ *Motion: Require current students to submit a new application if they are going to go to a different degree program and fee will be waived.*

- *All approved*

★ *Motion: Table fees associated with Certificate Program.*

- *All approved*

B. Revisions to Graduate Manual regarding applications – reference attachment (Alycia)

1. Alycia reviewed the current Graduate School manual to review the admissions policy to see if any changes need to be made to reflect the new GradCAS system.
2. Current admissions policy is outdated and needs revisions.
3. New sections were added to detail not only what applicants need to have as a completed application but also the process for deadlines, reviews, evaluations, and recordings of decisions to the Graduate School and applicants. The admissions staff have also received the same questions numerous times and this would allow the admissions processes to be more streamlined.
4. General Comments:
 - a) In reference to the required application documents section: Letters of recommendation can only be from instructors, employers, or supervisors, is this always the rule?
 - (1) In current language version, it is stated but it is open for discussion.
 - (2) Suggestion: We do not specify what type of recommendation.
 - (a) We should be as transparent as possible to give guidance to the applicant as well as to the program that is evaluating.
 - (3) The Graduate school does not monitor letters of recommendation. We monitor English Proficiency and GPA.
 - (4) Suggestion: Change language to state something similar to "Generally, these letters are strongest when they come from people who can speak to your capacity for rigorous graduate work based on their interaction with you in a professional situation or in an academic situation" .
 - (5) Suggestion: Change language to state "instructors, employers, supervisors or other professional colleagues."
 - b) Proposed new language is also included.

- c) TOEFL Requirement section - insert link to current approved countries instead of listing the countries as they change.
 - (1) Can proficiency be demonstrated in other ways? For example if a student has completed an internship and has demonstrated that they can read and speak English to someone within the institution
 - (2) Can the Graduate School change what the minimum requirements are?
 - (a) Compared to other schools, our requirements are much lower and different from URI undergraduate requirements.
 - (3) Regarding Anglophone country of Africa: student recently scored lower than the minimum requirement even though they come from a country that is considered an Anglophone country of Africa.
 - (a) There is not a consensus across different universities in terms of what countries are waived and which ones are not. The Graduate School takes it on a case by case basis.
- d) Update formatting for easier review.
- e) Is there any way to regulate bachelor degree students from taking any graduate class as a non degree student?
 - (1) That falls under Enrollment Services not the Graduate School.
 - (2) Prerequisites could state "must be enrolled in a degree program or certificate program."
- f) In regards to section '*Reporting Admissions Recommendations to The Graduate School*'
 - (1) Dates were placed indicating when recommendations should be submitted which has not happened in the past.
 - (2) Current process, Grad Admissions Staff member emails all Grad Program Directors stating the number of applications that do not have a decision and ask for a decision to be made.
 - (a) Would like to add an expectation that if a decision is not made by a certain date the applicant will be moved to a future term.
 - (b) Students are paying to be reviewed and we need to make sure the process is followed.
- g) Regarding application deadlines, the Graduate School has allowed applicants whose recommendation letters have not been received to still be considered.
 - (1) Graduate School deadlines are later than other deadlines.
 - (2) Clarify or use different terms. Transcripts are not due until after their first semester but is a supporting document.
 - (3) Is it more of a deadline for matriculation?
 - (4) Open to moving the dates back but need to have enough time for students to be matriculated and have their information back to them.
 - (5) Programs have different deadlines and some admit students all year round.
 - (6) Possibly remove the wording 'all supporting documents.'
 - (7) Keep wording the same to keep the high expectations.
 - (a) With the CAS system, a students application is not complete until their transcript is received. Students receive this message.
- h) Regarding GPA section - Currently states GPA of 3.0. In the past there have been flexibility for applicants coming from schools with different grading scales/meaning. Will this flexibility continue?

- (1) Yes
- i) Regarding section on 'Evaluation of Applicants' some institutions in this section state what their guiding principles are around evaluating reviews of applications. For example, evaluating diversity. There were other Graduate Schools that had explicit expectations from the Graduate School to the Graduate Programs on what holistic reviews entail and guidelines on how to conduct a holistic review. Should more be added than what is stated?
 - (1) Great to have this section.
 - (2) Perhaps wait on the outcome of the Harvard case to see how specific you can be.
 - (3) Add language regarding valuing applications from diverse applicants.
 - (a) Are there any studies showing language as such actually works? Certain language can be more offensive than inclusive. For example, phrases such as 'women are encouraged to apply'.
 - (b) Review what might already be included within the University Manual regarding undergraduate for similar language. If it's listed there, it was already approved by URI Legal.
- j) Any interest in putting the link to the new system within this manual since other links will be included?
 - (1) This is more of the guiding legislation for the graduate programs at the university. Links being included are to other policies.
- k) Everywhere it talks about graduate programs but under the evaluation of applicants it talks about departments. Suggestion: get rid of the word departments and keep programs.
- l) Regarding Section 3.3 Appeals;
 - (1) Currently do not have a section on appeals in the current version of the manual. Many other universities have this section. We have not had an applicant appeal an admissions decision.
 - (2) Check University manual for undergrad and use similar language.
- m) Change the GPA for international students and domestic students. International would be 3.0 and domestic 3.5 to have a high expectation. Change language to Target requirements.
 - (1) The Graduate manual sets the minimum requirements, it is up to each department's discretion to adjust their minimum GPA requirement to be higher than 3.0.
 - (2) This would cause a lower number of applicants.
- 5. Comments and suggestions will be taken into consideration. A revised version will be presented to the council.

C. New forms for Doctoral Comprehensive Exams

- 1. Old forms for scheduling the Written Comprehensive Exams and Oral Comprehensive Exams were distributed for the Council to review.
- 2. With Transform, the Comprehensive Exam and the Oral Exam forms were combined into one single form.
- 3. It is not currently effective and would like to return to two forms.
- 4. Request to change the language within the current manual.
 - a) Proposed language- three options; pass, fail with a retake within 10 weeks, pass with reservation

- b) Separate forms. There is no checkpoint to stop a student from going into the oral comp exam without actually passing the written comp exam.
 - c) Pharmacy requires student to write a grant proposal for their comp exam. It is very different comp exam from other programs.
 - d) Adding the Passed with Reservation option would allow flexibility within the 10 week timeline.
 - e) The 10 weeks allows the student to cool down before retaking the exam.
 - f) Could add language stating a minimum of 2 weeks and a maximum of 10 weeks would also allow flexibility.
5. Will continue conversation on this topic in the next Graduate Council meeting.

D. Page 3 of Teaching/Research Assistantship letter (assigned duties)

1. When a graduate student gets a teaching assistantship, research assistantship, or an administrative assistantship they get a formal letter detailing what the terms of the contract are. There are two pages that have a lot of text and a third page which states duties and responsibilities of the assistantship. It is up to each program to fill out that form. Unfortunately, over 60% of the forms we receive are blank.
2. It is part of the Graduate Assistants Union Contract that students are evaluated at their assistantships. They cannot be evaluated if they do not know what they are supposed to be doing.
3. There was a meeting with President Dooley, Provost DeHayes, Dean Zawia, Associate Dean Rusnock, and many graduate students about this particular issue. The President would like a form like this in place for Spring Assistantship contracts with clearer definitions.
4. The idea is for us to develop a form with check boxes that would make it easier for each program to assign what the duties are for the particular student.
5. Other features are to clearly indicate the supervisor's name. Often times students are unaware of who is supervising the assistant.
6. Presented at the Council of Deans last week and received feedback.
 - a) Some programs would like the Chair of the department to receive a copy of this sheet so they are aware of what the assignments are for each student.
7. Comments/Feedback:
 - a) Lab form might be too detailed.
 - (1) Each section is broken up by categories.
 - b) Add Supervisor signature and initials just like the student acknowledgment sections.
 - c) Revised form will be reviewed by the GAU for final approval.
 - d) What does the word Supervisor mean exactly?
 - (1) It varies across programs.
 - (2) 'Follow the money' - Someone's money is paying for the assistantship. That person should be the one signing the document.
 - (3) Can it depend on which form is used? For instance, with a TA that is a bigger pool of students, if its the Department Chair or the Director of the Graduate Program, they would know what their responsibilities are. For Research Assistants, major professors would know what the duties are. It should be the 'Follow the Money' concept.
 - (4) For the Research Assistant Form, add supervision hours per week section. Estimated/Average

- e) Purpose of this form is to provide more information for both parties, the supervisor and the student, to avoid ambiguity, prevent exploitation, and provide more guidance.
- f) Will this form be completed per semester or per year?
 - (1) Will be revisited
- g) Regarding 'Other Course related duties' section, take out course since it is not all related to courses.
- h) Can it be tied to E-Campus as an electronic form?
 - (1) Would need to communicate with the Union. It is a formal employment contract with required signatures and is kept on file.
 - (2) Possibly use Transform.
- i) Once form is finalized, students will not be hired until form is completed.
- j) Email Associate Dean Andrea Rusnock with any further suggestions.

E. ABM (Andrea)

(Moved to next Graduate Council Meeting due to time constraints)

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

Tabled from last Graduate Council meeting:

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 to next meeting. Requires discussion.*

- *Approved*

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: Memo received from Dr. David Byrd confirms that there is no overlap with existing education courses.*

- *Approved*

400 level course changes:

College of Business

BUS 421 Derivative Securities and Risk Management

New Description: LEC (3 crs.) Valuation theories for derivative instruments including options, futures, and swap contracts. Normative analytics for real-time hedging of instruments, equity and fixed-income portfolios. Introduction to comparative algorithmic risk management.

★ *Approved*

BUS 435 Topics in Risk Management

Change in title.

★ *Approved*

BUS 441 Leadership Skills Development

New description: LEC: (3 crs.) This course introduces the students to the tasks, strategies, and skills of effective leadership. Special emphasis will be on developing vision, dealing with change, ethics, values, and diversity.

★ *Approved*

BUS 463 Global Warehousing and Distribution Systems (WMS/OMS)

New Description: LEC: (3 crs.) Advanced concepts, practical applications and current practices regarding global supply chain and the related impacts on the design, operation, and control of global warehousing and distribution systems. This class will also address sustainability, resource optimization, and the regulatory practices governing contemporary transportation & logistics.

★ *Approved*

LHR 432 Work, Employment, and Society

New Description: (3 crs.) Cross-listed as (SOC), LHR 432. Explores the workplace and employment relations from a sociological perspective. Topics include work systems, worker alienation and organization, occupational identity, and the impacts of immigration, diversity, and globalization on the workplace.

★ *Approved*

500 level New Course Proposal

MBA 538X Law of Health Administration

Description: Introduction to basic legal principles in healthcare management, to understand the application of law to healthcare entities. (Lec. 3) No prerequisites; cannot be taken for credit if student has already taken MBA 530.

★ *Approved*

500-level Course Changes:

College of Business

LHR 546 Negotiation and Alternative Dispute Resolution

Change in prerequisite to: Pre: graduate standing or permission of Labor Research Center Director.

★ *Approved*

MBA 502 Organizational Behavior

Change in description to: LEC: (3 crs.) Examination of the theory, research, and practice of organizational behavior in work settings, focusing on [how] individual, interpersonal, group, and organizational factors influence work-relevant attitudes and behaviors.

★ *Approved*

MBA 555 Managerial Economics

Change in description and prerequisites to: LEC: (3 crs.) Microeconomic theories of demand, pricing, production, and cost management applied to the risk-management process of the firm. Extensive empirical model building and business analytics. Pre: MBA 504 or 534.

★ *Approved*

MBA 565 Strategic Management

Change in description to: LEC: (3 crs.) Integration of functional areas of business through case studies and simulation-based explorations of management problems, and the evaluation of alternative solutions. Discussion of the competitive, social and environmental challenges of domestic and multinational firms.

★ *Approved*

MBA 571 Labor Relations and Human Resources

Change in course description to: LEC: (3 crs.) Cross-listed as (LHR 500), MBA 571. Introduction to labor relations and human resources, including employment practices in unionized and non-union organizations.

★ *Approved*

MBA 582 Applied Time Series Methods and Business Forecasting

New title and new description: (3 crs.) Study of time series methods. Construction and use of various forecasting models and techniques. Applications to strategic decision actions.

★ *Approved*

College of Environmental and Life Sciences

Cell and Molecular Biology

CMB 521 Advanced Physical Biochemistry

Change in title, description, and prerequisites to: Use of Chromatography, UV-vis-fluorescence-luminescence, and circular dichroism spectroscopy, calorimetry, electrophoresis, electron microscopy, mass spectrometry, and nuclear magnetic resonance to characterize biologically important macromolecules, such as proteins, DNA/RNA, carbohydrates, and lipids. Pre: Credit or concurrent enrollment in CMB 581 and Graduate status, or permission of instructor.

★ *Approved*

Notices of Change

Arts & Sciences

Gender and Women's Studies

Revisions to GWS Graduate Certificate Program

★ *Approved*

VI. Old Business

VII. Adjournment

3:49 pm by Associate Dean Andrea Rusnock