



Graduate Council Meeting No. 519 December 10, 2018 Minutes

Council Members Present: Mark Comerford, Theresa Deeney (left at 3:28 pm), Nisa Ghonem, Michael Greenfield, Peter Larsen, Ingrid Lofgren, Lauren Mandel, Scott McWilliams, Colleen Mouw, Peter Paton, Daniel Sheinin, Gary Stoner, Miriam Reumann, Mehmet Gokhan Yalcin

Council Members Absent: Nick Constant, Diane Martins

Graduate School Present: Nasser Zawia, Andrea Rusnock, Alycia Mosley Austin, Cara Mitnick, Jessica Martinez

I. Call to order

➤ **Time: 2:04 pm by Dean Nasser Zawia**

II. Approval of Minutes of Meeting Number 518, 19 November 2018 (please see attachments)

★ *Motion: Approve minutes after revisions have been made.*

- *Approved: All approved*
- *Abstained: 2 council members (absent from previous meeting)*
- *Comments:*

1. Regarding EGRAs, comment/suggestion was made to see all ranges of scores not just the high ranges.
2. Correct name for Cyber Security. Should be Computer Science in Cyber Security.
3. The description of the ABM review committee, it states "This committee is responsible for reviewing proposals from the Graduate school for the ABM." It should be phrased as "This ad hoc committee was requested to review the ABM framework that was proposed by the Graduate School (i.e. Appendix K) and the corresponding review process for ABM proposals."
4. Regarding Fellowship, Scholarship, Diversity, suggestion to look at prior year scores and provide examples of high AND medium proposals should state to look at all prior year scores.
5. Nisa Ghonem should be indicated as present.

III. Announcements

A. December Degree Certificates

- ★ Motion: Move to recommend to the Council of Postsecondary Education approval of the candidates for the award of graduate degrees whose name will be certified by the Graduate Council and the Graduate School for December 2018.
 - *Approved: All approved*

B. EGRAs

1. Handout was distributed indicating all ranges including low, middle, high scores and overall scores including the number of applicants.
2. There were a few applicants that needed to be reviewed internally due to a significant score range.
3. One of the applicants did not qualify because they asked for funding for an event that already took place.
 - a. EGRA guidelines came into question regarding not funding past events.
 - b. There is language stating funding needs to be used during the awarding period.
4. Form a committee to help review the rubric for the EGRAs, Fellowships, and Scholarships and the process.
 - a. The call usually goes out February 1st. The initial committee meeting should take place in January.
 - b. Assistant Dean Austin will head the committee and Cara Mitnick will assist.
 - c. Two or three counsel members to join.
 - d. It would be great to incorporate the following concerns from the last meeting:
 - i. Brief statement of the significance of the project
 - ii. Limit the amount of materials students submit
 - iii. Take a fresh look at the fellowship and scholarship criteria
 - e. Dean Zawia would like to nominate Ingrid Lofgren, Nisa Ghonem, Gary Stoner, and Peter Larsen.
 - f. Reference minutes from last meeting.
5. There were 19 recipients awarded.

C. Enrollment overview Fall 2018

1. Enrollment data handout was distributed, 5 Year Enrollment, prepared by the Graduate School, and one from Institutional Research reflecting 2018.
2. We did better than expected given the challenges we faced relating to international student applications and some programs that were suspended or closed.
3. Referencing 5 Year Grad Enrollment Handout:
 - a. Focuses on first major or primary degree, which is the way we have been counting every year. Numbers are head counts and not FTEs.
 - b. The right side column reflects the five year average of each college.
 - c. Arts & Sciences is still above their five year average.
 - d. Computer Science- We are receiving more Cyber Security students and fewer Computer Science students. There might be a shift with more interest in Cyber security and not computer science. Computer Science is down in numbers, but Cyber Security has a boost in numbers.

- e. Library Information Science is around the 100 mark for the last five years.
 - f. Public Administration is below their average.
 - g. Graduate School of Oceanography numbers are stable.
 - h. College of Business has a large increase in enrollment. 214 is mostly MBA students and are above their average.
4. Referencing the data provided by Institutional Research
- a. The right side column are enrollment numbers for 2018 and is broken down by Ph.D and Masters programs.
 - b. The left side column indicates second careers, 125 students with second careers, mostly certificate programs.
 - c. Engineering's enrollment is doing well. Particularly Electrical Engineering is growing significantly. There was a concern in enrollment due to a decline in international applicants.
 - d. College of the Environment and Life Sciences enrollment numbers have been hurt due to the medical lab program closing. There was a host of issues related to the quality, funding, and how the program is run that caused the closure.
 - e. Question: Why are the numbers different from both handouts?
 - i. The Graduate School only calculates the first program.
 - ii. It might be different on how Institutional Research queries the system or how a student declares their major.
 - iii. There are very small variations between both documents.
 - iv. Recheck numbers for the Dyslexia program. Numbers are not reflected on the 5 year average handout.
 - f. College of Health Sciences is doing well.
 - g. Speech has bounced back. Psychology enrollment is dropping. Dietetics is growing in enrollment and helps the college's overall numbers.
 - h. CEPS is doing really well. The TESOL program is a new program and is doing very well. New programs make a big difference.
 - i. Nursing and Pharmacy enrollments are stable.

D. Professional Development upcoming events

- 1. This Wednesday there is a program called Achieving Your Goals While Managing Your Stress; 2:00-3:00 pm in the Great Room.
- 2. The Graduate Writing Center will be open during the J term.

E. Recent appointments to the Graduate Faculty since those listed on the agenda for 19 November 2018 meeting

- 1. Associate Dean Rusnock will send out a list of faculty that have Graduate Faculty Status for every graduate program to Program Directors to have accurate information in January.
 - a. Could possibly publish the list on the Graduate School website.

Kate E. Bush	History	11/19/2018
Heather Johnson	English	11/27/2018
(comm. Member only; cannot serve as MP or co MP)		

IV. New Business

A. Graduate Student Enrollment & Payroll Eligibility Chart

1. We recreated a reference chart titled Graduate Student Enrollment & Payroll Eligibility Chart.
2. There were many misunderstandings and miscommunication of information, which led The Graduate School to form this committee and create this chart.
3. We define full-time enrollment equivalent as;
 - a. Any student who is taking 9 credits or more in a degree program, not a certificate program.
 - b. International students are not allowed to be part-time due to Homeland Security regulations. Domestic students are allowed to be part-time. Part-time is not listed within the chart as usually part-time students are not eligible for assistantships.
 - c. Last Semester Status / Reduced Course Load status allowed by the Federal Government to be classified as full-time.
 - i. Last semester status is for domestic students only and is reported as full-time degree students.
 - ii. Reduced Course Load status is only for international students and is reported as full-time degree students.
 - d. ABD, All But Dissertation, will be introduced and presented today. Some doctoral students register for an excessive number of credits students that are not needed. This status would allow students to register for 3 credits and be considered full time students.
4. Graduate Payroll
 - a. For Assistantships (GTA, GRA, GAA), there is a 6 credit minimum or, if it approved today, an ABD status with 3 credits minimum would also carry an assistantship.
5. Graduate Student Hourly payroll
 - a. students must have 4.5 credits or more. If a student is on Last Semester Status, Reduced Course Load status, or ABD status (once it is legislated), they are an exception.
6. Internal Payroll - Temporary positions which include Part-time Faculty, Non-students, and Domestic students with fewer than 4.5 credits.
7. This chart will clarify the number of credits needed to be able to be paired with a payroll mechanism.
8. Once the draft is finalized, it will be on the Graduate School's website as a guide to how you would want to pay your student depending on the credits.
9. Questions:
 - a. Should the wording be just dissertation or thesis/dissertation?
 - i. We've looked at best practices around the country and most use the ABD status for doctoral students. The issues we face mostly are with doctoral students. The best fit at this stage would be for doctoral students.
 - b. If a student is on ABD status, who pays for their 3 credits?
 - i. It is a per credit charge. The student may be able to pay for it themselves or if they carry an assistantship, there are many different funding sources.
 - c. Who determines the financial amount awarded for the teaching assistantships?

- i. It is determined through contract negotiations which are ongoing at the moment. Their union is called GAU, Graduate Assistants United.
- d. Isn't there a maximum number of credits a graduate student can take, about 15 credits?
 - i. Yes, when a student has an assistantship, their tuition is paid up to 12 credits.
 - ii. Suggestion: Possibly add the maximum number of credits to the chart.
- e. If a student is on hourly payroll, is there a way for us to choose to pay for the rest of their health benefits?
 - i. No, if a student is on an hourly payroll, it does not carry benefits.

B. ABD status proposal

1. This would go into the manual in section 4.20 which describes what part time and full time registration for students is. ABD will be defined in section 4.23.
 - a. It will state, "Students holding Graduate assistantship will be considered registered full-time work and billed accordingly. They must be enrolled in a minimum of 6 credits each semester unless they have been granted ABD status."
 - b. Students would pay per credit.
2. The first statement within 4.20 is a new addition. It is an introductory statement. It states "registration can vary over the course of the student's program and can include full-time and part-time status. Eligibility for specific registration statuses depends on several factors including degree type, certificate, masters, PhD, and citizenship. Each status has different requirements."
3. On 4.21, first sentence, one clause was added; "except as indicated below in section 4.25."
4. In section 4.22, language was updated to state "students holding assistantships or who are eligible under one of the statuses defined in section 4.25." This would include research, teaching, and administrative.
5. In section 4.23, language was clarified to state all assistantships.
6. Section 4.25 is a brand new section.
 - a. The issue was trying to establish full-time equivalency so students wouldn't go into loan repayment and meet Homeland Security registration requirements.
 - b. Three special statuses were created to allow students to register with fewer than 9 credits and still be registered as full-time students
 - c. Section 4.25.1 - ABD (All But Dissertation) status
 - i. Both domestic and international students are eligible.
 - ii. PhD students who have completed all of their degree requirements (coursework, comprehensive exams, dissertation proposal) except the dissertation are eligible to register for 3 credits of 699 and be considered full time students.
 1. New proposed course title, this could be negotiated, but it would make it very clear to Enrollment Services Registrar that this is a special category student.
 - iii. This status is available to PhD students for 2 semesters. Students granted ABD status may hold a graduate assistantship.
 - d. Questions/Comments:
 - i. Is there a reason it is only granted for two semesters?

1. We don't want this to be exploited. We would like to see about 85-90% of their credits completed and they can map out the remaining 10-15% through a 2-3 semester period. This will be controlled through the Graduate School. Currently, we grant Last Semester Status. Associate Dean Rusnock checks the students academic record to see if they qualify. It might make a bigger impact on our budget if we extend the time limit.
 - e. The remaining two sections were to define Last Semester status and Reduced Course Load because it never appeared in the Graduate School Manual.
 - f. Section 4.25.2 - Last Semester Status
 - i. Domestic master's thesis students and PhD students are eligible to register for 1 credit of 599 or 699 for the last semester of their graduate career and be considered full time students. Students granted last semester status may not hold an assistantship.
 - ii. This has been practiced on the campus for decades, but there wasn't corresponding legislation or policy in the Graduate School manual to support it.
 - iii. Suggestions:
 1. Add wording to state they may not hold an assistantship but may be funded through graduate student hourly payroll.
 2. Add within sections 4.25.2 and 4.25.3 wording stating if the student fails to complete their degree in their last semester, will revert student to regular status.
 3. Possibly change the name from ABD status to something else since ABD globally is referred to something else.
 - a. Great point. This is the terminology used within many universities.
 - b. The description clearly states what the term means since it's been used improperly.
 - c. Poll was casted to possibly select an alternative name, a list of possible names were presented. Based on the majority, the name will remain the same.
 - iv. Questions:
 1. Can it be applied to summer sessions?
 - a. Yes, but in summer there is no requirement to register. The contract for assistantships is silent during the summer. Summer sessions already has flexibility. Enrollment services does not report to the Federal clearinghouse for loan repayment. International office is also not required to report registration status for international students.
- ★ *Motion: To approve new amendment to the manual*
- *Approved: all approved*
 - Comments: Will it go into effect in Spring 2019 or Fall 2019?
 - It will depend on how fast we can get coding done with enrollment Services.

C. Application process for students currently enrolled in a URI graduate program or URI certificate program

1. There are two main issues:
 - a. When does a current URI enrolled student need to use the request to change/add a degree program form?
 - b. When does a currently enrolled student need to submit a new admissions application?
2. Current Process:
 - a. Category One Process: if a student is in a degree program and they want to add another degree program or certificate in the same “program” (there are many interdisciplinary programs and sometimes may not be clear if it’s in the same program) they would fill out the form to make a change.
 - b. Category Two Process: If student is added a degree program or certificate in another program, they would submit a new admissions application and apply for the fee waiver.
3. Question: What is the reason not to streamline it, get rid of process two and keep process one?
 - a. If students are going through an entirely internal process there may be programs that have to report their application numbers to an accrediting body and this will suppress their application numbers.
 - b. If the student is in a non-master’s or non-research program and want to move into a research program, the new program may want to know if the student has research experience. Sometimes one admission criteria from one program doesn’t translate to the next program.
4. Proposed change options:
 - a. We can clarify what is the unit that can be considered the same program and what that would mean for interdisciplinary programs.
 - b. Have all degree students use the internal process of completing the add/change form instead of going through GradCAS.
 - c. For certificate students, do we want them to apply through GradCAS, create a new internal process, or waive the fee.
5. Suggestions:
 - a. Make certificate applicants eligible for the fee waiver.
 - i. There should be a time limit to receive the waiver, within one year.
 - b. The major professor and the new program should sign the add/change form.
 - c. If it is listed as a different program within our website, they should apply. This should be revisited.

D. New calendar for summer 2019

1. Several departments have asked for a change in deadlines.
2. Unfortunately, for the Spring semester there is no wiggle room to change deadlines. We need to degree audit the PhD students in time for commencement.
3. Both summer and fall sessions there are options to change the deadline.
 - a. Moving deadline for Summer defense final copies from July 26th to August 16th.

- b. Moving deadline for Fall defense final copies from November 30th to December 16th.
- 4. For summer sessions, student's major professor will need to submit the summer session directed study form. On that form, we can specify extending the calendar into August.
- 5. Directions for filling out the form will be created and distributed.
- 6. Question:
 - a. There are only two weeks left between August 16th -30th. What happens if a student decides to defend during that time, do they pay Summer or Fall tuition?
 - i. The new deadlines allow for extended time and would take good planning from the faculty to not have a student get stuck during that time.
 - ii. We will revisit this, but will deal with on a case by case basis.

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

400 LEVEL COURSE CHANGES:

COLLEGE OF BUSINESS

BUS 422 Student Investment Fund I

Offer for graduate credit.

★ *Approved: All approved*

BUS 423 Student Investment Fund II

Offer for graduate credit.

★ *Approved: All approved*

BUS 426 Bank Financial Management

Offer for graduate credit.

★ *Approved: All approved*

500-LEVEL COURSE CHANGES:

EDC 505 Leadership Development for Adult Programs

Create online version of existing course.

★ *Approved: All approved*

EDC 522 Using Technology to Teach Adult Learners

Create online version of existing course.

★ *Approved: All approved*

EDC 529 Foundations of Educational Research

Create online version of existing course.

★ *Approved: All approved*

EDC 539 Evaluation and Monitoring of Occupational Training Programs

Create online version of existing course.

★ *Approved: All approved*

EDC 575 Supervised Field Study/Practicum and Seminar in Education

Create online version of existing course.

★ *Approved: All approved*

EDC 581 Administering Adult Programs

Create online version of existing course.

★ *Approved: All approved*

EDC 582 Instructional Systems Development for Adult Programs

Create online version of existing course.

★ *Approved: All approved*

EDC 583 Planning, Design, and Development of Adult Learning Systems

Create online version of existing course.

★ *Approved: All approved*

EDC 584 The Adult and the Learning Process

Create online version of existing course.

★ *Approved: All approved*

500-LEVEL NEW COURSE PROPOSAL:

COLLEGE OF PHARMACY

PHP 575 Causal Inference for Biomedical Research

Course description: Using a potential outcomes framework, this course will present methodologies for drawing causal inference in a variety of settings. Examples will be drawn from epidemiologic and medical studies. Prerequisites: STA 411 or 412 or permission of the instructor.

★ *Approved: All approved*

NOTICE OF CHANGE:

College of Arts and Sciences

Department of Computer Science and Statistics

Change in requirements for the MS in Computer Science

★ *Approved: All approved*

ABBREVIATED PROPOSAL FOR NEW ONLINE PROGRAM:

Alan Shawn Feinstein College of Education and Professional Studies

Proposal to change the Master's in Education – Adult Education track from a hybrid program to a fully online program.

★ *Motion: We approve pending the statement of no financial impact.*

○ *Approved: All approved*

VI. Adjournment

➤ **Time: 3:45 pm by Dean Nasser Zawia**