



UNIVERSITY OF NORTHERN COLORADO

## Graduate Council

### **Graduate Council Minutes**

***Campus Commons 2201 VIP***

**Thursday, October 31, 2013**

**3:00 - 5:00 P.M.**

Present: Galen Darrough, Kathleen Dunem, Amy Graefe, Robyn Hess, Katie Kage, Andreas Mueller, Philipp Schaberl, Isaac Wanasika, Melissa Weinrich, Bomin Paek, Cindy Wesley, Mary Evans, Chair, Kirsten Ranalli, recording secretary  
Absent: Rick Adams, Michael Cohen, Silvia Correa-Torres, Annie Epperson, Jay Schaffer, Brittney Morgan, Zvi Murry

Mary Evans established a quorum and called the meeting to order at 3:02 p.m. The Graduate Council meeting on October 17 was cancelled due to there being more business to discuss today.

I. **Approval of Agenda**

Mary called for a motion to approve the agenda as presented. Andreas motioned to approve the agenda and Isaac seconded.

II. **Review and Approval of Minutes: September 19, 2019**

After review of the September 19, 2019 minutes, Mary called for a motion to approve. Motion to approve by Robyn.

III. **Announcements/Updates**

A. **Interim Graduate Dean's remarks – Cindy Wesley**

- As of today, Graduate enrollment is at 3,164 students. This is in line with enrollment at this time last year. We are still admitting students for the fall that are doing shorter-term courses in Extended Campus like Counseling and MBA. It is hard to know graduate enrollment for fall until we get to December.
- Implementing Slate has helped us in terms of being able to review admissions processes. The Graduate School Assistant Dean, Sonja Rizzolo, completed research on predictors of whether or not a student will enroll in a program. She found the main predictor is the time it takes from application to getting an admission decision. Looking at data, we can pull a report from Slate to show how long applications are sitting before a recommendation is made. The Graduate School is noticing that there are lags in some programs making an admission decision. We are also hearing reports that some departments are still printing materials and duplicating what is already available in Slate. We have some concerns that programs are duplicating efforts and that applicant data is being loaded into a third site that is not secure. The Graduate School will be reaching out to programs to find out if there are ways we can support you better with training, communication campaigns, and screening processes.
- Program coordinators will be receiving a short survey regarding minimum GPA requirements. A 3.0 GPA is required for regular admission based on the applicant's most recent degree. If an applicant has below a 3.0 GPA we will still send the application to the program for review. The survey will be asking programs and faculty if they want to review applications with below a 3.0 GPA and what is the GPA cut off for your program to review applications. We will also be asking what is a reasonable amount of time for your program to review applications and how we can support that.
  - Robyn stated that her program only makes admission decisions one time per year.
  - Cindy said we could build a communication into Slate for the program so when a student applies they get an email stating their application will not be reviewed until a certain date and interview information.
  - Robyn also mentioned that no graduate student has to decide where they are attending before April 15.
  - Cindy confirmed that is correct based on the Council for Graduate Schools rule that we follow.
  - Andreas asked what percentage of applicants have below a 3.0 GPA. Do certain programs have a higher percentage?
  - Cindy answered it varies by program. Some accept below 3.0 to 2.5 in those cases the program has to set academic provisions and if the student does not meet the provisions, they cannot remain in the program. The majority of programs admit students with a 3.0 or higher.
  - Mary said her report from Slate includes undergraduates so it is not much use other than knowing an application is complete.

- Cindy will ask Sonja if there a way to eliminate undergraduate applicants. Cindy will also check with Marissa to see if there is a way to filter the report.
- Robyn said the report is not very helpful because it has students that are in program, decided not to come, and applicants.
- Applicants that are admitted and can't attend can request to change their term but if they don't enroll or change their term by the deadline their application will be closed.
- Cindy attended the National Council of University Research Administrators Regional Meeting last week with Chris Saxton. She learned about faculty development as far as grant writing and alternatives to federal grants. 86,000 foundations offer grant funding outside of federal system. There is a website for finding funding for students and faculty research. The Council of Graduate Schools is having a webinar next week on one of the websites and how to find funding. Cindy also met research admins from other schools. They are looking at ways to form a Colorado group for Research Administration.
- The Colorado Council of Graduate Deans held their fall meeting at UNC last week. All schools seem to be dealing with the same types of issues – admissions standards, research funding, state funding. CU Denver has been working on a program to train students as peer mentors and faculty as mentors to students. CU Denver has offered to work with us to develop a mentoring program at UNC. Mentoring in terms of professional development and networking.
- The Graduate School is working with EBS to propose a certificate in Graduate Teaching. Graduate students interested in learning best practices in assessment and pedagogy. Mentoring would be a part of that.
- Cindy is co-chairing the EBS dean search and they have been working with the search firm to get the profile and advertisement created. The search firm will be posting the position any day now and will publicize the position in a variety of publications, including those that are aimed at diverse readership.
- Cindy has met with all of the college deans about the process for moving assistantship budgets to the colleges. In November, Cindy will meet with the college deans and programs to discuss enrollments and assistantship needs. Cindy is working on a process for programs to apply for the Graduate Deans Scholarship Program to assist students who are not receiving assistantship funding.
  - Mary asked if the assistantship budget for the next FY has changed.
  - Cindy stated that Mark has said that the budget is not changing.
  - Cindy said they are looking at how money was allocated in the past and amounts will still be similar for what is allocated to each college. The amounts that each college gets will be about the same.
  - Andreas asked if the criteria used to decide how the money is allocated will be circulated before the meeting?
  - Cindy said that's a good question, each college dean would have to think differently. Cindy wants to hear conversations with program and deans. One thing to keep in mind we have two budgets one for tuition waiver (discounting) and money we pay for stipends.
  - Robyn asked how does WICHE fit into that. Does discounting count against the budget?
  - Cindy said if the student is WICHE then they will get resident tuition waiver money. If a graduate student comes from one of those states starting Fall 2020, showing they are a resident of that state they will get resident tuition rate. We can do targeted marketing to those states and also target 4+1 programs.

#### **B. Chair Remarks – Mary Evans**

- Mary is on the search committee for the Associate Vice President of Research and Graduate School Dean. Other members of committee: Englert Burkhard, Mary Schuttler, Mary Evans, Silvia Correa-Torres, Johnathan Bellman, Francie Murry, Dewit Senbet, Oscar Levin, Jennifer Leffler, Chris Saxton, Marissa Boston, Margaret Sebastain/David Shinokawa, and Kim Paxton Admin. The search started out using the same search firm that is being used for the other college dean searches but then the search firm was removed from this search. This set back the search in getting the posting out. The search committee has expressed disappointment that this search is not allocated the same resources as the other searches. The committee has been told that this has nothing to do with believing this is a lesser search just no search firm needed. The committee has developed screening criteria with description and qualifications. Nature of position with graduate dean and research that is why Chris Saxton is on the committee to find someone with experience in sponsored research. There are twenty-five applicants at this time. The committee will wait until the deadline to look at candidates. Any comments or input let Mary know so she can take back to the committee.

#### **IV. Standing Committee Reports**

##### **A. Faculty Senate/APC – Mary Evans**

- Mary said these are very efficient meetings where everyone gives updates. Most conversation is not about graduate education. One issue around hiring and moving forward with university hiring. They were told to explore

options to hire adjuncts with deans. The Board of Trustees are working with the president and provost to be much more of a presence on campus moving forward. More involvement on campus due to initiative from president.

**B. Standards Committee – Galen Darrough**

- The committee completed their review of October 10 batch and are waiting for the next batch. Seventeen total were reviewed and all but four were approved because applications were incomplete. Review of report. Mary motioned to approve recommendations and seconded by Amy.
- Cindy commented that she really appreciates the work that this committee is doing.

**C. Program Review Committee – Mary Evans**

- Graduate Deans Citation Excellence Award deadline was October 25. Outstanding Thesis, Dissertation, Capstone, Scholarly Program are due November 15.
- Committee members will get assigned by Mary to review these nominations. Thesis, Capstone, Scholarly Project, and Dissertation will also have to read the documents as part of their review. Cindy will make the ultimate decision and the ceremony is Friday, December 13 before the commencement ceremony.

**D. GSA – Bomin Paek**

- The Graduate Student Association is hosting a Graduate School lunch on November 8 at Holmes.

**E. Assessment Council**

- Do we still need a representative?

**F. Library – Annie Epperson**

- Annie is out at a conference.

VI. **New Business**

**A. Graduate Academic Portfolio Review – Cindy Wesley**

- Provost Mark Anderson will be joining us at the November 21 Graduate Council meeting to talk more about this process and get feedback.
- Academic Portfolio Review
  - There will be an annual program review process with:
    - Consistent data
    - Alignment with university priorities
    - Enabling decisions at departmental or program level
  - We are aiming for transparency, fairness, and collaboration between all involved (faculty, administration)
  - Expectations for program performance should be clear
  - If a program falls below expectations, there should be time and support for improvement
    - This will include a set time to make changes.
  - If after a period of remediation, a program does not show improvement, then it should be considered for restructure or closure
  - For Graduate Programs, Grad Council (or the Program Review Committee of Grad Council) will be the outside reviewer of program performance.
- Likely metrics:
  - Enrollment trends and degree demand (enrollment data over a five-year period; EMSI marketing analysis)
  - Use of resources (SCH production per instructor FTE; contribution model)
    - Contribution model used with budget office. They think it takes twice as much money to run a graduate course vs. undergraduate course.
  - Student progress in degree and successful graduation within reasonable time period (retention, degrees conferred, graduation rates)
    - Pulling a report that goes back to 2011 to look at graduation rates at 4, 5, 6, 7, 8 years. We are only looking at degree programs for this.
    - People outside of graduate education have a hard time with understanding that certificate programs are often built into a program and do not require extra resources for courses to be taught.
    - Graduate courses typically have half as many students compared to undergraduate courses.
    - We also have to factor in dissertation credits where faculty is not getting paid for these credits but having to do the work.
    - Philipp asked is we can add a metric for student production level?
    - Cindy said we need to take a deeper look at how this relates to graduate education and different factors to look at.
    - Robyn mentioned that accreditation does influence these factors and asked if accreditation reports can be tied to these metrics.
    - Cindy said let's ask Mark about this at the next meeting.

- Mary asked if these can be submitted with annual review process or is separate process.
- Cindy said it's one process being created by Kim Black.
- The Graduate Council Program Review Committee will be reviewing these and need to be objective.

VII. **Adjournment**

Mary called for a motion to adjourn the meeting. Robyn motioned, and Galen seconded. Adjourned at 4:36 p.m.

Respectfully Submitted,



Kirsten Ranalli, Recording Secretary