



UNIVERSITY OF NORTHERN COLORADO

Graduate Council

Graduate Council Minutes

Thursday, February 21, 2019

3:00 - 5:00 P.M.

Present: Rick Adams, Achilles Bardos, Linda Black, Silvia Correa-Torres, Annie Epperson, Mary Evans, Amy Graefe, Janel Greiman, Melissa Lafferty, Rutilio Martinez, Alan Morse, Carissa Reddick, Salaheddin Sharif, Jacob Skousen, Stephanie Smith, Basilia Softas-Nall, Cindy Wesley, Kirsten Ranalli, recording secretary
Absent: Galen Darrough, Jay Schaffer, David Shimokawa, Jerry Suits

Alan established a quorum and called the meeting to order at 3:04pm.

I. Approval of Agenda

II. Review and Approval of Minutes: November 15, 2018

January 17 minutes were distributed to committee since there was no quorum then no need to approve. Kirsten will send out minutes from November and committee has until 5pm on Monday to vote to approve. If we don't hear from you then we will consider them approved.

III. Announcements/Updates

A. Dean's Remarks – Linda Black

- Linda provided a Graduate School budget update. Academic Affairs without colleges must cut 6.6% from budget which is about \$5.5 million. The Graduate School has been working on our cuts. With personnel and non-personnel we have cut \$117,000. Stipends, tuition waivers and fees is considered discounting and our discounting is being targeted. Our reduction for stipends is to cut by \$401,228. Linda sent GA/TA allocations to Deans with what Linda would recommend for cuts. The budget for GA/TA allocations was locked today at noon and sent out to everyone. Linda is happy to meet with anyone that would like to discuss. With cuts we have to look for opportunities for investment. Any changes to personnel have to be reported by 5pm today. HR will then roll into savings and notices will go out between March 1 and March 8 on the staff side. Faculty should also be notified during that time.
- Extended Campus budget cuts discussed. Extended Campus has to cut \$495,915 from their budget. They will be reducing 7 positions, 4 vacant and 3 staffed and also cut 10 percent from their marketing budget. Nancy Rubin left and we have contracted with Dr. Dallas Everhart, Executive Professor from MCB. He is on a one year position to study pay and program structure and make recommendations to Mark Anderson and Andy as to what Extended Campus should look like.
- Office of Research and Sponsored Programs has to cut \$60,000 which we have exceeded our goal with reduction of vacant staff positions. We are trying to modernize software for electronic grants management. A big investment is needed in this area. RCSW reassignment discussion needs to happen. With Mark Anderson coming we need to work on our strategic plan at UNC for ORSP.
- CITI training discussed. In order to be in compliance with federal guidelines and IRB we need to ensure our academic and research integrity. Currently CITI is not required for IRB submission and we would like to make it required for all students and faculty to complete and submit prior to IRB submission. There was some discussion and several offices are already requiring it and surprised it wasn't required by all. Linda's next steps are to survey programs to see if they require it and their experience with it. The subscription is \$4300 a year and free for students and faculty to complete.

B. Associate Dean Remarks – Cindy Wesley

- Cindy distributed a handout “Comparison of checkouts and downloads of Theses, Dissertations, Capstones, and Action Research Reports.” This handout shows the number of paper copies circulated at UNC compared to the number of downloads from Digital UNC. The handout also has a map to see where these documents are being downloaded from around the world. Cindy encouraged everyone to share this with faculty in colleges and the impact of having these available electronically. This will also be part of the Graduate Coordinators meeting about Electronic Thesis and Dissertation.
- Cindy also requested that everyone shares with their college that with the move to electronic dissertations the Graduate School can still help facilitate bound copies if a student really wants them. However, we won’t be collecting paper copies and packaging and sending for book binding. It’s more cost efficient for students to order from ProQuest or Denver Bookbinding.
- New Graduate Student Orientation and Graduate Teaching Assistant Conference will be held in August. Cindy will be contacting programs with Teaching Assistants to offer discipline specific training that day. We have been restructuring TA education on campus and we have been partnering with Student Success in better preparing students to teach.

C. Chair Remarks – Alan Morse

- Alan encouraged everyone to submit their ideas as to what is the purpose of graduate education at UNC. It was encouraged that everyone weigh in with feedback before the next meeting.

IV. Standing Committee Reports

A. Faculty Senate/APC – Mia Williams

- Mia absent, no report.

B. Standards Committee – Rutilio Martinez

- Committee reviewed 8 applications. Thank you to members for reviewing. Only 1 could not be approved due to incomplete paperwork. Cindy has reached out to this person.
- Alan called for motion to approve. Motion to approve by Lia and seconded by Mary. Approved by vote.

C. Program Review Committee – Carissa Reddick

- Carissa had no report.

D. GSA – FM

- Melissa Lafferty reported on the GSA Writing Circle. This is an event for graduate students to work on their writing. The Library and Writing Center will be sending staff to help at this event.
- GSA Grant closed for this cycle
- Dannon Cox reported on an event he is planning in April for Graduate School Appreciation Week and Health Week. He asked for feedback on a letter draft and shared information as to events that are planned. He asked for programs to help share the information with students in their programs. Linda suggested sending to listserv, Dannon attending college leadership meetings, working with University Relations to post on Facebook, Instagram.

E. Assessment Council – Mary Evans

- Mary can’t serve on the committee due to meeting time conflict. She notified Kim Black and Mia is working on a replacement.

F. Professional Educational Council (PEC) – Silvia Correa-Torres

- No report.

G. Library – Annie Epperson

- No report.

H. Research Advisory Council – Mia Williams

Mia absent, no report.

V. Old Business

No old business was discussed

VI. New Business

- Linda Black mentioned that the Graduate Coordinator meeting is going virtual. The Graduate School will have a Canvas shell with information on each of our areas and then host a virtual meeting to answer any questions regarding the various topics. Look for further information and a link to a survey to let us know what you want to know more about.

VII. **Adjournment**

Alan called for motion to adjourn at 4:19. Motion to adjourn by Carissa and seconded by Achilles.

Respectfully Submitted,

Kirsten Ranalli, Recording Secretary