

## **MINUTES**

### **Commission on Graduate Studies & Policies**

**November 2, 2016**

**3:30 pm – 5:00 pm**

**Graduate School Conference Room**

**Present:** Dr. Karen DePauw (ex officio), Dr. Sally Paulson (Chair), Dr. Lujean Baab, Dr. Rajesh Bagchi, Ms. Chelsea Corkins, Dr. Kay Dunkley, Dr. Kevin Edgar, Dr. Charlene Eska, Ms. Gina French (for Dr. Robert Sumichrast), Mr. Timothy Kinoshita, Dr. Kathy Lu, Dr. Annie Pearce, Ms. Tara Reel, Dr. Scott Salom, and Dr. Ying Zhou.

**Absent with Notification:** Dr. Nancy Bodenhorn, Dr. Rachel Holloway (ex officio), Dr. William Huckle, Ms. Erin Lavender-Stott, Mr. Brett Netto, Ms. Kim Robbins, Ms. Libbie Sonnier-Netto, and Dr. Tyler Walters (ex officio).

**Absent without Notification:** Dr. Zhiwu Xie.

**Visitors and Invited Guests:** Ms. Janice Austin and Dr. Anne McNabb.

### **Call to Order**

The meeting was called to order by Dr. Paulson at 3:30 p.m.

### **Approval of the Agenda**

The agenda was approved as presented.

### **Approval of the Minutes from October 19, 2016**

The minutes were approved as amended.

### **Committee Reports**

#### **Graduate Curriculum Committee**

Dr. Edgar reported the flow of proposals have been slow. The minutes were accepted by the Commission.

#### **Graduate Student Appeals Committee**

There was no report.

#### **Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee**

Dr. Huckle provided by email the following updates:

DRSCAP held its second meeting of the semester on Monday, Oct 24, 2016, to begin addressing the items Rosemary Blieszner and Dean DePauw have brought to us for consideration. To update:

- Clarifying the grade cut-off policy on repeating courses — Dr. Blieszner agreed to draft revised text for the Graduate Catalog that would clarify the ‘C’ versus ‘C-’ stipulation requiring Grad School approval to repeat a course on the Plan of Study.
- Ensuring adequacy of oral English language proficiency for international students serving as TAs — the committee felt that it needed more information on this subject, particularly related to numbers of prospective TAs who could benefit from additional language instruction, the cost of such training and upon whom that cost burden should fall, and the evidence supporting the effectiveness of such training.
- Closely related persons serving on grad student advisory committees – The committee again felt that it needed more insight here, principally as to how pressing a matter this is. If we should regard it as a high priority, it would be helpful to understand more about the fate of the drafted-but-withdrawn Resolution 2014-15K.
- Confirm process for approval and expectations for service on graduate advisory committees — Rosemary Blieszner has brought to us a clear synopsis of the issues and copies of the form revised over the summer. We intend to discuss this in earnest at our next DRSCAP meeting.
- Process for graduate student review of advisors — not discussed as yet.
- Consideration of a Graduate School requirement for diversity training, similar to the training in research ethics and scholarly integrity implemented 3 years ago — DRSCAP members agreed that it would be helpful to us if we could complete the undergraduate training module ourselves, to get a sense of its suitability for the grad student population and look for areas where modification might help it resonate better with that population.

A discussion continued regarding conflict of closely related persons serving on advisory committees. Dr. DePauw suggested that DRSCAP bring this conversation back to the CGS&P for further evaluation and recommendation. Dr. DePauw also asked for consideration for diversity education that would be different from Diversity.edu.

## **Constituency Updates**

### Graduate Student Assembly (GSA)

Ms. Corkins reported 90 delegates attended the last meeting. Parking will be a topic in the next Town Hall. In October, legal services provided information at the meeting. Mentoring programs has also provided information at the meeting. The travel fund program had 200+ student applications. The research program has approximately 80 applicants. The cap and gown program will open soon as a free loan program. Donations would be appreciated. Breakfast with the Dean had 30 students in attendance. The beer and wine social was held last Friday with great success.

### Graduate Honor System (GHS)

Ms. Lavender-Stott had no report.

### University Library Committee

There was no report.

### Faculty Senate

Dr. Salom reported the Faculty Senate met yesterday. Dr. Mayer presented on research and industry with an effort toward improving our competitiveness through private funding and support for the university.

Commission appointments are being resolved and the Faculty Senate will appoint a representative to CGS&P in the future.

#### Student Government Association (SGA)

Ms. Robbins had no report.

#### **University Council and Commission Updates**

Dr. Paulson had no report.

There were no other commission updates.

#### **Graduate School Update**

Dr. DePauw reported on the health insurance resolution. The Department of Labor and other agencies now allows universities to not be penalized for offering health insurance premiums for graduate students. Andy Morikawa will be the commencement speaker. Commencement is Friday, December 16<sup>th</sup> at 2:30 p.m. The Ombudsperson search is progressing and the new hire will be expected to start in January. Room G is under consideration for becoming a health and wellness space. Ms. Reel is leading a group to create a plan for the roll out. Dr. DePauw would like CGS&P to have a conversation about whether a different English proficiency for teaching should exist as compared to the proficiency measure for admission. Questions include who should verify English teaching proficiency and who should provide the training if needed. Other questions include how the costs would be supported, how LCI could be involved and what the department involvement/role would be.

#### **Old Business**

There was no old business.

#### **New Business**

Anne McNabb met with the Commission and reviewed three previous year reports for the Ombudsperson. She reminded everyone that the work of the office is confidential and a service to students and faculty to effect important strategies in resolution of problems. She explained the Ombudsperson has no power and can assist with negotiation. She reported on various statistical data reflecting the number and type of visits to the office. Outcomes and effectiveness depend on the nature of the problem and the many parties willingness to negotiate. Referral processes work very well on campus. Overall rating of the office as excellent was 89% of those returning a survey request. The Ombudsperson does outreach work in an effort to make others aware of the various services provided. An important recommendation for the future is the creation of an anti-bullying policy for the university. Departments are encouraged to advertise and support the availability of the Ombudsperson Office. Success is a difficult dynamic to measure due to the nature of the problems, the need for strict confidentiality of records, and the number of parties involved. A reminder was given to everyone that sexual harassment is not managed by the Ombudsperson Office and should be referred to the Women's Center, the Police, or Student Affairs. The office is located within the Graduate School, however, the office operates independently. Dr. DePauw reminded everyone that peer influence is powerful in reducing the ignorance surrounding bullying.

#### **Announcements**

There were no announcements.

**Adjournment:** The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

/s/

Marilynn R. King  
on behalf of Karen P. DePauw, Ph.D.  
Vice President and Dean for Graduate Education