

## **2016 GRADUATE COUNCIL**

### **Meeting Minutes**

#### **September 1, 2016**

Dean of Graduate School, Dr Lee called the meeting to order at 8:00 a.m. and handed over to Professor Velasco, Chair of the Graduate Council.

**Members Present:** Sue Rimmer, Constantine Hatziadoniu, Norman Carver, Wesley Calvert, Lahiri Sajal, Ras Michael Brown, Trish McCubbin, Dianah McGreehan, Sheena Hart, Justin Simpson, Jonathan Howard, Johnathan Flowers, Zhao Wanli, Cynthia Sims, Cinzia Padovani, Joseph Shapiro, Richard McKinnies, Julie Partridge, Kenneth Stickers, Rachel Whaley, Jennifer Smith, Ratna Sinha, Tomas Velasco, Howard Motyl, Clay Nielsen, Paula Roa, Buffy Ellsworth.

**Members Absent:** Greg Rose, Cynthia Sims, Richard Bradley.

**Proxies:** Saran Donahoo for Cynthia Sims.

**Ex-Officio Members Present:** Brad Colwell, Yueh-Ting Lee, Meera Komarraju.

**Ex-Officio Members Absent:** Randy Dunn, Susan Ford, James Allen, James Garvey.

**Proxies:** Dave DiLalla for Susan Ford, Randy Burnside for James Allen.

#### **Consideration of minutes**

The minutes of the May meeting of the previous Graduate Council were passed without amendments.

The minutes of the May meeting of the current Graduate Council were passed with a friendly amendment – **J. Smith** on page 1 of the minutes should have been **R. Whaley**.

#### **Remarks – Interim Chancellor, Dr Colwell**

Expressed gratitude to the SIU community for assisting students during Fall Move-In. He stated that he had received letters from parents thanking the university for a positive experience. He also noted that the New Student Convocation went well and that the Chamber of Commerce and other local businesses were pleased. Dr Colwell also mentioned that the SIU Day at the Du Quoin State Fair was a success, a point underscored by Dean Meera Komarraju, who added that the event served many purposes and that people at the fair asked for SIU brochures.

Dr Colwell also spoke about safety issues within the community. He commented that recent tragic news about shootings and a fire reported in the local media do not involve the University. He explained that the number of incidents that occur within the university is small compared to other similar universities. However, the local media generally conflate the university with the City of Carbondale and create hype. The news, he added, has negatively impacted the University with at least two students withdrawing citing safety concerns. Chancellor Colwell emphasized that, although SIU students are not involved in the incidents, the University takes issues of safety seriously and that he has had meetings with the City Manager and the Mayor to find solutions. The incidents, explained Dr Colwell, impact the ongoing recruitment efforts for Fall 2017.

Dr Colwell also commented about enrollment numbers noting that the official numbers will be released at a press conference on September 6. He also stated that the numbers are unsurprisingly down and that steps have been taken to address the impact on the budget and to aggressively recruit students.

Dr Colwell also reported about budget issues. He explained that the University received a second stopgap appropriation that will be released to the university in installments over the next months. The problem, he explained, is that the money is counted toward FY17. On the books it looks like SIU has already been paid a half-year's budget but, like all universities except the University of Illinois, SIU paid the FY16 bills. Dr Colwell stressed that there are no unpaid vendors for FY16 and that SIU's books are clean. Money left over was carried over into the current fiscal year. Dr Colwell was hopeful that the university may still get the other 50% for the rest of this fiscal year, which means the university would only receive a 50% State allocation for this year. He undertook to continue to be transparent about budgeting issues.

In addition, Dr Colwell reported that starting in January SIU will work to raise \$75 million through private donations. The fund-raising campaign will conclude during the 150<sup>th</sup> anniversary (2019).

Dr Colwell also announced that on September 21, he will be offering the State of the University Address to lay out the various initiatives and goals.

**W. Calvert** asked about the private funding campaign, the target and what the money will fund. Dr Colwell responded that the money will fund scholarships for students and other student-related initiatives, including some faculty-related activities.

**M. Komarraju** added that the funding will predominantly benefit students in the form of scholarships, internships, and travel assistance, whereas it will support things like travel for faculty members.

**Y. Lee** commented that the Graduate School has also submitted a plan to raise approximately \$300,000 for student support in the form of fellowships and travel, as well as to support diversity recruitment.

**C. Padovani** wanted to know about the availability of information regarding safety in Carbondale and whether that information is communicated (to the media and parents). Dr Colwell responded that SIU can only report *Clery* data, which is reported monthly and only contains campus-related information.

**R. Burnside** commented that small market media report differently. In other small college towns, the media are friendly toward the university and keep the university out of town news, which is not the case in Carbondale, where SIU is tied to the town in media reports. He also states that media have the numbers but do not use them in news reports. The numbers tell a different story than the media reports.

**Dr Colwell** also added that he has met and continues to communicate with the Publisher of *The Southern*.

**B. Ellsworth** suggested that SIU should consider providing information with statistics that compare the University with similar universities. Dr Colwell explained that SIU has a number of information packs that provide highlights about the campus and there is work underway to produce a fact sheet for people to click on and get more information online.

**S. Hart** asked about the university's relationship with the news stations. Dr Colwell responded that SIU tries very hard to communicate and to be available for interviews but news stations (e.g. *News 3*) still lead with negative stories.

**D. DiLalla** added that, although SIU tries very hard to maintain good relations with the media, the University can control only part of the relationship.

### **Remarks – Acting Provost, Dr Ford (Report presented by Dave DiLalla)**

Reported that Fall enrollment will be down. He also stated that the downward trend will impact SIU's reports to the IBHE with respect to low-producing academic programs. He thanked the Academic Program Prioritization Task Force on behalf of Interim Provost Ford for its work. The Task Force is expected to share recommendations with Interim Provost Ford later in September.

Dr DiLalla commented that the Higher Learning Commission (HLC) requires member institutions to undertake a Quality Initiative in years seven and eight of the accreditation cycle. SIU is in its seventh year of the accreditation cycle. He also explained that the Provost has asked Dr Laurie Achenbach, Dean of the College of Science, to head a *Quality Task Force on Student Retention and Degree Completion*, which will influence both the undergraduate and graduate programs. The goal of the Task Force is to report to the HLC after having gathered data on current initiatives for student recruitment and student success including UCOL, University College, Education Advisory Board's Student Success Collaborative. Following this initial exercise, the Task Force will develop recommendations on how the approaches are working in assisting students.

Finally, Dr DiLalla reported about ongoing searches for Deans. He stated that for the Library Affairs Dean, the advertisement has been posted. Regarding the search for the Interim Dean of the College of Mass Communication and Media Arts (MCMA) he stated that there is an internal search process underway. He added that searches for Interim Deans are rare and that the search for the Interim Dean of MCMA is being conducted as guided by the MCMA Operating Paper, which identifies the composition of the search committee.

**K. Stickers** asked whether there is a way SIU can challenge the IBHE metrics since the IBHE seems to focus primarily on numbers rather than all the efforts necessary to educate students. Dr DiLalla responded that there has been a lot of push-back and the university will continue to challenge the IBHE. R. Burnside added that the push-back is evident in the Doctoral programs. He explained that the IBHE previously insisted on three graduates per year. However, the number has been reduced to two graduates per year. He also mentioned that there are other adjustments that the IBHE has made to the metrics following objections by the university. Dr DiLalla also commented that the Academic Prioritization Program will also have a say on what the university can do in order to support excellent programs.

**T. Velasco** asked what would happen to a program that does not fulfil the IBHE requirements. Dr DiLalla explained that the university can attempt to make a case for an exception. However, he added, the IBHE can also close down the program.

**R. Burnside** explained that the university has to send a report to the IBHE every year in June to address why certain programs are not producing. SIU has been defending programs and thus far the IBHE has accepted the explanations. He added that it is better to proactively manage the process rather than wait for the IBHE to use the numbers as a reason to close programs.

**J. Smith** commented that Dr Allen has, in the past, explained that once a program has been flagged, the academic unit has 18 months to turn it around, which means that closing the program is not immediate.

**T. Velasco** commented that the Office of the Associate Provost has already flagged programs that are in trouble.

**B. Colwell** also added that the numbers are based on three-year rolling averages.

**R. Whaley** spoke about the importance of ensuring that the numbers are correct. Dr DiLalla encouraged members of the Council to notify their Chairs if there are discrepancies in numbers.

**M. Komarraju** commented that members of the IBHE are appointed by the Governor and are not necessarily from higher education, which means that they do not know much about university priorities. She explained that the IBHE has two arms – one responsible for regulation and the other responsible for advocacy. Dr Komarraju added that this past summer, she represented the SIUC Faculty Senate, as the alternate rep to the Faculty Advisory Council (FAC) to the IBHE. During the summer meeting of the FAC with the IBHE, she met with some IBHE members and invited them to visit SIUC and to address the Senate. Some of the IBHE members indicated interest in visiting SIUC. She suggested that the Graduate Council should consider inviting the IBHE members for a more detailed conversation about the University in order to strengthen relations.

**C. Padovani** asked about the relevance of the work of the Program Prioritization Task Force if programs have already been flagged. Dr Velasco responded that the work of the Joint Task Force on Program Prioritization is almost done and a final report should be ready by mid-September. He also mentioned that there are two sets of criteria: the quantitative and the qualitative. The quantitative criteria are going to be analyzed by the *Institutional Research Office* and the qualitative criteria are going to be based on reports to be produced by every department on campus. He added that the goal is to share the report with everyone.

**N. Carver** asked if the Graduate Council will have a chance to review the report since the Chairperson had said the Report will be presented to the Provost by mid-September, which is before the Council meets in October. He also added that his department was dissatisfied with the report and had submitted a number of amendments, which were not considered by the Chair of the Joint Task Force.

The issue of including concerns from the Council was discussed at length with Council members talking about their concerns being excluded in the report. It emerged that dissatisfaction about the report had prompted some Council members to arrange meetings with the Provost. Dr Velasco undertook to share the issues raised when the Joint Task Force meets the following week and propose that the Joint Task Force should first report to the Faculty Senate and the Graduate Council before submitting the report to the Provost.

**D. DiLalla** clarified that the Provost has not set a mid-September deadline and that the Provost will consider a wide variety of inputs rather than just the recommendations of the Joint Task Force.

#### **Remarks – Graduate School, Dean Lee**

Reported that in June he visited several universities in China to recruit prospective graduate students and will continue with recruitment efforts until the beginning of November.

Dr Lee also reported that there are approximately 3 130 graduate students, with 2 100 masters level students and 900 doctoral students. The total number (3 130) represents a decrease of about 400 graduate students.

He also reported that the Contracts Office processed 2,000 contracts, which means students will be paid on time. However, about 300 graduate students had some delays on their paperwork and those will be paid during the supplementary payroll run on September 15. He also stated that the tuition waiver has been posted.

Dr Lee also reported during the summer he worked with Drs Allen and Burnside, plus Registrar Tamara Workman to develop and propose guidelines for accelerated undergraduate and graduate entry programs. The aim is to enhance academic quality and uniformity on campus. The proposal has been submitted to the Education Policies Committee of the Graduate Council.

The Graduate School has sent a memo to Graduate Directors and Chairs communicating the availability of funds to support 40 graduate students for research purposes, including travel support. The Graduate School will also post information about the Willis Swartz Scholarship Award to support graduate students who do research in Materials Technology.

He also reported that the Graduate School is establishing an external advisory board to assist with enrollment, academic excellence, reconnect with alumni and increase external resources to support graduate education. The advisory board will also help with fundraising efforts for the graduate school. The graduate school has a goal to raise \$300, 000.

The Fall issue of Graduate Saluki Stories has been published and focuses on graduate research and discovery, pays tribute to the previous Graduate Council and welcomes the new Council members. The next issue will focus on issues of academic excellence, diversity and internationalization.

Dr Lee also said that approximately 277 graduate students were cleared for the summer graduation. Also, the Graduate School found about 615 applications with no decision.

**R. Whaley** commented that the orientation program for new graduate students conflicted with the orientation organized by the Center for Teaching Excellence. Dr Lee responded that the orientation was arranged by the New Programs Office and that he has spoken to the offices to ensure better coordination in the future.

**S. Lahiri** suggested that the events be included in the university calendar.

**Remarks – Associate Provost for Academic Programs, Dr Allen (Report presented by Randy Burnside)**

Encouraged council members who may have questions about the IBHE Low-Producing Metrics to contact Dr Allen or him. He also reminded the Graduate Council that catalog changes are due October 3, and that changes that come in after the deadline will not be published in the 2017-2018 catalog. He also stated that syllabi are past due and should be submitted promptly by faculty who did not submit by the deadline. He explained that the syllabi function is part of recruitment since potential students look at what the university offers when making decisions.

Dr Burnside also mentioned that the final exam policy will continue to be strictly enforced. All assessment reports are due November 18, he said. He explained that, consistent with the University cycle of program reviews, one center, the Paul Simon Public Policy Institute and two programs will undergo internal reviews. He explained there have been slight modifications to program reviews and that only internal reviews will be done because of budgetary issues and also because there are only three programs. Besides the Paul Simon

Public Policy Institute, two centers, only the Plant and Soil Science and Foreign Languages and Literatures will undergo review.

**S. Lahiri** asked about digitizing the catalog and whether a digitized catalogue will mean that deadlines will be flexible. Dr Burnside responded that in the future deadlines may be flexible; adding that the catalog has not yet been digitized. Once digitized, changes can be made on a rolling basis and acted upon more quickly.

**S. Lahiri** also wanted to know why the review cannot be skipped altogether. Dr Burnside responded that there is value in going through program review; both for the programs and the University. He explained that the University is required by the IBHE and the HLC to do program review.

**J. Smith** asked Dr Burnside to explain the program review process and whether there is a relationship between the internal program review and programs with low-producing metrics. Dr Burnside explained that the review process will be the same except without external reviewers.

#### **Report – Council Chair, Professor Velasco**

Started by introducing Chairpersons of Graduate Council Committees.

Regarding the Joint Task Force on Program Prioritization, Professor Velasco stated that his intention is to ensure that the Report is given to members of the Council for examination as part of the process. Although the protocol has not been worked out, the intention is for the Council and the Senate to have a say to ensure that all members are happy about the report.

**T. McCubbin** asked about committee assignments. Professor Velasco responded that the assignments have already been sent out via email.

#### **Report – Deans Council, Dr Komarraju**

Reported that the Deans lobbied the Provost to offer graduate assistantship contracts early as part of an effort to recruit and keep graduate students. There are fewer assistantships that were given and some colleges chose to prioritize TAs over RAs.

Over summer break, staff ranging from Associate Deans to Chancellor level went through diversity training and to work through issues of inclusiveness, one of the issues raised by students.

Dr Komarraju also reported that Deans will encourage faculty to seek grants and other alternate sources of funding so as to support graduate students and generate more graduate assistantship. She mentioned that there are some departments that actively seek graduate assistant opportunities from organizations in the community by placing graduate students with certain agencies. The agency provides the stipend and the tuition waiver is provided through the University.

Dr Komarraju encouraged Council members to share news from the Graduate Council with their departments and colleges and to bring to the Council questions/issues that are generated by departments and colleges.

#### **Report – Faculty Senate, Professor Motyl**

Reported that the Faculty Senate will send a letter of protest to the Governor about the nomination of John Bambenek to the IBHE.

**M. Komarraju** commented that the Faculty Advisory Council has protested the nomination to the Faculty-designated (Faculty Representative) seat on the IBHE made by the Governor's office and the response from the Governor's office acknowledged the protest but confirmed that the appointment stands.

**GPSC Report, J. Flowers**

Reported that the GPSC budget is down 20 percent but added that GPSC will continue to provide funding for graduate student ,research awards (\$1,000 each) and career development awards (\$150 for presenting at a conference and \$75 if attending only). He also clarified that the freeze on travel funding does not affect GPSC funding for student travel.

He stated that GPSC is displeased with the conduct of the Academic Prioritization Program Committee, were not given sufficient time to gather graduate student feedback. He explained that the issue will be discussed further on September 6 after which a complete report will be forwarded to the office of the Provost.

GPSC has taken over the approval and administration of graduate student RSOs. This is to ease the burden of student involvement and to enable graduate student RSOs to operate autonomously from the USG approval process. Previously, RSOs had to go through Undergraduate Student Government for approval.

He reported that GPSC has concerns about the Diversity Council. The University has not been as proactive as it could be. The recently adopted initiative fails to grasp the significant issues raised by students of color and all underrepresented student groups.

J. Flowers mentioned that GPSC has four primary goals for the current academic year: student affairs reform, student fees, State budget, and diversity.

GPSC has new offices still at the Student Center. J. Flowers also stated that GPSC will continue its advocacy with regard to the budget.

**J. Flowers** also did a first reading of a **Graduate Council Resolution on the Importance of student involvement in Diversity Policy**

**W. Calvert** asked J. Flowers to clarify how GPSC will know whether the Administration has done the things stated in the resolution. J. Flowers responded that GPSC will know by examining the composition of committees. If GPSC is not represented on a committee or a council that has an impact on graduate students that will mean the Administration has not done the things stated in the resolution. He also added that GPSC has not received letters requesting participation in search committees for the MCMA and the Library Affairs Dean positions.

**C. Padovani** commented that the MCMA faculty do not know about a search committee for the Interim Dean position. Dr DiLalla explained that they are following the MCMA operating paper, which specifies who should be included. The paper specifies that a graduate student from MCMA be included but does not specify that a representative from GPSC should be included.

Dr DiLalla later corrected the comment noting that in addition to following the MCMA operating paper the hiring office will invite representatives from the Faculty Association, NTT Faculty Association and Graduate Assistants United consistent with the approach taken in the 2012 search for an Interim Dean in MCMA.

**J. Partridge** asked whether GPSC would like to have a GPSC representative or whether an inclusion of a graduate student on a search committee is sufficient. J. Flowers responded that the preference is for a representative from GPSC but added that if there is graduate student on the committee that would be acceptable to GPSC as long as the student is reminded to communicate the ongoing process to GPSC. He endeavored to check the operating papers.

**D. DiLalla** stated that he was under the impression that an invitation was sent to GPSC for the Library search and undertook to check on what may have happened. Dr DiLalla later corrected the error noting that an invitation to GPSC and USC to nominate representatives to the search committee had not yet been sent out.

#### **Nominations to Committees/Announcements – Council Vice Chair, Dr Partridge**

- Search for Dean of Library Affairs name required by September 16.
- University Level Early Career faculty and Staff Excellence Award name required by September 16.
- Diversity Council is looking for a representative by September 29.
- Honorary Degree and Distinguished Service Award Committee requires a person to serve a four-year term.
- University Joint Benefits Committee requires a person to serve until 2018.

#### **Standing Committee Reports**

##### **New Programs Committee Report – Dr McKinnies**

Reviewing three RMEs. No report.

##### **Program Review Committee Report, Dr Rimmer**

One program is being reviewed; The MA in Foreign Languages and Literatures. The committee will be looking for someone to serve on that committee.

##### **Research Committee Report, Dr Lahiri**

No report

##### **Education Policies Committee Report, Dr Carver**

At its next meeting the committee will discuss the final exam schedule and a new policy on accelerated entry MS Programs.

#### **Old Business**

None.

#### **New Business**

None.

#### **Adjournment**

The meeting was adjourned at 09:57.

