

Southern Illinois University Carbondale  
Minutes of the Graduate Council  
December 6, 2012

**CALL TO ORDER**

A meeting of the SIU Carbondale Graduate Council (GC) was held in the Kaskaskia and Missouri Rooms of the Student Center, Carbondale, Illinois, on December 6, 2012. Chair Scott Ishman called the meeting to order at 8:04 am.

Members in attendance were, Craig Anz, Christopher Behan, Ryan Ceresolo (GPSC), Scott Collins, Bryan Crow, Judith Davie, Carl Flowers, Susan Ford (Ulrich Reichard), Katherine Frith, Reza Habib, Dale "Buck" Hale, Constantine Hatziaodoniu (Ramaprasad Harini), Kathy Hytten (Terri Wilson), Scott Ishman, Matthew McCarroll, Grant Miller, Manoj Mohanty, Wanki Moon, Ratna Sinha, Pamela Smoot, Brooke Talley (GPSC), Matthew Whiles, Andrew Youpa.

**Announcement of Proxies:** Ulrich Reichard for Susan Ford; Ramaprasad Harini for Constantine Hatziaodoniu; and Terri Wilson for Kathy Hytten.

Ex-Officio members in attendance: Rita Cheng, Chancellor; John Nicklow, Provost and Vice Chancellor; John A. Koropchak, Vice Chancellor for Research and Graduate Dean; Susan Rimmer, Associate Vice Chancellor for Research; Susan M. Ford, Associate Dean and Director of the Graduate School; Kimberly Kempf-Leonard, Deans' Council Representative.

Other attendees: James Allen, Associate Provost for Academic Programs; Wayne Glass, Director of OSPA; Mark Morris, College of Business; Terry Clark, Faculty Senate Representative; Michael Grey, Associate Professor in Magnetic Resonance Imaging & Computer Tomography; Anne Moore, Dean of Library Affairs; Todd Sigler, Director of the Department of Public Safety; Rosemary Simmons, Director of the Counseling Center; and Michelle Petrik, Recording Secretary.

**CONSIDERATION OF MINUTES**

Motion to approve the minutes of the October 4, 2012 and November 1, 2012 meetings of the Graduate Council duly made and seconded, and the minutes were approved.

Introduction of Newly Appointed Associate Dean Ford

Scott Ishman introduced Dr. Susan M. Ford as the newly appointed Associate Dean and Director of the Graduate School and welcomed her to the Graduate Council in a new role.

Life & Safety Implementation Plan

A presentation was given by Todd Sigler, Director of Public Safety, and Rosemary Simmons, Director of the Counseling Center.

A report of this information can be found on the Chancellor's website.

Attachments:

- Experiences from Students and Parents
- Chancellor's Campus Life & Safety Task Force (Power Point slides)

Discussion took place.

**REMARKS**

Chancellor Cheng

Thank you for allowing me to cede some of my time to this important issue of safety on campus. We were seeing troubling behaviors last year. The group we pulled together last spring worked diligently over the summer to prepare this report. They started the implementation almost immediately and I think it speaks volumes that the people on the taskforce asked if they could remain on, to be part of the implementation.

We are putting some closure on our campus discussion for strategic planning. We received some good input through the fall; there are several more listening sessions scheduled.

The HLC team will be visiting campus in April. The team's sole purpose is to see how we've planned since their last visit. They were critical that our strategic plan was over 10 years old and not fitting to the current environment of higher education.

We also have a few other taskforces and committees to be launched within the next couple of weeks at the request of the students and staff. One taskforce is coming together to explore a smoke-free campus for SIU; this recommendation came from an asthma group study. The University of Illinois just launched their smoke-free campus. Another group is coming together to explore and make recommendations on how to more deliberately engage students in activities on campus. The students have also asked for an activity fee increase, particularly driven by the undergraduate students, because they feel there is not enough going on within campus. In addition, a retention committee is coming together to advise our freshman retention, and also look at retention campus-wide. We are very pleased that these activities, which have been talked about throughout the semester, are starting to take hold.

Discussions about moving forward with the Cal Meyers Institute have taken place. As you know, Professor Meyers passed away and there is an endowment that we need to recognize and champion for the research in this area.

McLafferty and Woody Hall teams are doing their work to envision the use of two spaces that will be important for campus in the future.

Recruitment activities are moving along. The Lipman-Hearne team will be on campus tomorrow talking with a huge number of individuals about our branding and messaging to prospective students and parents. This has been a difficult week relative to the public perception of the campus, but we continue to strive explaining to prospective students and parents the incredible opportunities students can have here. We have about 26,000 people on this campus at any given time. A lot of them are young people

and we will have behavioral problems and incidences, but overall this is a tremendous place for students to come study.

#### Provost Nicklow

SIUC has been named one of forty-eight schools to receive a higher education excellence and diversity award from the *Insight Into Diversity* magazine. Also, we are one of fifty colleges and universities across the country named as the Lead Institution for Civic and Democratic Learning Initiative by NASPA; we were chosen among 1,400 different institutions to participate on a variety of service initiatives.

Following up on the Chancellor's comments on recruitment, we are focusing on geographic territorial management through the office of Enrollment Management. This means that a recruiter will have a geographic territory and within that territory they will know potential students by name; much more personable. We are in a scholarship cycle right now which will end around December 15<sup>th</sup> and then we have a secondary cycle that runs until the fall. We have made 800 scholarship offers. Last year we had about 330,000 prospective students in our student pool; we are currently at 600,000 (nation-wide). We have sent each one of those students search letters and if they have a 26+ ACT they have received scholarship information/offers.

There are a lot of new things going on in Enrollment Management, simply to compete better in our market.

Discussion took place.

#### **ANNOUNCEMENTS**

##### Vice Chancellor John A. Koropchak

First and foremost, I would like to welcome Susan Ford, again, as the new Associate Dean and Director of the Graduate School. We have also hired a new Director of the Materials Technology Center, Dr. Ian Suni (currently at Clarkson University), who will be joining us in January.

Contrary to the impressions given in the Dailey Egyptian yesterday, the Tuition on Research Grants Policy is not suspended. The real answer to that is, we have limited it to the in-state tuition rate, but the policy itself is not suspended.

We have worked with Sapphire Cureg, Director of the Center for Inclusive Excellence, and Peter Gitau, Dean of Students, and have had a series of meetings with representatives of Harris-Stowe State University, which is an HBCU in St. Louis, with a goal of developing collaborations to include those leading in transitioning some of their graduates into our graduate programs. These discussions have gone very well and they look promising to build a mutually beneficial relationship, which should further help us diversify our graduate student body.

I reported last month that grants and contracts were down and that continues to be the case. This is partly due to delays in payments by agencies. Particularly for the state of Illinois, there are four grants totaling about 8 million dollars that have been sitting in the state agencies for months. By this time last

year we would have already received the payments. We have also determined that the number of proposals being submitted by the campus is lower. We now have some information that other institutions are seeing the same trend. We have met with various groups on campus concerning this and, although some of it relates to new policies/practices at federal agencies, we are working on strategies to try to counteract this trend. Mr. Glass and the staff in OSPA are going to be doing increasing outreach to colleges and departments, providing other assistance that we hope will be beneficial to the PI's in colleges. Dr. Rimmer and our staff have been working on organizing ideas that might help to assist and incentivize PI's. That is what we are doing at the moment to address this issue.

The NSF has announced a new 63 million dollar program entitled, "Integrated NSF Support Promoting Interdisciplinary Research Education (INSPIRE)". We think this is a unique opportunity, and we are planning some efforts to get groups together to stimulate ideas along with organized teams to compete in this area. These efforts may compliment and be aided by the work of the interdisciplinary taskforce that we have discussed before.

Dr. Rimmer and I participated in a conference call yesterday with John Holdren, Assistant to President Obama, on science and technology regarding the impending fiscal cliff. Dr. Holdren said that universities have done a good job at getting the message to Congress, but of course Congress and the President are still at an impasse. He said that they believe there is still time to avoid this event. Dr. Holden indicated that the engagement of citizens (faculty/students) with congressional offices, particularly by giving anecdotes of how R & D has made a difference, was the most effective approach at this point.

Discussion took place.

#### Associate Dean Ford

One of the things I have been able to do, since coming on board at the Graduate School, is getting to know the staff very well. As many of you know there was a big staff turnover going into this year, including my position because of all of the retirements. I just want to let you know they are a great staff and have been doing a wonderful job. Yesterday the staff ran two half-day sessions for Graduate Directors, Chairs and Graduate Secretaries that was well attended and went very well in terms of going over policies and procedures. We are working with Summer Bacon's office to prepare for December graduation.

Following up on the Provost's comments on Hobson's Connect, Hobsons Connect Initiative was initially focused on undergraduates, but starting this fall we have also started using Hobsons Connect intensively for graduate programs. Applications for graduate programs work quite differently: often the first contact is with the department rather than with the central Graduate School. We now have a lot of names of people who have contacted and started their own contact page in Hobsons Connect as well as names uploaded when Ratna Sinha visited India, other recruitment fairs and the GRE list.

Going forward, we want to find more ways for you to channel individuals that apply or contact departments directly into Hobsons Connect. The Graduate School has been using it very effectively to send out letters of contact to those individuals whose names are in the system saying, "Thank you for your interest in SIU...here's some information...", channeling them and dropping their names to the email contact person we have for individual departments. So, if someone contacts us expressing an

interest, your department will get that message. If someone starts an application through Hobsons into ApplyYourself, you will get that information within 24 hours. We are using the program very effectively and now want to get departments to buy in as well. You can have individuals trained to directly upload materials into Hobsons, you can channel letters directly from you to people who express interest, you can give us information and Susan Babbitt, Graduate School Admissions, will get that uploaded for you. We will be getting more information out to you; we see this as really effective. From Hobsons Connect students can directly link into ApplyYourself to start the application. We have ways to use those data to track the funnel of contacts, applications, and admissions directly through that system.

Lipman-Hearne is now putting its attention, not just on undergraduate programming and recruitment, but to graduate programming. Susan Babbitt and I have a meeting with Lipman-Hearne this afternoon.

I would like to follow up on the charge from the council and the Ed. Policies Committee on the folding of the Center for Graduate Teaching Excellence into the Center for Teaching Excellence and how that transition is going forward. I had the opportunity to have a very positive long meeting with the new Director of the Center for Teaching Excellence, Karla Berry. This is one of the things we talked about in length. They have a lot of initiatives going. I asked her to think about giving a presentation in the spring semester, either to the committee or to the entire council, about things they are doing to continue the activities of the Center for Graduate Teaching Excellence and to expand on those. They are keeping it as a separate unit within the Center for Teaching Excellence with a separate focus on graduate TA training.

In addition, last spring as the council ended we passed earlier dates for reporting back on fellowships so they would be a much more effective tool for recruiting. The council with David Wilson came up with some very aggressive early dates. That message did not get back to the staff until relatively late in the process. One of the things I have been working very hard on since I came on board is to get many things in place to let us try to meet those target dates starting this year. The application deadlines have been moved up. The first deadline is January 18, 2013 for Morris and Ph.D. fellowships, followed closely on January 25, 2013 by the deadline for M.A. fellowship applications.

We are making a number of changes, but the most important one for the departments, in addition to the earlier date, and in addition to submitting the application in the traditional paper format, we are asking them to submit the application as a single PDF electronically per student applicant. Those are the major changes for the departments. On the Graduate School and committee's end, the distribution of files and the evaluation of files will be done through Desire2Learn. We feel these steps together will compress the process sufficiently, allowing us to meet the aggressive new deadlines.

Discussion took place.

Associate Vice Chancellor Susan Rimmer

We are trying to think of ideas that will stimulate proposal submissions. If you have any specific suggestions please send those on to either Dr. Koropchak or me.

## Associate Provost for Academic Programs Allen

Program reviews are well underway. We have had six of them on campus already and another four after the break. If there are any questions that your colleagues have, if your programs are under review in the normal course of the eight year IBHE mandate, please be in touch. I think the one concern I have been asked to pay some attention to is the itinerary of our colleagues. It is amazing how busy we make that committee while they are doing their work. We are still trying to find ways to accommodate their work so they can actually be done with their report before they leave.

Also, I want to update you on the review committees on IBHE flagged programs for enrollment, graduation and cost per credit hour. There are five committees ongoing. Four of them are for graduate programs. Two of them have results in, what I consider a reasonably interesting set of proposals for action steps that the programs can engage in remediating their enrollments and costs. We have not yet finalized those; they are on the Chancellor's desk now. The engagement with our colleagues in their programs has been remarkably constructive.

## Chair Scott Ishman

The committee addressing the 5/10/15 rule has been deliberating. A proposal is still under discussion that will be sent to the Provost.

The McLafferty committee met with a consultant to get general ideas on the layout.

## **REPORTS**

### **1. Faculty Senate – Professor Clark**

The Faculty Senate Executive Committee met early this week and has a regular meeting next week. The committee discussed the instructor course evaluations; they are up on a test run. Also discussed was the possibility of having an initiative to be proactive rather than reactive next semester and perhaps, begin an ongoing discussion/dialog on the changing nature of academia.

We had a joint meeting with the Faculty Senate, Executive Committee and the Committee on Committees to evaluate JLB candidates. The list of candidate names is available through Dr. Clark.

Discussion took place.

### **2. Deans Council – Dean Kempf-Leonard**

The Dean's Council has continued meeting weekly. We are collectively committed to figuring out ways to overcome some of the barriers and obstacles we have on campus to facilitate interdisciplinary goals, and collectively organize around specific problems/issues that are interdisciplinary and close to being discipline specific.

### **3. Report from CPBAC – Professor Ishman**

Dr. Ishman was unable to attend the December meeting. Chancellor Cheng reported that the Planning Budget Committee reviewed the work of the subcommittee, the impact of the budget reductions across campus, and is waiting for the 5/10/15 subcommittee report. A faculty and staff clinic was launched in Student Health Services with the extra capacity available.

Discussion took place.

### **4. Nominations to Committees – Professor McCarroll**

Nominations for the Program Review Committee:

- Rhonda Kowalchuk (Ed. Psychology and Special Ed.)
- Xingmao Ma (Civil Engineering)
- Doug Lind (Law School)

Nominations for the Faculty and Staff Excellence Awards:

- Colleen Scott (Chemistry)
- Mark Bird (Physics)

### **5. GPSC Report - Brooke Talley**

Attachments:

- Membership Application for Representatives of Voting Units
- 2013 Graduate and Professional Student Research Awards

The Membership Application for Representatives of Voting Units will tell you how graduate students can be a part of GPSC.

The 2013 Graduate and Professional Student Research Awards is an announcement of 60 awards that will be given out to further and support graduate and professional student research. This is on top of, and not to be confused with, the strict travel awards that we give. Please share this information with your graduate students.

The Advisory Committee presented their proposed fee increases for this year. GPSC has not taken a formal stance on the proposal, but is generally not supportive of the increases.

### **6. Report of Research Committee – Professor Davie**

The Research Committee has been discussing the funding and potential uses of the McLafferty annex facility. The Chancellor has explained that the funding for this facility comes from a redistribution of indirect funds which used to be returned: 31% to the Chancellor's Office, 39% to the VCR's Office, and 30% to the Departments. The percentages of funds have now changed to: 40% to the Chancellor's Office, 30% to the VCR's Office, and 30% to the Departments. In the 40% going to the Chancellor's Office, McLafferty will be funded in some increment. No portion of that is, at this point, committed to McLafferty, but that is the line that will be looked into.

The committee has asked whether this is a correct use of indirect funds; the answer has been “yes”. Indirect funds are typically used for the operation and maintenance of buildings, large-scale renovations are a little more unusual. These are the issues being talked about by the Research Committee. The Chancellor has asked that we work in cooperation with the taskforce, so Craig Anz has volunteered to serve on both the Research Committee and the McLafferty Taskforce Committee to try coordinating our efforts on making this a positive asset to campus.

Discussion took place.

## **7. Report of New Programs Committee – Professor Flowers**

The New Programs Committee would like to introduce a resolution to recommend the approval of an RME to modify the name of the Fisheries and Illinois Aquaculture Center.

Dr. Flowers read the following:

### **Resolution to Recommend Approval of the RME to Modify the Name of the Fisheries and Illinois Aquaculture Center**

Whereas, the Fisheries and Illinois Aquaculture Center in the Office of the Vice Chancellor for research provides graduate training opportunities in fisheries, aquaculture, aquatic toxicology, fish genetics, fish physiology, stream biogeochemistry, wetland ecology and other aquatic sciences; and

Whereas, the current name of the Center implies that only fisheries and aquaculture research and training occur in the Center; and

Whereas, the Center seeks a title that more broadly reflects the activities occurring within its organization;

Therefore be it resolved, that the Graduate Council recommends approval of the RME to change the name of the Fisheries and Illinois Aquaculture Center to the Center for Fisheries, Aquaculture and Aquatic Sciences.

Dr. Ishman moved to suspend the rules so that the Graduate Council could vote on this resolution today. The motion was seconded. The council unanimously voted in favor to suspend the rules.

Dr. McCarroll moved to pass the resolution to modify the name of the Fisheries and Illinois Aquaculture Center to the Center for Fisheries, Aquaculture and Aquatic Sciences. The motion was seconded. The council voted unanimously in favor of the resolution.

Dr. McCarroll moved to reinstate Robert’s Rules. The motion was seconded. The council voted unanimously in favor to reinstate the rules.

**8. Report of Program Review Committee – Professor Hatziaioniu**

Nothing to report.

**9. Report of Ed. Policies Committee – Professor Collins**

The final version of the Incomplete Grade Policy was posted online; some edits were made since last month's introduction. On the back of the resolution copy, you will find a sample of a contract that should be established between the faculty member and student.

Dr. Collins read the following:

**Resolution Recommending an Incomplete Grade Policy  
Graduate Council, Education Policies Committee, 6 December 2012**

Whereas an INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments;

And whereas students have an obligation to complete the work associated with courses they are taking;

And whereas an INC grade is not calculated into a student's cumulative grade point average which is an indicator of student performance;

And whereas a number of peer institutions have a policy changing an INC grade to a grade of F after a set amount of time;

Therefore, be it resolved that the Graduate Council recommends to the Graduate School that the Incomplete grade policy below be approved for use.

An INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INC is not included in grade-point computation. An INC must be changed to a completed grade within one year from the close of the term in which the course was taken or graduation, whichever comes first. Should the student fail to complete the course within the time period designated, that is, one year from the close of the term in which the course was taken or graduation, whichever comes first, the Incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. To complete the work from the original registration, a student should not register for the course again, but should complete the work for the original registration if the original registration is within the normal time limits established for the degree.

A contract for an INC grade must be established between the instructor and student at the time the INC grade is assigned.

An extension may be granted if the request for the extension is made within the first year and approved by the Dean of the Graduate School and the Provost.

Discussion took place.

Dr. McCarroll motioned for a vote on the resolution. The motion was seconded. The council voted unanimously in favor of the resolution.

**11. Old Business**

Nothing to report.

**12. New Business**

Nothing to report.

**ADJOURNMENT**

There being no further business to bring before the GC, the motion to adjourn was moved and seconded. February 7, 2013, and the Missouri and Kaskaskia Rooms of the Student Center were fixed as the date and place for the next meeting.

Meeting adjourned at 10:00 am.

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Michelle K. Petrik, Recording Secretary

Attachments:

Experiences from Students and Parents

Chancellor's Campus Life & Safety Task Force (Power Point slides)

Membership Application for Representatives of Voting Units

2013 Graduate and Professional Student Research Awards

Resolution to Recommend Approval of the RME to Modify the Name of the Fisheries and Illinois Aquaculture Center

Resolution Recommending an Incomplete Grade Policy Graduate Council, Education Policies Committee, 6 December 2012

Notification of Incomplete Grade Agreement.