

## **2015 GRADUATE COUNCIL**

### **Meeting Minutes**

**November 5, 2015**

The Chair called the meeting to order at 08:00.

**Members Present:** Norman Carver, Michael Eichholz, Boyd Goodson, Silvia Secchi, Andrew Pardieck, Prema Narayan, Tomas Velasco, Alison Watts, Constantine Hatziadoniu, Cinzia Padovani, Cynthia Sims, Richard McKinnies, Joseph Shapiro, Greg Rose, Amanda Barnard, John Barnard, Johnathan Flowers, Sandy Kim, Greg Rose, Corné Prozesky, Gray Whaley.

**In Springfield:** Shelley Tischkan, Gary Giacomelli.

**Members Absent:** Randolph Burnside, Julie Partridge, Charles Ruffner, Michael Brown, Kenneth Stickers, Natalie Nash, Conrad David, Dick Bradley, Wanli Zhao, Ratna Sinha.

**Proxies:** Gray Whaley for Michael Brown, Robert Hahn for Kenneth Stickers.

**Ex-Officio Members Present:** Brad Colwell, James Allen, Yueh-Ting Lee, Andy Wang.

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

**Proxies:** James Allen for Susan Ford, Wayne Glass and James Garvey.

### **Consideration of minutes**

The minutes of the October meeting will be tabled at the meeting in December.

### **Remarks – Interim Chancellor B. Colwell**

Reported that he has had a number of meetings within the university community and will also join the recruitment team going to community colleges. He also reported about the creation of a new \$500 transfer scholarship per semester for students who at least have a 3.0 GPA. The scholarship is also intended to boost student enrolments from community colleges. SIU also received funds from AT&T, \$25 000 more than the \$50 000 received in the past year. He added that AT&T has mentioned that the amount may increase to about \$200 000 next year.

He stressed that SIU is a Tier1 Research Institution and that he is working hard to ensure that upper administration and the community do not forget SIU's mission.

He also reported that GA funding has been released for the Spring 2016 semester. Students who are not performing should not be re-hired. Funding will go semester by semester because of a lack of funds and the decision is about money and affordability. He also mentioned that there a number of good things happening including accolades won by the College of Business and the School of Law.

**C. Hatziaioniu** commented that in public events it is a good idea to not mention or emphasize the current financial challenges that SIU faces since that could scare the parents. B. Colwell admitted that it is a difficult balancing act since part of the goal is to try and pressure legislators.

**A. Wang** voiced his appreciation for the new scholarship for transfer students especially because the College of Business has a number of transfer students. He asked whether the funds will be for all transfer students or just students transferring from community colleges. B. Colwell responded that the scholarship is limited to the seven most southern community colleges in Southern Illinois. The other scholarship that has been in existence is open to all transfer students.

**J. Barnard** asked whether community colleges in boarder states will be considered. B. Colwell restated the decision about the seven community colleges that have been identified.

**C. Sims** basing her question on an email sent out by the Interim Vice Chancellor, asked about the type of travel that should be limited. B. Colwell responded that travel is not barred but that because of cash flow problems he is asking that faculty should be cautious about finances.

**B. Goodson** asked about what it means when a budget is passed but several months pass before money is released. B. Colwell responded that the State does not automatically release funds because a budget has been passed and has to decide on the bills to pay first. He added that full payment may not be until the next fiscal year.

#### **Remarks – Dr Allen as proxy for Interim Provost Ford**

Reported about the status of the on-going searches for the vacant positions of Dean of Education and Human Services, Dean of the College of Business, Dean of Library Affairs, Director for the Center for International Education, Executive Director for Extended Campus and Enrollment Management, and Retention position in the Provost Office.

Dr Allen went on to report about the status of student applications and admissions based on a year-over-year comparison (the previous year and the current year). He reported that there are 30 000 applications that have been received for undergraduate programs and the university has admitted 61 students higher than the number admitted during the same period last year. For Masters Programs there are 77 applications that have been received and the university has admitted 10 students which translates to one student higher than the number admitted during the same period last year. However, there is a drop in applications for Masters Programs. In 2014 there were 124 applications, which means that this year there are 47 applications less than at the same comparative period in 2014. For Doctoral Programs there are 48 applications that have been received. This represents a drop of six from the 54 applications received in 2014. Of the 48 applications received, the university has admitted two more students than at the same period last year. He encouraged faculty to admit students early.

### **Remarks – Dr Allen as proxy for Interim Vice Chancellor for Research Garvey**

Dr Allen reminded the Graduate Council about Activity Insight, a database where faculty can upload research, instructional and service activities.

He also spoke about discussions regarding concerns about the metrics used by the Illinois Board of Higher Education (IBHE) to define low producing programs. He mentioned that for the last four years, the IBHE has asked that for bachelors programs there should be an enrollment of 25 majors and six graduates per year. At the Masters level there should be 10 students enrolled and five graduates a year, and at the doctoral level there should be an enrollment of five students and one graduate every year. SIU has produced reports, which are available on the IQUEST page: [http://www.iquest.siu.edu/program\\_review/ibhe](http://www.iquest.siu.edu/program_review/ibhe)

However, the IBHE is changing and is asking that programs have 40 undergraduate majors and nine graduates per year. Masters programs stay the same (10 enrolled and five graduating). For doctoral programs, the IBHE is asking for a minimum of 15 enrolled students with at least three graduating per year. Dr Allen explained that the numbers are under review and further explained that details are still being discussed. He mentioned that there is a complication about sorting through the numbers, particularly with Masters programs that are housed within the same unit. Dr Allen will provide more information when the Graduate Council meets in December.

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

Reported on ways in which the graduate school has been dealing with recruitment and enrollment both internally and externally. He mentioned that in its October meeting, the graduate enrollment task force agreed to produce a report that will outline recommended suggestions for graduate recruitment and enrollment. The report may be completed by the end of the fall semester or early in spring and will be shared with the Graduate Council and Deans of Colleges. Dr Lee also reported about his visit to the Eastern Illinois University where he helped to reach about 40 undergraduate students who expressed an interest in considering SIU graduate programs. He also reported that the Graduate School together with the Undergraduate Research Office and Career Success have organized a symposium on Pathways to Graduate Schools and Career success to be held on November 17.

Dr Lee also spoke about graduate assistantship contracts. He told the Graduate Council that the contract office is processing contracts, which have been slightly modified to include job descriptions. He stressed that Supervisors of graduate assistants should complete the section of job description and duties in the new revised form.

He also reported that Dr Kanchan Mondal completed the self-study of Professional Science Master program (PSM). The PSM program will go through the IBHE review process this year or early next year.

De Lee also mentioned that the Graduate School's operating paper was voted on by graduate faculty members in 2011 but was not officially approved by the Board of Trustees. It is only now that all the necessary documents have been sent to the Provost Office who will seek the approval of the Chancellor and the Board of Trustees.

Finally, Dr Lee mentioned a plan to produce a new publication called *Graduate Saluki Stories*. The publication will contain stories and information from current graduate students and graduate alumni who have received outstanding awards or accomplishments. He noted that the publication will be a good way to stay connected with current graduate students and to reconnect with graduate alumni. The publication will also be used as a tool to recruit prospective graduate students. Dr Lee asked the members of the Graduate Council to encourage graduate students to send their stories to the Graduate School.

**S. Secchi** asked for clarification on whether it is the Environmental Resources Policy (ERP) or Geography that was under review. She mentioned that ERP was reviewed in 2011 and is not currently under review and that Charles Ruffner is an internal reviewer at Geography. Dr Lee admitted and corrected the error that Geography is under review and not ERP.

**M. Eichholz, S. Secchi, B. Goodson and C. Hatziaioniu** asked for an explanation regarding the instruction that Professors should list duties in GA contracts, the rationale for the list of duties, and whether the rules also apply to RAs and to external grants. Interim Chancellor Colwell explained that the aim is not punitive but to protect GAs from being asked to do additional duties. He also clarified that the duties in contracts do not have to be detailed.

**A. Barnard** commented that she appreciates the idea of having a contract that stipulates the expectations.

**J. Barnard** asked whether the idea for duties on contracts also applies to fellowships. Interim Chancellor Colwell explained that as part of the memo that went out that was not required.

**S. Secchi** commented about the five duties that supervisors have been asked to list on GA contracts. Y Lee explained the goal is to ensure that GAs do what they are supposed to do. Following a brief discussion about the number of duties, Interim Chancellor Colwell and Y Lee undertook to correct the form.

#### **Remarks – Graduate Council Chair Eichholz**

He reported that the Graduate Council will be joining with the Faculty Senate in the program evaluation committee but that the Faculty senate still has to identify more members to be included in the committee. He also mentioned an idea to separate short term goals from long term goals given the time limitations set in the memo. He added that he and the Faculty Senate President, Dr Imre will meet with Provost Ford and Interim Chancellor Colwell to work out the details.

- Second reading of the Graduate Resolution on the Importance of Research and Creative Activities at SIUC for the second. Dr Eichholz read the resolution and invited discussion.

**S. Secchi** advised that the word 'institute' be replaced with 'institution' since SIUC is a research institution.

**Y. Lee** suggested that the words "research active institution" be included in the resolution.

**C. Hatziadoniu** commented that the current standard classification of the institution should not be changed.

**M. Eichholz** called for a vote to approve the resolution with the uniform use of the word 'institution' rather than 'institute'. 22 in favor; 0 opposed; 1 abstention.  
**Resolution passed.**

**A. Barnard** asked about the total number of people who will be in the program evaluation committee. G. Whaley responded that the Faculty Senate has identified 12 people. M. Eichholz added that there will be 26 members in total but the details have not been finalized but that it is up to the Graduate Council and Faculty Senate to decide.

#### **Remarks – Faculty Senate Professor Whaley**

He reported that in their last meeting the Faculty Senate had two resolutions reflecting their reading of the charge that came from Provost Ford about program evaluation. In the first resolution, the Faculty Senate called for the involvement of the Chancellor and the Provost. The resolution also called for a task force report to include a criteria matrix or weighting of certain criteria and a trial analysis of one or two academic programs rather than a full review. The second resolution related to forming a task force. He added that the Faculty Senate has filled most of the college 10 spots and also reached out to Deans of the Colleges of Engineering, Business and the School of Medicine. He also mentioned issues that need to be resolved especially as they relate to the differences in the membership, mandate and authority of the Graduate Council and Faculty Senate.

#### **Remarks – Deans Council, Dr Wang**

Dr Wang reported that the Deans Council discussed four issues in their October meeting. The first relates to training for students and faculty. The second issue concerns alumni student mentorship. The Deans listened to presentations about how SIUC can set up alumni mentorships and career services. Dr Wang also explained that the presenters showed a survey of five universities where alumni mentorship is being done successfully. The third issue relates to the budget and was a reminder to Deans to use money conservatively. All Deans were asked to provide spreadsheets of all the hiring plans including the number of GAs each college has. The fourth issue discussed was data sharing. The new Director of

Institutional Research presented an approach he is going to use based on a new database that allows for freeze moments in data collection to prevent inconsistent data. The database will also enhance data sharing about admissions, retention, student population and recruitment programs.

**S. Secchi** raised concerns about the Title IX training particularly the time it takes to get through the training, which does not consider the knowledge level of the people. She also raised concerns about the amount of money the university is spending considering that that the training is offered through a vendor.

**J. Flowers** also commented about the number of training programs that GAs have to do and the manner some of the training programs are offered.

**J. Allen** admitted that the VAWA training can be a time-consuming and costly imposition. However, he added that the trainings are a legal requirement and the videos can be broken down and do not need to be watched at once. He added that people have until January 2016 to complete the training. Dr Allen undertook to do background work on the issue of training and report back to the Graduate Council.

#### **Remarks – GPSC, A Barnard**

Ms Barnard reported that GPSC held a joint town hall meeting with the undergraduate student council in which they hosted three Senators. The Senators answered written questions from the students about how the government budgets and prioritizes higher education funding. The Senators' answers were unsatisfactory but the event was very successful in communicating students' views and feelings about how the lack of a budget is impacting students. GPSC also had a general membership meeting and voted to spend some of its budget to help students who are affected by the \$200 limit on their bursar's accounts. Students cannot register for classes or get transcripts or get their degrees. The limit used to be \$1000. She added that both GPSC and the Undergraduate Students Council had attempted to talk to the administration about the change, which seems arbitrary. To assist graduate students, GPSC has allocated a \$3000 to try and help graduate students reduce their bills to just under \$200 (not loans but funding assistance since GPSC is funded through student fees). The priority will be students who are trying to graduate in December, followed by those graduating in May. GPSC is working on an online application system that students can use to apply for the funds. She also mentioned that GPSC provides funding to aid travel to conferences and to host events. The process to obtain travel funding has changed and it no longer goes through departments. Instead, students have to apply for the funds directly on the forms available on the GPSC website.

**M. Eichholz** asked whether the release of the MAP grant funding did not alleviate some of the funding issues. A. Barnard responded that graduate students are not eligible for MAP funding.

**A. Wang** asked about the number of graduate students affected by the \$200 bursar hold. He added that in the College of Applied Sciences and Arts there are 538 students who cannot register for Spring because of the \$200. A. Barnard responded that the number is about 1 600 graduate students but that she is not aware about the number of undergraduate students affected.

**J. Allen** commented that the \$200 Bursar balance is not arbitrary but reflects a change in SIU's status as a pilot institution. SIUC was an experimental location for the use of Title IV funds from the U.S. Department of Education. This pilot experiment allowed about a dozen institutions across the country to have students incur outstanding debt of up to \$1000, notwithstanding federal regulations that advised against such a practice. He added that the \$200 is a common practice in institutions that receive Title IV grants. The \$200 amount is linked to the cost of showing up even if for one class. He stressed that students have been notified as far back as three semesters ago about the drop from \$1000 to \$200. Students were also encouraged to seek advice from the financial aid office and student advisors.

**B. Goodson** commented that there seems to be a disjuncture between the university level choices and what the federal government dictates in relation to the drop from \$1000 to \$200. He spoke of his understanding that the drop to \$200 was more a local choice than a federal government instruction. Regarding the Title IV funding he also asked whether there is a distinction made between undergraduate and graduate students. J. Allen responded that there is no distinction made between students who are on Title IV financial aid whatever the level. Explaining that the bursar's limit was once set at \$500, he added that within SIU the idea was to not balance the budget on the backs of students during the recession period, something that was possible when SIU was a pilot institution.

**M. Eichholz** asked A. Barnard to raise the issue at the meeting in December when upper administration is present.

**S. Secchi** also asked A. Barnard to report on the number of requests made to GPSC for funding assistance.

#### **Nominations to Committees/Announcements – Council Vice Chair, B. Goodson**

Reported the Graduate Council has successfully filled positions for program review. He mentioned that the Conflict of Interest Committee requires a volunteer and that there are also a number of committees requiring volunteers because of J. McNutt's resignation. S. Secchi volunteered to be in the Conflict of Interest Committee since the committee on which she had volunteered to serve on at the School of Law was cancelled.

#### **Standing Committee Reports**

##### **New Programs Committee Report – Professor Watts**

**First reading:**

Graduate Council Resolution in support of the addition of a Post-Baccalaureate Certificate in College Teaching.

Graduate Council Resolution in support of Renaming the Post-Baccalaureate Certificate in Addiction Studies in the Rehabilitation Institute.

**M. Eichholz** commented that the resolution should reflect the new name to which the program is being changed.

Graduate Council Resolution in support of the addition of the addition of a Masters of Arts in Pharmacology and Neuroscience.

**P. Narayan** wanted to know what the capstone project will be. S. Tischkan explained that the program will be broadly defined and will not include bench based research but literature based.

**B. Goodson** asked about the kinds of jobs students are likely to have following the completion of the program. S. Tischkan responded that based on conversations with other schools that offer a similar degree, after completion students enroll into other professional schools including Medical School. It is also expected that students will go on to do policy related work in government departments in the area of science policy and science regulation.

**A. Barnard** asked if it was not better to have a non-thesis option in the existing MS Program rather than add a new program especially since the university will soon undergo a program review process. S. Tischkan MS degree should have a basis in bench, MA is more appropriate is bench research is not appropriate.

**M. Eichholz** asked for more information about the cost recovery funds mentioned in the resolution. C. Hatziaioniu commented that the degree will be mostly online/cost recovery program.

**S. Secchi** asked whether the program was intended to be a cost recovery program and if yes, whether the resolution should not state that the degree is a cost recovery program such that if the program does not recover costs it can be dropped. G. Giacomelli responded that they expect the program to cover its own cost. He added that the cost will reduce over the years, and that they will review the program paying attention to enrollment and cost factors on an annual basis. He also said that should the program not perform as expected it will be dropped.

**C. Hatziaioniu** asked if the Medical School is asking for new money and if the school is not, then, the cost recovery issue is a departmental matter.

**M. Eichholz** stated that resolution will be read for second time at the next meeting.

### **Program Review Committee Report, Professor Velasco**

Second Reading of the Graduate Council Resolution Recommending Approval of the Accreditation Review Process described in the Accreditation Review Overview Document

**T. Velasco** read the resolution and explained that the committee had no concerns about the changes recommended by the Graduate Council.

The Graduate Council members voted - 20 in favor, 1 abstention, 0, opposed.  
**Resolution passed.**

### **Research Committee Report, Professor Narayan**

Professor Narayan reported that the Research Committee met and in its discussions decided not to revisit the issue of restitution on grants.

**M. Eichholz** following questions from the Graduate Council members about the Post-Doc policy, fringe benefits and salary, explained that the Council must rescind the existing resolution and change the wording such that it reflects a variable salary rate and a lower rate of 37.5% for fringe benefits.

**P. Narayan** added that in relation to the fringe benefit rates, the difference between the 54.7% and the 37.5% would be absorbed by the Office of the Vice Chancellor for Research.

### **Education Policies Committee Report, Professor Shapiro**

Met last week to discuss an old request from Fire and Safety about the possibility of change so that students in MA programs can receive transfer credit for coursework and training done in non-accredited institutions. The committee will draft a resolution for the next meeting of the Graduate Council.

### **Old Business**

None

### **New Business**

None

### **Adjournment**

The meeting was adjourned at 10:03