

Minutes of the Graduate Faculty Council
September 18, 2001

Meeting opened at 3:10 PM by president Mary Durfee in the MUB Red Metal Room.

Attending:

John Jaszczak, Physics
Vicky Bergvall, HU/RTC
Jeff Burl, EE & Comp. Eng.
Neil Hutzler, College of Eng.
Paul Nelson, SBE
Sarah Green, Chemistry
Chung-Jui Tsai, SFWP
Mark Gockenbach, Math
Steve Carr, CS
Jim Mihelcic, Civil & Env. Eng.
John Sutherland, MEEM
Julie King, Chem Eng
Casey Huckins, Bio
Tom Courtney, Mat Sci & Eng.
Mary Durfee, Social Sci.
Visitors: Marilyn Urion, Bruce Rafert

Preliminaries:

Mary Durfee called for additions or corrections to the minutes of the August 28 meeting. Hearing no additions or corrections, the minutes were approved.

Mary announced that the Graduate School has allocated a budget of \$1000 to the GFC for its needs.

Graduate Recruiting and Graduation LOI:

John Jaszczak reported that several Letters of Intent for the strategic planning vision fund were submitted regarding graduate student recruiting, graduation, etc. He and Neil Hutzler would like to meet and form a working group to address these issues and prepare the preproposal soon. It was noted that while it appears there will be no vision fund money this year, the graduate school, departments and colleges can/will be investing in the proposal. Bruce Rafert also noted that it is important for us to submit the proposal so we are on track in the next strategic plan updates and budget cycles when there should be vision fund money. (More below related to this topic.)

Senate Proposal 2-02:

Sarah Green passed out copies of Senate Proposal 2-02 regarding Research faculty ranks. Since research faculty are involved in research and graduate student advising the council asked Mary Durfee to seek additional information from the Senate president and ask that possible Graduate Faculty Council input be considered.

Introductions:

GFC members quickly introduced themselves for the benefit of those new to the committee.

Graduate Dean (comments and charge):

Bruce Rafert, Dean of the Graduate School welcomed the GFC, thanked

past GFC officers and also thanked Marily Urion for their work last year.

Schedule:

Tuesdays from 3-5PM is being designated Graduate Education business time. Department heads are encouraged to keep this time open as possible to allow for graduate faculty and GFC members to focus on graduate education business and attend GFC meetings and working groups. The Blue Room has been reserved every Tuesday during these times for GFC use if needed. The first Tuesday of each month is reserved for a regular GFC meeting time. Please mark your calendars. For all other Tuesdays, the working groups are encouraged to meet at the reserved times. The Graduate School, in particular the Graduate Dean, will be having "open house" on all Tuesdays from 2-4 PM. Everyone is welcome to make appointments at other times as needed, but this time is reserved for the campus community to have open access to the dean for discussing graduate education issues.

Role of the GFC:

The Dean envisions an increasingly active role for the GFC in addition to its continuing role as an advisory group to the Dean. Bruce asked for the GFC to consider forming 3 committees (working groups):

1. Recruiting and Graduation (including quality and retention)
2. Recognition and Rewards
3. Renumeration and Benefits

All GFC members are asked to seriously consider joining one of these working groups.

Issues on the Horizon:

Bruce briefly mentioned some issues that will be on the horizon this year. Comments and help are sought and welcome:

- Carnegie counting and classification/other reviews
- Graduate tuition
- Business model to support Assistant Dean position
- Distance Learning
- Graduate School and Research web design

Bruce also announced that he is Interim Dean of Distance Learning.

RECRITING AND GRADUATION WORKING GROUP:

Bruce emphasised that this is the #1 priority of his attention this year. Some of the many issues to consider include continual emphasis on quality and scholarship; visa granting/denial status and implications; unfilled GTA and GRA positions.

This working group is already mobilizing with Neil Hutzler and John Jaszczak organizing the LOI Vision Fund proposal.

Bruce mentioned some incentive ideas:

- * \$500 match to bring MS and PhD applicants to campus.
GOAL: 150 new PhD students and 150 new MS students in fall 2002.
- * Approximately \$2k per department available to produce special recruiting materials. Ideas/materials to be shared with other departments so best practices can be shared.
- * Pool of money for "non-special" recruiting materials

* Means of rewarding positive outcomes; example: reward for producing an MS or PhD student- reward to be some form of positive feedback to the recruiting & graduation committee or process.

Graduate (and Research) Advisory Board:

Bruce is thinking about forming an advisory board for the Graduate School which would be composed of mostly external members, but some internal and alumni. He will seek GFC input on membership when the time comes. Under strong consideration is the possibility of having a combined advisory board for both research and the grad school. Mary Durfee suggested that some cross membership with other relevant advisory boards would help with communication among the boards.

HANDOUTS:

Bruce made available several handouts:

1. Proposed academic integrity policy. GFC to take special note on page 7.
2. Memo from GFC to Sung Lee from 2/9/2000 with many relevant recommendations. GFC is asked to review these and discuss which are still relevant, which have been implemented, etc.
3. List of Graduate Program Information by department.
4. List of graduate admission information by department.

Meeting Adjourned at 4:10 with a party following to thank Marilyn Urion for her service and leadership in the Graduate School for the past year. Thank you Marilyn.

UPCOMING MEETINGS:

Sept. 19 4:30 PM Dow 712 - Recruiting and Graduation WG
Sept. 25 4:00 PM Blue Room - Recruiting and Graduation WG
Oct. 2 4:00 PM Blue Room - General GFC meeting

Submitted by John A. Jaszczak, GFC Secretary