

GRADUATE ADMINISTRATORS' COUNCIL MEETING
Thursday, December 12, 2019
Monarch Hall Room 2100

Attendees Robert Wojtowicz, Bryan Porter, Laura Ulmer, Gail Dickinson, David Swain, Holly Gaff, Tisha Paredes, Dorthey Lockaby, Richardean Benjamin, Craig Bayse, David Chapman, Wie Yusuf, Chunsheng Xin, Robert Bruno, Karen Eck, Humberto Portellez, Paul Currant, Jane Dane, Randy Gainey, Bill Heffelfinger, Khan Iftekharuddin, David Cook, Genny Conwell, and Courtney Nishnick.

Welcome

Robert Wojtowicz greeted council members.

Approval of minutes

Minutes from the Thursday, November 14, 2019 meeting were approved.

Announcements

Spring 2020 GTAI Institute. Deadline for registering students was Monday, December 2, 2019.

Catalog. Deadline for submitting course changes were due by Monday, December 2, 2019.

Course changes were due be Monday, December 9, 2019.

Advanced Degree Luncheon. The Advanced Degree Luncheon was Thursday, December 12, 2019 at 11:30 am in the Big Blue Room at the Ted Constant Convocation Center.

OSCAI

Laura Ulmer from the Office of Student Conduct & Academic Integrity spoke about classroom disruption and academic integrity referrals. When OSCAI receives a referral for classroom disruption, the student is invited to a mandatory meeting that does not go on their record. This almost always works to correct the behavior. However, if students still fail to comply with expectations, it is handled formally with the possibility of the student being reassigned to independent study. OSCAI works with the Office of Finance because this can impact billing. Instances such as alcohol or substance use in the classroom or threatening others are also handled by OSCAI. A formal investigation is executed. Hearings and meetings with students are scheduled around class time, but if a student is late due to a hearing or meeting with OSCAI they will be given a note to give to the instructor.

Cheating on exams and plagiarism are the top two academic integrity violations. Facilitation and fabrication are also common violations. It was discussed that if a student attempts to cite something, but did it poorly, one should educate the student with consideration of different writing formats (APA, MLA, Chicago, etc.). It is rare academic integrity ends in suspension because OSCAI takes an educational approach, aiming to teach students what they did wrong. It is still important to document the incident with OSCAI even if something is handled informally with the instructor. Students cannot be dismissed from a program unless the violation went through OSCAI. It should be noted programs still need to file a G8 in case a student tries to come back after a dismissal.

Thesis – Dissertation Processing

In spring 2020, Laura Vann in the Office of the University Registrar will be retiring. She has been doing final reviews of theses and dissertations before approving them to be uploaded to ProQuest. It was decided this second check is not necessary because colleges already do a final review, and there are typically little to no errors to send back to the student to edit. Colleges are going to be given permission on ProQuest to approve theses and dissertations for their own students. There will be further discussion moving forward, as Laura Vann has training materials on how the ETD process works.

Forms & Policies

Faculty Graduate Certification – Faculty Handbook Edits. Language was inserted about full- and part-time faculty. Additional information was also added about consequences for failing to maintain required levels of productivity and proper documentation procedures for exceptions and terminations (section D). Minor changes to the policy were approved; however, section D would be left unchanged to be revised by the Forms & Policies Committee.

Graduate Program Director – Faculty Handbook Edits. A new section was added on thesis and dissertation coordination. The section added was made consistent with the catalog. It was noted a line should be added to indicate the chair supersedes the GPD. Also, language should be included about consulting with the student for appointing faculty to the committee. Holly Gaff will return in January with language.

Thesis and Dissertation Committee Catalog Edits revisited. Minor track changes were discussed and moved to approve. Everyone agreed that fourth members do not need to be graduate certified.

Certification for Thesis/Dissertation external members (general process). Colleges discussed their processes for graduate certifying external members for thesis and dissertation committees. Typically, an informal review of the CV is done by the graduate committee. Some colleges accept graduate certification from other universities.

CGS Conference

Robert Wojtowicz recounted how the conference's plenary speaker, novelist Anne Padgett emphasized the importance of graduate school as a place where ideas are valued and shared. He also spoke about how programs are beginning to target working professionals. Bryan Porter discussed the student mental health ideas from other universities and issues of mentor bullying. It was noted that when policies do not exist or are not followed universities tend to lose. Bill Heffelfinger spoke about admissions and enrollment. When the GRE was dropped at other universities, applications and GPAs went up. He also spoke about online program managers being used to help programs grow by getting applications approved quickly.

Other Topics

Robert Wojtowicz announced spring graduate headcount is down 9%. However, applications and admittance are up. He also announced his new title change to Vice Provost & Dean of the Graduate School.

Meeting adjourned.