

MINUTES OF THE GRADUATE COUNCIL MEETING

August 26, 2014

105 Houchens

Convene – The meeting convened at 3:00 PM – Dr. Beth Boehm, Dean of SIGS, presided.

Ex-Officio present: Paul DeMarco, Associate Dean of SIGS

Members Present: Allen Ashman, Sherri Brown, Barbara Clark, Cynthia Corbitt, Doug Darling, David Dubofsky, Haribabu Bodduluri, Charles Hubscher, Mary Hums, Eric Rouchka, Sandra Smith, and Jasie Stokes.

Members Absent: Ray Austin, Gail Depuy, James Grubola, Theresa Hayden, George Higgins, Kyung Kang, Luke Milligan, Susan Olson Allen, Bridgette Pregliasco, Bibhuti Sar, Natalie Stipanovic, Krista Wallace-Boaz, Janet Woodruff-Borden, and Pam Yankeelov

Guests: Latonia Craig, Associate Director of Graduate Admissions and Diversity Recruitment; Cara McHugh, Coordinator of Graduate Student Services

1. **Convene** – Dr. Beth Boehm opened the meeting at 3:00 PM. in Room 105 Houchens.

2. **Approval of minutes of June 24, 2014 Meeting**

Dr. Boehm asked for approval of the council meeting minutes from June 24, 2014. MOTION to approve with no changes by Mary Hums; seconded by Doug Darling. APPROVED.

3. **ACTION ITEM:**

- **Elect Academic Program Review Committee Member- Dr. Beth Boehm**

Dr. Boehm brought to the council that both Janet Woodruff-Borden and Barbara Clark will serve on this committee. No action needed.

- **Approval of Virginia “Jenny” Madden Award- Dr. Beth Boehm**

Dr. Boehm brought this to the council to honor a retired SIGS employee, Jenny Madden. The award, like the Alice Barnes award, will honor a Master’s student at the commencement ceremonies. Since Jenny served as the Staff Senate Chair, the award will be for any Master’s student who has shown extraordinary leadership and service in either the university or in the community. The student who is awarded will receive both a certificate and a monetary award. Dr. Boehm opened this item up for discussion. Barbara Clark and Doug Darling agreed that it was a great idea. MOTION to approve by Barbara Clark; seconded by Mary Hums. APPROVED.

4. **Discussion Items:**

Revised Tuition Remission Policy

The Vice President for Finance established the Graduate Assistantship Tuition Remission policy. When SIGS was able to negotiate the out-of-state waiver, we realized that SIGS was in violation of the policy by paying full tuition for grant holders. Number 8 of the policy reads: “Tuition remission for graduate students supported by grants should typically be treated as a direct charge. Principle Investigators (PIs) who wish to receive a waiver of the out of state portion of tuition for a graduate student supported by grants must submit the name of the student to SIGS, along with the grant that is providing the stipend and the insurance. All PIs

should include in-state tuition as part of the grant whenever possible and should spend those funds to cover in-state tuition. In other words, in-state tuition should be a direct charge: (<http://louisville.edu/finance/budget/policies/tuiremgrdasst>). SIGS has changed the website to reflect this policy item. SIGS will do the best they can to pay tuition for those specific grants that do not include tuition monies in their grant, but all other grants should provide tuition. If there is a grant that has money that can be used for tuition purposes, the grant will have to pay the resident tuition, and SIGS will not cover it, according to the policy set by the Vice President of Finance. Doug Darling expressed the concern of this new policy inhibiting professors to list students on grants, especially Master's students. Dr. Boehm replied that a lot of grants that include training of students, the specific students do not have to be named in the proposal. There are threats that the funding agencies are going to do away tuition monies for PIs, but until that occurs, we need to make sure that tuition funding on grants is used to provide revenue to the institution.

GEM GRAD Lab- Dr. Paul DeMarco

The University of Louisville is a member of the GEM Consortium whose goal is to increase underrepresented minority students in the STEM fields. There are GRAD Labs every fall for members of the Consortium. SIGS is hosting the GRAD Lab on September 19th and 20th. SIGS is co-hosting with University of Kentucky, University of Cincinnati, and the University of Tennessee, Knoxville. Lexmark is a corporate sponsor. UK hosted the grad lab last year and this year they are going to bring students. Friday afternoon we are going to do lab tours, and then a dinner with a key note speaker (Dr. Delaina Amos) and then a poster session. Saturday will be a recruiting event and there will be workshops on how to apply to graduate school and how to fund graduate school, along with a graduate student panel. UofL is looking for a strong corporate sponsor like UK and Lexmark. The corporate sponsor pays \$20,000 towards graduate student costs. We are trying to reach out to GE, Ford, Humana, and UPS to partner with. SIGS asked departments to notify students about this opportunity and to let Dr. DeMarco know if any students want to present their research at the poster session. Sherri Brown asked if education in the STEM fields was included and Dr. DeMarco replied that that program is not a specific target at this time but that GEM was looking to expand and so he would share that idea with them. One of the main advantages of being a member with GEM is access to the database of about 1200 students who are underrepresented minority students interested in graduate study. With the access, we can reach out to students and try to recruit them for specific programs. All programs should be taking more advantage of this to recruit students. If they are recruited from GEM, the department funds the stipend and SIGS pays for the tuition. Programs can set up a table at the resource fair on Saturday if they are interested. They can also give lab tours. Students have to register on the GEM website and participation in the event is free.

Introduce Latonia and Cara; Projects: Minority retention group and Alumni Tracking – Dr. Beth Boehm

SIGS has hired two new employees, Cara McHugh who will be taking over Jenny Madden's old position and Latonia Craig, who has the re-vamped Christian Gamm job. Cara will be in charge of creating an alumni tracking system and the commencement ceremonies, along with student awards. Latonia will be in charge of recruiting and retaining underrepresented groups. She will have a cohort of SREB and Minority scholar students.

SIGS has new website- Dr. Paul DeMarco

SIGS has a new website. Please go through it and give feedback. It has an easier layout to navigate and is more user-friendly.

Feedback for SIGS Growth- Dr. Beth Boehm

- Dr. Boehm opened the floor up to council members to offer ideas on how SIGS should move forward. Mary Hums offered the idea of adding more graduate assistantships to programs. Dr. Boehm said that there has been no new money for stipends but she has asked for more GTA's that SIGS will hold centrally and loan to different programs to drive programs and encourage ones that are successful. Dr. Boehm has been in conversation with the Provost. She also encourages departments to be first in line for the fellowships to ensure a better chance of receiving them.
- Charles Hubscher said that in their 10-year programmatic review, their department fell short in two areas and one of those was alumni tracking and sending a survey out to all employers who have recently hired UofL graduates. Dr. Boehm has been in conversation with Bob Goldstein about this. The issue is finding current information on graduates and with Cara McHugh's new position; hopefully we can do a better job of tracking and keeping in touch with graduates.
- Haribabu Bodduluri offered the idea of raising the stipend salary to be more competitive. The data from research done in SIGS two years ago suggests that UofL is competitive in most disciplines. SIGS worked with SoM to raise IPIBs stipends, but did so by lowering the number offered. Cynthia Corbitt asked how competitive the Dissertation Completion awards were. Dr. Boehm responded that SIGS gave 18 or 20 last year so to have your nominations in by October 1, 2014; she said that there were 25 or so nominations for 6 fall awards. Dr. Boehm is also working on an initiative where the university can buy out students who teach where a PTL or other graduate student would teach a class funded by SIGS in order that the GTA could focus on completing the dissertation

5. Report from Graduate Student Council (GSC)– Jasie Stokes

GSC has added the new position of External Vice President that will communicate with SGA and other external units. There is a Graduate Student Council picnic on Sunday, August 31st from 1-5 in the Cherokee Park. All faculty and mentors are invited. The Research Symposium went very well last spring and so they are going to hold two this year. The first one will be November 14th. There is also a research award that graduate students can apply for and the deadline is October 15th with a \$300 maximum amount for the award. There are also travel award monies available to students.

6. Old Business – none

7. New Business – none

8. Adjournment – 4:10 P.M.

Respectfully submitted 8/28/14
Cara McHugh, Recording Secretary

Reviewed

Approved Graduate Council Meeting _____