

MINUTES OF THE GRADUATE COUNCIL MEETING  
August 27, 2019  
105 Houchens

**Convene** – The meeting convened at 3:05 PM – Dr. Barbara Clark, acting associate dean. Quick introductions around the table, since we have some new faculty on the council. Dr. Paul DeMarco, acting dean of the Graduate School and acting vice provost for academic affairs, was running a little bit late from another meeting but joined us later.

**Ex-Officio:** Dr. Barbara Clark, Acting Associate Dean

**Members Present:** Cara Cashon, Geoffrey Clark, Brittney Corniel, Christopher Davis, Lindsay Della, Sarah Drerup, Bobby Garrett, Mary Hums, Karen Kopelson, Michele Kosiewicz, Alexa Melvin, Matthew Nelson, Patrick Pössel, Ishwanzya Rivers, Dale Schuschke, Gerold Willing, and.

**Members Absent:** Gina Bertocci, Stephanie Boone, Becky Christian, Bakeerathan Gunarathnam, Dan Popa, Mark Running, Bibhuti Sar, David Scott, JoAnne Sweeny, and Elaine Wise.

**Guests:** none

**1. Approval of minutes of April 30, 2019**

Dr. Clark asked for review and approval of the council minutes from April 30, 2019. **MOTION** to approve by Mary Hums; Second by Gerold Willing. **APPROVED.**

**Action Items:**

**1. Finalize subcommittee membership**

Dr. Clark recapped the various subcommittees and openings, and asked for members to serve if they were not already on a committee. Dr. Clark asked members to send her an email to let her know where they would like to serve.

**Discussion Items:** Dr. Clark

1. **Scholarship and Awards committee** developed a rubric for ranking nominees for the commencement awards (this item was turned over to Dale Schuschke who is on the committee). It was recommended that requirements need to be more transparent across units.
2. **Holistic admissions**, new questions on application [right now there is no school-wide requirement for GRE for admissions into a program, but there is a requirement for it for fellowship nomination. How do we reconcile that?] -- (Dr. DeMarco joined the council meeting)
  - a. GRE is now required for fellowship nominations (a comment was that it can decrease the diversity in the pool of applicants because it serves as a barrier for students as well, something to consider when deciding whether to keep it or not)
  - b. When were instructions for letter of recommendation modified (Cara Cashon)? Can questions be added to gather more information needed or more specific things?
  - c. Slate is replacing CollegeNET.

- d. There are better indicators of success than the GRE; need to provide students with what you're looking for (re: personal statements, etc.); not just to eliminate GRE but replace with another assessment tool. Resilience? Graduate School has borrowed questions from the University of Virginia that are now on our application.
3. **Subcommittees to meet in September to:**
- a. Develop an evidence-based policy for the GRE requirement for University Fellowships (Academic Affairs committee)
  - b. Develop guidelines for the GA workload waiver (Student Welfare Committee)
  - c. Develop guidelines for GTA responsibilities and proper use of 20-hour Workload waiver for x-pay (Academic Affairs).
    - i. Some students have over 20-hour obligation (due to teaching opportunity, special research project, etc.) and possible x-pay (IRS regulations might apply; benefits, etc.)
    - ii. Need to be more specific on identification of the project/reason (per semester, what work is being done, professional development)
    - iii. Language in waiver needs to be clarified.
    - iv. Need guidelines/general policy on what's appropriate for students working at the university on scholarship on a 20-hour work week. If units already have policies in place, we'd appreciate having a copy so the committee has a starting point. Graduate School will send note to DGSers asking about existing policies.

*\* Update: The Student Welfare Committee will review and revise the guidelines for the GA workload waiver, and the GTA responsibilities and proper use of 20-hour Workload waiver for x-pay. This should help streamline the process*

#### **Announcements:**

- 1. New Director of Graduate Recruitment and Diversity Retention – Tamekka Cornelius. Tamekka replaced Latonia Craig in April, who left to take a position at Purdue.
- 2. New Graduate Research Analyst – Chandler Hora. Chandler will be co-reporting to Institutional Research and the Graduate School. We are going to use this person to develop metrics for program productivity, student scholarship funding and other utilities that might be useful for graduate programs (Cards Analytics); can look back at past data. Chandler will be creating dash-boards for real-time data, and diversity.
- 3. Undergraduates taking graduate courses – new policy
  - a. Must be at least in junior year in order to take graduate course (limited to 9 hours)
  - b. GPA of 3.0 minimum
  - c. Need to double-check policy that is shown in graduate catalog to reflect these changes

*\* Update: The policy on the website for undergraduates taking graduate courses is the current policy with proper language.*

<https://catalog.louisville.edu/graduate/general-policies-procedures-requirements/policies-governing-graduate-courses/>

- 4. Mentoring Academy Update – Dr. Clark

- a. We just finished a Summer pilot
  - b. Seven (7) faculty across units involved
  - c. Going through the data now
  - d. Self-reporting by students showed gaining skills, better understanding with mentor
  - e. Plans to continue with academy
5. Minimum guidelines deadline set for end of Fall 2019 term
    - a. Sent out to associate deans to revise—need asap
  6. Improving communication about graduate education
    - a. Graduate School will provide updated minutes and electronic uploads and handouts on a more regular basis

**Update from Graduate Student Council – Alexa Melvin, President**

Alexa gave an update on some GSC events:

- August 28, 6 p.m. first GSC meeting, Shumaker Bldg., Room 139
- Welcome breakfast, September 4, 9:30-10:30 a.m., Shumaker Bldg., Room 139
- Travel awards – still available
- Research grants Sept 4-18 \$500 help w/research

Old Business – none

New Business –

1. Brittany Corniel had a question about Grad School paying for on-line courses (as of now, Grad School does not pay for on-line courses due to the revenue retained)
2. Karen Kopelson asked about international GTA's; IESL.
3. Send ideas where we have deficits???
4. Dr. DeMarco commented that there is still an international center. We want to continue with conversation and language for international students (this is something that the Provost is aware of)

Adjourned at 3:50 p.m.

*Respectfully submitted 8/28/19*

*Jan Link, Recording Secretary*

*Approved Graduate Council Meeting:* \_\_\_\_\_