



## Minutes of the Graduate Board

*Wednesday, November 17, 2010*

3B Conwell Hall, Main Campus

2:30 – 4:30 p.m.

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### **Members Present:**

William Aaronson, Jasim Albandar, Daniel J. Canney, Jay Fagan, Petra Goedde, Michael Hagen, Marcia Hall, Kathryn Hirsh-Pasek, Richard H. Immerman, Roberta Newton, Vallorie Peridier, Peter Riseborough, Wes Roehl, Michael Ryan, Justin Yuan Shi, David Watt

### **Ex-Officio Member:**

Kenneth J. Blank, Senior Vice Provost for Research and Graduate Education  
Zebulon Kendrick, Associate Dean, Graduate School

### **Graduate School Staff:**

Cheryl Jackson, Assistant to the Dean  
Kathryn Petrich-LaFevre, Director of Graduate Information  
Michael Toner, Associate Director for Graduate Enrollment and Data Management

### **Approval of the Minutes:**

A vote on approval of the minutes for the April 28, 2010 meeting of the Graduate Faculty could not be held as no member of the Graduate Board present at the Graduate Board meeting attended the entire meeting of the Graduate Faculty.

Richard Immerman motioned to approve the minutes of September 22, 2010. Kathryn Hirsh-Pasek seconded the motion. The motion to approve the minutes passed unanimously.

### **Business:**

The Associate Dean opened the meeting by reporting on the Council of Deans meeting held earlier in the day. Two chief topics had been discussed: the level of funding for fellowships, and the fact that doctoral students are not provided with a minimum level of funding during the years of departmental support. With regard to the former, he noted that stipends will increase beginning in Fall 2011. With regard to the latter, he stated that tuition and stipends will be maintained at the fellowship level by departments, including paying tuition in the summer if summer coursework is required, beginning with the 2013-2014 academic year. He reported that the deans of the schools and colleges support this.

The Associate Dean briefly addressed an agenda item suggested by Board member Michael Ryan in an email: “Should the university continue to allocate fellowships on a competitive basis, or should each department be allocated a fixed number of fellowships each year – say one or two?” Dr. Kendrick pointed out that this should be addressed in committee, explaining that the large number of doctoral programs and the limited number of fellowships would result in programs getting a fellowship once every three or four years.

Discussion turned next to the hiring of graduate students as adjuncts and student workers. Seven graduate students were hired in Fall 2010 as adjuncts, a position that does not provide tuition or health insurance as a teaching assistantship does. In addition, graduate students in two schools/colleges were hired as student workers. The Associate Dean noted that extreme caution must be used when hiring graduate students because if the job entails “quasi teaching or research assistance,” funding then needs to be consistent with that of an assistantship, graduate externship, or academic internship. One Board member suggested alerting business managers to this concern since they typically hire student workers and should ensure that the graduate student is not acting in the capacity of a teaching or research assistant. Another Board member questioned whether the graduate student earning the lower wage of a student worker isn’t better off than not being hired at all and earning nothing. It was noted that the hourly wage of \$15 is written into grants for student workers, while a TA or RA earns \$19 to \$23 per hour.

The question of verification of an awarded degree was the next topic. The Associate Dean asked if departments require incoming students to provide their final transcript, which shows degree completion, when a student enrolls. Noting that a majority of schools in the Council of Graduate Schools does, he recommended having the Policy Committee address this issue.

The Senior Vice Provost for Research and Graduate Education turned the discussion to the review process for research proposals. He advised that several new policies have been instituted. Previously, the National Institutes of Health allowed two days after a deadline for corrections to be made. This has now stopped – and any grant that is corrected is no longer counted. Thus, Temple will now require that the budget and SPAF are due in the Research Office five days prior to a deadline, while the narrative is due two days before the due date. If required, only deans can ask for an extension. Concern was raised that the deans need to be alerted to moving SPAFs through the system as they have taken up to two weeks to move the paperwork through in the past, which far exceeds the new required timeline of two days. Collaboration with other institutions was also raised as an issue since those are often on a different timeline. Dr. Blank advised that the Research Office will communicate with subcontracting institutions and stated that they be provided with the information that needs to be pursued ten days in advance of a deadline.

Problems with Banner constituted the next agenda item. It was noted that admission letters are now being done manually since that system does not interface with Banner. In addition, Workflow is to be disabled and appointment letters generated in a new way. The Associate Director for Graduate Enrollment and Data Management addressed several other issues:

- Test scores do not upload. A patch from ETS worked briefly when they changed the score format, but recent attempts at upload failed.
- Mismatched records have been discovered. Applicants with similar names to others in the system have had their information incorrectly attached to the existing person’s record.
- Electronic submission of documents is not possible. With ApplyYourself, applicants could identify referees, who were sent an email to which they could respond with a letter of recommendation. Confusion has resulted in the wake of this change. In response, the Graduate School has looked into using Interfolio, which collects an applicant’s supporting materials in an electronic credentials vault and then forwards the materials to the applicant’s selected institutions at a modest fee to the student. It is anticipated that Interfolio can be eventually integrated into Banner. Interfolio is under review at no cost to Temple.
- Data reports can now be pulled. For some period of time, this action was problematic.

- The Graduate School continues to field questions from those in the schools and colleges working with the student application system. While training was provided, oddities have arisen in the system and instruction refreshers have been needed.

In old business, it was announced that \$147,000 was awarded in dissertation and project completion grants. The total award amount increased because fellowships now have a September start date. Further, data is being kept to determine how many awardees finish on time.

In new business, Kathy Hirsh-Pasek talked about a play day held in Central Park recently. The Ultimate Block Party was sponsored by the National Science Foundation and the American Psychological Association. It was attended by 70,000 parents and children.

**Adjournment:**

The meeting adjourned @ 3:40 p.m.

The next Graduate Board meeting will be held on Main Campus, 3B Conwell Hall, on Thursday, January 27, 2011, @ 2:30 p.m. Note that this date constitutes a change from the originally scheduled date of January 20.