



## Minutes of the Graduate Board

*Wednesday, November 16, 2011*

3B Conwell Hall, Main Campus

2:30 – 4:30 p.m.

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### **Members Present:**

Jasim Albandar, Daniel Funk, Petra Goedde, Marcia Hall, Richard H. Immerman, James Korsh, Mary Myers, Swati Nagar, Vallorie Peridier, Peter S. Riseborough, Justin Yuan Shi, Paul Swann, David Watt

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

Zebulon Kendrick, Vice Provost, Graduate School

### **Graduate School Staff:**

Cheryl Jackson, Administrative Coordinator

Kathryn Petrich-LaFevre, Director of Graduate Information

Michael Toner, Associate Director for Graduate Enrollment and Data Management

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

Jasim Albandar motioned to approve the minutes of October 19, 2011. Peter S. Riseborough seconded the motion. The motion to approve the minutes was unanimously passed.

### **Business:**

The Vice Provost opened the meeting with a presentation of information provided to the Deans earlier in the day. A number of topics were briefly covered:

- In an effort to accelerate the review of international applications, codes will be added to the admissions decision spreadsheet forwarded by the departments to the Graduate School. These codes will include:
  - U = U.S. degree; no other credentials required
  - I = Evaluated and certified by the Graduate School
  - N = Evaluated but not certified as no official documents presented
  - W = Evaluated by outside agency such as WES
  - E = Not evaluated; evaluation of official documents needed upon enrollment
- Applicants are to receive automated emails every two weeks with updates on what is missing from their application.
- A significant amount (29%) of the tuition scholarship budget, which has seen no increase in years, is being spent on 14 Fulbright and LASPAU Scholars. Therefore, many domestic students must be denied tuition remission. This matter is slated for further discussion at the December 7, 2011 meeting of the Council of Deans.
- IRB submissions continue to increase, with more than 700 protocols submitted in the 2010-2011 academic year. The committee is recruiting new members. It was warned that without sufficient membership attending, the lack of a quorum could result in delays for studies.
- Announcement was made of the Doctoral Dissertation and Terminal Master's Project Completion Grant awards. For Spring 2012, twelve doctoral awards and seven master's awards were offered.

- Customer service issues continue to be problematic. The Graduate School finds a lack of response by departments to student and prospective student inquiries.
- Descriptions of graduate programs consisting of 3- to 5-minute PowerPoint presentations with voiceover will be created and posted to the Graduate School webpage. Some 210 McNair programs will be contacted about the webpage presentations. In addition, certain degree programs will be targeted for webinars via Skype to extend the information contained in the webpage presentations.

The Vice Provost next provided an update on the TA/RA appointment letter process. He noted that the Ultimus Workflow system ended with the institution of Banner. A work-around has been used since December 2010. A new system is slated for presentation to the Deans with the intent to institute it in Spring 2012. It is diagrammed and currently being programmed.

No old business was raised.

In new business, the Vice Provost stated that he will go to the Provost in late January regarding fellowship projections. He also announced that one credit of dissertation tuition will be provided to doctoral candidates.

**Adjournment:**

The meeting adjourned @ 3:30 p.m.

The next Graduate Board meeting will be held on Main Campus, 3B Conwell Hall, on Thursday, January 19, 2012, @ 2:30 p.m.