

## College Graduate Committee - Meeting Minutes

January 14, 2016

Present: Bill Hart-Davidson (Associate Dean), Malea Powell (WRAC), Rocío Quispe-Agnoli (RCS), Charlene Polio (LIN), Sue Gass (SLS), Glen Chambers (History & AAAS), Zarena Aslami (ENG), Shannon Schweitzer (THR), Lisa Schwartzman (PHL), Claudia Berrios-Campos (student representative), Blake Williams (AAHD), Kate Sonka (IAH/Ed Tech guest)

### Approvals

Meeting minutes

- Correction: Professor Schwartzman's last name still misspelled in the corrected minutes from December 10, 2015 meeting
- Unanimously approved

Agenda unanimously approved

### Information Items

1. AAGA Submissions – moving the CAL deadline to February 26<sup>th</sup> for anyone who can't make the 15<sup>th</sup> was discussed. It was decided that AAHD is the only department that needs more time. Hart-Davidson will ask Janet Hershberger to check with the Graduate School about extending for AAHD.
2. **Response to question:** Hart-Davidson will check to see if the Dean's special recruitment funds could be used for international students.
3. **Response to question:** Faculty can begin awarding research enhancement funds and Hart-Davidson will ask for the reporting form once the recruitment period has ended.
  - a. UEF and UDF: Quispe-Agnoli and Polio are meeting next week. If rankings are helpful they will ask their colleagues for it, but in general if they look strong send them forward as there is no limit on how many can be submitted. Judith will mention early selections the week of Valentine's Day, and final selections during the first week of March.
4. OPB workshops for GradPlan, GradAudit, Gradinfo, & Degree Audit
  - a. These are new systems for reviewing degree process where grad secretaries will enter information. Some will populate if it's in GradPlan or SIS, but anything else will have to be input by a person. Once it is ready it will be sent to faculty who will log in and approve, then go to Janet/Hart-Davidson, then the Grad School, and then the RO. Training will be available on these tools and Hart-Davidson suggests everyone participate in the trainings if possible. This process will start with PhD students and presumably will extend to MAs.

5. Dean said response letters about fall planning will come soon to Dept. Chairs & Directors. Check with chairs about the graduate items in those letters. If the Dean had a question about graduate studies in the letters, he asked Hart-Davidson for input. The ability to ask for funding to support strategic planning will be coming soon during Spring Budget Requests.
6. PhD Career Services - Expanded Careers Week – Feb 5-13. See [careersuccess.msu.edu/expandedcareers](http://careersuccess.msu.edu/expandedcareers)
7. Workshop: Funding Your Graduate Experience: Humanities and Social Sciences; Friday, January 22, 3-4:30 pm, Main Library, 1<sup>st</sup> floor Reference Instruction Room (W101D). Registration: [http://classes.lib.msu.edu/view\\_class.php?class\\_id=27](http://classes.lib.msu.edu/view_class.php?class_id=27) If trouble with registration, please contact Jon Harrison at [harris23@msu.edu](mailto:harris23@msu.edu).
8. International Graduate Student Admissions session—Tuesday, January 19, 3-5 pm, 103 Kellogg Center. Please consider attending and sending your staff who deal with graduate admissions.

### **Discussion Items**

1. Recruitment
  - a. Faculty feedback: in general pool of students is good but SLS having some issues with timelines. If concerned about making your number let Hart-Davidson know. He might be able to help arrange for a year's worth of bridge funding.
2. Responsible Conduct of Research training program makes a promise about what CAL asks students to do to satisfy the requirements for responsible research. The current plan on file was put together to cover students on Federal grants only. Currently it says 8-10 hours of training per grad student required for CAL and doesn't make exceptions.
  - a. Hart-Davidson requested a subcommittee to revise college plan to answer two questions:
    - i. How is the training happening in each program?
    - ii. How it is being documented? GradPlan (required). Also documented on engineering site? (<https://www.egr.msu.edu/academics/graduate/rcr>)
  - b. By August need a new CAL plan
    - i. First thing subcommittee could do is query CGC members to come with information to next meeting
    - ii. Volunteers: Polio and Aslami will take the lead. Schweitzer and Williams will be reviewers to give feedback.

### **Round Table**

Quispe-Agnoli – Reading French & German for graduate students will be offered in the summer.

Powell – ENG and WRAC doing co-recruiting activities last full week of February. If other programs have students on campus they can be brought into social events.

Meeting adjourned 4:42pm