



College of Arts & Letters MICHIGAN STATE UNIVERSITY

College Graduate Committee – January 16, 2020

Agenda: 1/16/2020– 3:15 – 5:00 321 Linton

Attendance: Kiersten Latham, Ben Van Dyke, Danielle DeVoss, (Zoom), Laura Borchgrevink, Bill Hart-Davidson, Shawn Loewen, Robert Randez, Lisa Schwartzman, Zarena Aslami, Lynn Wolff, Suzanne Wagner, Charlene Polio, Sarah Potts, Soohyun Cho, Aurora Wolfgang and Gretel Van Wieren.

Meeting started at 3:15pm

1. Approval of the Agenda; first – Suzanne Wagner, second – Gretel Van Wieren
 - a. Additions to Agenda –No changes, unanimous approval
2. Approval of 12/12/2019 Meeting Minutes, Add Aurora Wolfgang to the attendance list; 1st Gretel 2nd Shawn, All in favor except for Charlene who abstained because she was not present at the December meeting
3. Associate Dean's Announcements
 - a. Reminder AAGA due 1/31/2020
 - i. AAHD would like a later deadline to turn in nominations
 - ii. Confirmed with the Graduate School that AAGA nominee can be an MSU graduate
 - b. SIS implementation moved back
 - i. Does this affect the changes with GAMS?
 - ii. What is the new timeline for GAMS? – Bill has asked Thomas will let us know when he knows more details.
 - iii. Hopefully GAMS will be incorporated into NewSIS
 - c. Certified Electronic Diplomas & Certificates
 - i. CAL will be a part of electronic diploma program for a small fee that students can choose to pay. Not sure what this yields but something for Grad students starting in Spring 2020.
 - ii. Bill will ask Dean Jeitschko if it can be used for certificates. Is this only for transcriptable items or could we request it be used for other completed programs?
 - d. Grad Program Directors Summit - please go!
 - i. Issues that will be addressed at Summit
 - 1 new mentoring guidelines & expectations for programs to be implementing them,
 - 2 The data accumulated and processed by OPB on surveys completed by current Grad students. This includes reports for our specific programs and data for all of MSU
 - 3 program review and evaluation

- ii. Bill would like all Grad Programs directors to go and it will be interactive
 - iii. Bill or Laura will send out the official agenda once we have it the Grad Directors
 - e. TA Pedagogy & Training programs in August 2020
 - i. ITAO - August 19, 2020 (all international TAs)
 - ii. NTAO August 20, 2020 (all new TAs invited)
 - iii. TA Pedagogy & Training August 21st, (all TAs, new or returning)
 - *Registration opens April 15 2020; contact Stefanie Baier - GTA@grad.msu.edu
 - f. New Graduate Student Aid coordinator in FinAid - John Garcia (new position; part of a goal to provide an escalation pathway for graduate student issues). – Point person for how FINAID effects grad students specifically and to troubleshoot when there are grad student problems.
 - g. Strategies and Tools Across Fields: Teaching with Writing Workshop through the Writing Center. How to integrate writing into the curriculum for Graduate Seminars
4. Discussion Items
- a. RCR Workshops – Chet McLeskey
 - i. They exist and students should attend.
 - ii. Students feel they don't get to do it often enough.
 - iii. Workshop is designed to fulfill face to face portion of RCR
 - iv. How is RCR tracked? Graduate Secretary ask for evidence for RCR completion
 - v. German, ENG, and SLS is done through their courses so they know it's been achieved.
 - b. 999 RNR override request process
 - i. This process occurs when a Grad student is over the limit of 36, 999 dissertation credits.
 - ii. Bill needs a letter from the Grad Director providing an explanation for the request. This explanation must include the anticipated graduation date, support from Grad Director or advisor and the number of 99 credits previously taken.
 - iii. Students need at least 24 credits of 999 Doctoral Dissertation Research and are penalized if they finish early because they still need to meet that threshold
 - c. Graduate Certificate Process
 - i. Diagram was only for type 1 and type 2 graduate certificates.
 - ii. A different process has to occur for type 3 and 4 certificates.
 - d. Annual review procedures coming to SIS, so now is a good time to review these and do any training, create guidelines, etc.
 - i. This will be created but we don't know new timeline. RCR will be incorporated as a piece of it.
 - e. Graduate Student Committee Reports to Units - Soohyun Cho
 - i. Soo is the grad rep at CAC meetings. All the members were asked to deliver important information to those they represent and there is currently no way to disseminate or gather ideas from all CAL grad students. How can we do that?
 - ii. Can there be a grouping of all CAL grad student associations listed in a common place?

- iii. We should share grad student rep contact information with other grad student reps and then disseminate to all CAL graduate student so they know who their representatives are.
 - iv. We should list out the students on the Graduate student page on MSU CAL grad page
 - v. Could there be a Graduate Student Advisory Council for CAL?
 - vi. Soohyun will talk to other graduate reps and let the SAC know if they are interested in forming a council.
5. Curricular Items
- i. English MA & PhD programs updated with ENG 800 Course
 - 1 Adding a diversity requirement to MA and PhD in first year of program. Course on race, gender and what it means to be human. There will now be two core courses for MA and PhD
 - 2 Motion to approve by Ben and second by Lisa
 - 3 Will be open to students in other departments if interested
 - 4 Program change is only listed as PhD but it doesn't show up for MA. Zarena will talk to Leann
 - 5 Approve with caveat that it will apply to MA and PhD
 - 6 All in favor
 - ii. German MA & PhD
 - 1 Eliminate the GRE as a program requirement
 - 2 GRE financial concern prevents a barrier to applying for the program
 - 3 Motion to approve by Suzanne and 2nd by Shawn
 - 4 All in favor
 - iii. SLS PhD
 - 1 Regularly occurring special topics are being given their own course codes. It was causing students to reach maximums in how many special topic credits they could take without a clear description of the course being taken
 - 2 Lisa motion to approve Suzanne 2nd
 - 3 Have Shawn talk to Leann about wording of electives, can LLT 809 be used as an elective without being on the list?
 - 4 Can he add language that says or course approved by graduate committee?
 - 5 Wants to add LLT 809.
 - 6 Withdrawn and will be readdressed at February meeting
 - iv. TESOL MA
 - 1 Had it listed that they had to have 841 special topics course and removed specifics and just said two electives
 - 2 Motion to approve – Lynn 1st, Suzanne 2nd
 - 3 All in favor

**Curricular requests can be viewed at <https://www.reg.msu.edu/forms/formsmenu.asp> "Academic Programs" and "Courses"*

6. Roundtable/Other Business

- a. Suzanne: Curriculum retreat for L&L, Zoom interview top applicants for the first time
- b. Aurora: French will have two students from Tours France
- c. Shawn: SLS recruitment is going well

Meeting ended: 5:00pm