



## College Graduate Committee – March 12, 2020

Minutes: 3/12/2020– 3:15 – 5:00 321 Linton

Attendance: Kiersten Latham, Gretel Van Wieren, LouAnne Snider, Zarena Aslami, Lisa Schwartzman, Aurora Wolfgang, Suzanne Wagner, Danielle De Voss, Amanda Lanier, Chet McLeskey, Lynn Wolff, Shawn Loewen, Laura Borchgrevink, Charlene Polio, Bill Hart-Davidson, and Leann Dalimonte.

Guests: Cara Cilano, Christine Radtke, and Ben Lampe

\*Many members participated via zoom.

Meeting started at 3:17pm

1. Approval of the Agenda – Danielle motioned, Shawn seconded, agenda approved unanimously.
2. Approval of 2/13/2020 Meeting Minutes – Lynn motioned, Lisa seconded, approved unanimously.
3. Associate Dean's Announcements
  - a. DCF will be \$10,000 starting next academic year
    - i. Funded Awards – DCF & SCRAM
      - Students who received travel fellowships can reuse those funds for another similar purpose/trip.
    - ii. Right now there will be no decrease in total awards allocated
    - iii. Question: Can students that didn't apply for DCF due to their dependents can they apply for DCF now? Answer: Yes.
    - iv. DCF award letters coming out soon
    - v. Question: If a student applies for the fall will they get the higher amount? Answer: Will check, but should be able to – yes.
  - b. John Garcia at OFA wants the travel funding signed document as proof of the awarded fellowship
    - i. To assist with issue of students get their loan package reassessed or automatically applied to bills due to the fellowship award
    - ii. This is the travel request form with all of the signatures and approval amounts
      - The Graduate School sends the final copy to the graduate student via email when they notify them of their award
      - Amount, purpose, and signature for those allocations done within the unit that doesn't move up to CAL and the GS
      - Robert will send the second OFA required form to Laura to send out to the graduate secretaries to assist the students
  - c. Academic Programs Catalog review extension for May 30, 2020
    - i. Request related to the SIS modernization project so programs are up to date before moving to the new system
      - Small program changes



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- ii. Freezing the curriculum between Fall 2020-Spring 2021
        - d. GOF Usage Report – Due to the Graduate School 5/15/2020 (committed by 5/01/2020)
          - i. The GS is requesting a usage report of GOF allocated to the students beyond travel fellowships
            - Where is the money going? For what use?
        - e. Staff Graduate Duties Update
          - i. Congratulations to Laura Borchgrevink entering new role and taking on all graduate duties including finance
        - f. CAL Care Week is cancelled due to precautions for the Novel Coronavirus
          - i. Novel Coronavirus (COVID-19) Discussion
          - ii. Question: How do we care for our graduate students during a time of social distancing? What are alternative means of communication and appreciation? What type of social events can we offer?
            - Recommendations: Meet in a group video chat online, have a writing check in, check-in with your students.
            - Is the Graduate School wellness team offering resources?
          - iii. Graduate students concerned about duties
            - Constant flow of information
        - g. Graduate School Mentoring Awards – due 4/3/2020 to the Grad School
        - h. The Graduate School said all thesis and dissertation defenses can be done digitally
        - i. Graduate Assistant Level Language
          - i. There's a discrepancy in the level language (specifically moving to level3) as it relates to the new GEU contract
          - ii. Bill, Ben, Laura and Debbie met with AHR and OER and there to discuss the language. There will be an updated template and retroactive pay for the GAs that are currently affected,
4. Discussion Items
  - a. IAH GA Placement – Cara Cilano
    - i. Pedagogy and Assessment Graduate Assistant
    - ii. Not new IAH TA lines, but an opportunity for assessment and professional development in IAH for a unit's current GA line.
    - iii. This position is ideal for graduate students considering applying to "alt-ac" positions that involve administrative work, assessment, curriculum development, supporting teaching and learning, or DEI (diversity, equity, and inclusion), as well as those applying for tenure stream positions for which these experiences will be an asset.
      - ½ Assistantship = 20 hours/week
      - Possible opportunity for AAGA
      - Accepting late submissions given timing of awards and the opportunity roll out
      - This could be open to graduate students outside of CAL



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- b. AL designation – Cara Cilano
    - i. A curricular action timeline to guide faculty generation of new course/program ideas requiring the AL designation (except the use of 491)
    - ii. Shared governance approach
    - iii. Most colleges have similar situations or default designations for special topics, engaged pedagogy courses, etc.
    - iv. CGC will review the document following CUC and CCC for approval
  - c. Graduate Pedagogy Certificate – Christine Radtke
    - i. Creation of a graduate certificate program focused on arts & humanities pedagogy. This certification would be a 1-year commitment.
      - Purpose: To provide graduate students with knowledge, skills and mentorship focused on pedagogical methods and studies so as to be poised to be a leader in teaching and curriculum as a teacher and scholar.
    - ii. Howard Clauser worked with Motorola before teaching and saw an opportunity for learning that prepares graduate students for a life in academia
    - iii. In conjunction with Jackie Rhodes, Justus Nieland, and Scott Schopieray
    - iv. Positioned well within the arts & humanities compared to the sciences, for example.
    - v. Discussion about the incentive opportunity for faculty – examples: course release, grants, etc.
      - Course releases are more expensive and would reduce allocations
    - vi. Next step: Take this back to your graduate committees for feedback
      - They're meeting with Howard in mid-April
  - a. Graduate student mentoring
5. Curriculum
- a. Offering frequency: LIN 824 & 825
    - i. Yearlong sequence of courses and required for the MA and PhD
      - Previously students used to take 3 course sequence
    - ii. Updating the semester offerings and old language to assist in time to degree
    - iii. Lynn motioned, Danielle seconded, courses approved unanimously.

Meeting adjourned at 5:05pm.