

## CGC Meeting Minutes

September 20, 2016

Present: Associate Dean William Hart-Davidson, Janet Hershberger, Danny Mendez (RCS), Lisa Schwartzman (PHL), Blake Williams (AAHD), Danielle DeVoss (WRAC), Shannon Schweitzer (THR), Kristin Rowe (student representative), Jessica Kane (student representative) Guests: Dustin De Felice (CeLTA), Debra Hardison (representing SLS and TESOL), Alan Munn (LIN), Carly Ensign (CAL, Academic Affairs)

### Approvals

1. Minutes of April 14, 2016 were unanimously approved.
2. Today's agenda was approved with the request by Professor DeVoss to address GradPlan/GradInfo

Introductions and brief summary of CGC's function from Associate Dean Hart-Davidson.

**Action Item**—New Course—FLT 890; Hart-Davidson introduced Professor Dustin De Felice, who is the director of the Foreign Language Studies program. He explained that with the course change prefix from AL to FLT, an independent study course was not added. DeVoss moved to accept, seconded by Ms. Kane. This was unanimously approved.

### Announcements

1. Welcome new members by Associate Dean Hart-Davidson.
2. Subcommittee assignments—Hart-Davidson commented that the only change from the e-mail attachment previously sent was that Professor Gass was added to Subcommittee C. Hart-Davidson explained the process of the sub-committee assignments, and briefly described how applications are handled for the various competitions. He commented regarding Subcommittee A and that committee's assignments (Dissertation Completion Fellowships (DCFs) and Academic Achievement Graduate Assistantships (AAGA); that last year there were enough DCF awards so that everyone that applied received one. He also announced that he expected to increase the amount of Summer Support Fellowship stipends to \$7000 for this upcoming year. Professor Williams asked about SCRAM, and he explained that CAL is the only college in the university that receives SCRAM from the Graduate School. Professor Munn asked about the function of DCFs. Hart-Davidson explained that it's designed for a semester in which to finish the degree, not to extend funding. Munn commented that it made planning funding for a graduate program more complicated. Hart-Davidson shared that two programs use DCFs to great advantage to effectively off-load an assistantship in the student's final year. Professor Schwartzman added that students do have the option of taking it in the summer. Hart-Davidson concurred with the comment that it is the student's choice as to what semester they should take it.
3. GAAD Update
  - a. RCR Changes—apply to doctoral students as well as to Plan A master's students. Schwartzman asked when this would become effective, and the reply is for all new graduate students as of Fall 2016. Professor Hardison said she'd contacted Office of Regulatory Affairs (ORA) regarding the CITI modules, and found it wasn't very helpful. Hart-Davidson said he would contact the Graduate School regarding making links available. This is to be tracked by staff or graduate directors in GradInfo, not GradPlan. Each program will have to decide

which of the modules will meet their students' requirements. Munn asked if there might be a way that CITI could send an e-mail to graduate program directors? Hart-Davidson said probably not, since it's an external service. Williams asked how the number of four training modules came up. Hart-Davidson explained that this came from ORA. All of the recommendations from various colleges are on the Graduate School website. Kane asked does this mean that each department must develop plans for their current cohorts as well as for all incoming students, and the answer is yes. Hart-Davidson suggested that this would be a good item to add to the annual review process for graduate students, and went on to add that this isn't so much about IRB, but intellectual property disputes. Munn asked if units have to decide on which modules to use for refresher training, and what might count toward that. Hart-Davidson said yes. He said he didn't want to envision this as a regulatory item, but what would best serve the faculty and students. Professor Mendez said that he thought the way the requirements are presented, in that it leaves the departments the freedom to manage the refresher courses as needed, is ideal, because it allows departments to tailor it to their programs. Hart-Davidson will ask for a better list of workshops that will fulfill these requirements, and talk with Melissa McDaniels in the Graduate School as to how they can be tagged.

- b. Workshop on September 30 for "Transforming Ph.D. Education," includes such items as inclusive recruitment, with an afternoon workshop. All are encouraged to sign up and attend if possible.
4. RNR Overrides—999 credits. There is a cap now on 999 credits, and the Graduate School will not pay for any past 36. Doctoral students are considered full-time if they are post-comps and enrolled in one credit. To request an approval from the Graduate School, Hart-Davidson wants a note from the graduate director with the student's name, their PID, the semester they are seeking an override for, and the intended semester of completion. He has to send these on for approval from the Graduate School. There was a period of blanket approvals, but that has ended. When the students have a tuition waiver, and they have taken more than 36 999 credits, then the Graduate School is paying the bill.

Some discussion ensued regarding GradInfo/GradPlan/Grad Audit, with the reminder that if students have initiated a process in GradPlan, and are finishing Fall 2016, they need to either complete the GradPlan process or delete it; otherwise, a paper form will not be initiated by the Registrar's office.

5. Hart-Davidson described the new degree extension procedure for both master's and doctoral degrees. There will be no certifying of coursework or comprehensive examinations. There was talk about when the clock begins for degrees, timing out, etc.
6. Curriculum Workshop, September 30, 10-12—Joy Speas will be presenting. Hart-Davidson encouraged the group to attend if at all possible, and to send any staff that may be handling curricular changes.
7. External Funding Incentives—This is the program initiated last year that awards students \$500 for applying for outside fellowships.
8. Inclusive Recruitment—tabled for October meeting
9. Budget Overview—Hart-Davidson handed out a budget summary indicating how much has been spent on graduate students in CAL the past year. Over five million was spent on graduate

education, with the average amount per head being over \$25,000. We are generally not growing the number of graduate students admitted, but the support that we give them.

Discussion Item—Graduate Practica—A handout was given with overview of the program. The most obvious example would be Tech GAs. A new program will be Editorial Gas, partnering with the MSU Press. This was instituted because editorial assistants were previously getting hourly pay or a split in which they received no fringes. The third category is Professional Practica, which are open to programs and departments. This year, Linguistics is experimenting with one in which a graduate student is advising undergraduates with a minor, and working with a full-time advisor. The College will split the cost with the department. This is a full assistantship, and will be asked for in the fall planning letter. As an example, WRAC already has one as the First Year Writing Coordinator.

The meeting was adjourned at 5:05