CGC Meeting

October 13, 2016

Present: Glenn Chambers (AAAS), Lisa Schwartzman (PHL), Danielle DeVoss (WRAC), Sue Gass (SLS), Charlene Polio (LIN), Shannon Schweitzer (THR), Danny Mendez (RCS), Blake Williams (AAHD), Zarena Aslami (ENG), Jessica Kane (student representative), Kristin Rowe (student representative) Associate Dean William Hart-Davidson

**Approvals**

Today's agenda and minutes of September 20—It was moved, seconded, and unanimously approved to accept.

**Action Items**: Program changes in English Ph.D. and MA; Course changes in ENG 802 and 820, deletion of ENG 801. Associate Dean Hart-Davidson turned the floor to Professor Aslami, who began by explaining that the deletion of ENG 801 is in part due to English requiring graduate workshops, which are in essence a duplication of aspects in the course. ENG 801 is no longer a required course for either the MA or Ph.D. In addition, the department wants to give students the flexibility to take other courses, including AL 891 (Practicum in Blended and On-line Learning).  ENG 802 (Literary Criticism and Theory) will be changed so that students will be allowed to take it up to six times. ENG 820 (Emphasis Area Seminar) is being changed from a 3 credit course to a one credit course. For the program changes, in the Ph.D., English is changing some obsolete language in emphasis areas and shifting the requirements; changing the pro-seminar course (801) and replacing it with workshops; and also changing the foreign language requirement. The major change in the MA is the removal of 801 as a required course.

It was moved and seconded to approve all the ENG course and program changes as a block. Professor DeVoss asked regarding the change in significant topics for ENG 820, and number of credits, might this be an issue with UCC? Aslami replied that she'd consulted with Acting Graduate School Dean Judith Stoddart, whose home department is English, and she suggested it be changed this way. DeVoss suggested that perhaps Aslami consult with Joy Speas, the University Curriculum Coordinator, before the college approves.  Professor Chambers asked for some clarification regarding the change in the foreign language requirement, and Professor Polio asked about how the testing was accomplished. Students will now be given the option of taking a 400-level course in German, French, Spanish, or Russian. Professor Schwartzman commented that she liked the idea of having a one credit course at the end of the second year to focus on comps, such as ENG 820 might fulfill. Aslami replied that the idea is that in the future they could change the course to fit other needs, such as having a publishing course, or offering two sections with different topics.

The course and program changes in English were approved with one abstention, with the provision that Aslami check with Joy Speas regarding the topic and credit changes in ENG 820 and the question of the graduate chair being the faculty of record for MA students.

Program Change: MFA in Studio Art—Professor Williams addressed the proposed changes, which have to do with Admissions deadlines, to make them more uniform with the MSU deadline, and also

regarding a cumulative GPA of 3.0 as a requirement for admissions. Additionally, AAHD wants to add Electronic Art and Intermedia as focus areas. Polio and DeVoss moved to approve the changes. DeVoss pointed out that there was a discrepancy in the number of areas mentioned in item 15a, and the question was raised as to listing faculty in item #10, which had been suggested by Ms. Hershberger. Williams will correct the number of fields. The change was unanimously approved.

**Announcements**

1. **Recruitment**—Hart-Davidson addressed the changes proposed by the Graduate School regarding Advance to Adventure (ATA); which has been changed so that units apply, instead of the College. He encouraged the group to consider ATA as a complement to CAL's matching funds for recruitment. Aslami asked about reimbursement for travel, and he said that WRAC books the flights for recruits, or mileage if they are driving. Chambers asked how the proposals should be worded for funding, since no one knows yet who or how many their recruits will be for next year. The rationale for the change was that the Graduate School has put money into recruiting diverse groups for over a decade, and have not increased the ratio significantly. The College deadline is October 28, as the Associate Dean has to vet the applications before sending them on the Graduate School. The Graduate School is looking for longer term, three-year programs for inclusive recruitment. Professor Gass asked about visibility funding, and Hart-Davidson said that should already be in the departments' budgets.

2. **Degree Audit**—Hand-out was given regarding approver roles and the difference between GradInfo/GradnPlan/Grad Audit and Degree Audit. Hart-Davidson reminded the group that units need to begin thinking about who should be the approvers for Grad Audit and Degree Audit. DeVoss said that the College of Education has been using Grad Audit for two years, and have a good system in place; would it be possible to have someone come and talk with CGC? A key question is when should the process be started?

3. **Fall Planning**—Hart-Davidson started by saying this is an annual duty of a department chair as a strategic planning process. He urged the members to work with their chairs to make sure that graduate related items make it to the Fall planning letter. Gass asked if Grad Practica requests, which were discussed in September, can be put into Fall Planning, and he said yes. She also asked if the "Tech GAs" could be part of this, and he said those have been incorporated into the recurring GA budget. Professor Mendez said that in RCS, they have traditionally split a tech GA-ship with one year in French, the other in Spanish. He asked if it would be appropriate to request another position, so that each program could have a recurring tech GA, and Hart-Davidson responded that would be a good thing to request in fall planning.

4. **Program RCR (Responsible Conduct of Research and Scholarship)**—After requesting that units submit their proposed plans to meet the new university requirements, Hart-Davidson has received two modules. When the announcement first went out, people said the modules were not visible on the Collaborative Institutional Training Initiative (CITI) site. Schwartzman commented that to see the modules, one has to log into CITI, and there are different options. She suggested to check on The Graduate School site, since it has been updated and shows new options which may not have been there a few weeks ago. From the website, one goes to MSU Graduate School Program, and there is a listing of the modules available. Because there was a discrepancy between what people could see on CITI and what the Graduate School said was being offered, Dean Stoddart of the Graduate School asked the CITI people to update the list.

One must be enrolled in CITI to see the modules. The Graduate School would like each department to decide what they want their students to take, and this should go in the handbook. Schwartzman said she did all four modules in an hour, so it shouldn't take students any more than maybe a few hours. It's not officially required until the new admits of Spring 2017. The one caveat is that anyone who graduates after Fall 2016 will have to have the CITI box checked in Grad Info. The new system is for students beginning SS17, but previously admitted students will have to conform to whatever program of certification was previously in place in the department and college. It was discussed as to what students entering after 2017 will have to do, and how will it be tracked. The question was also raised how to handle refreshers for current students. Aslami asked if this could be tracked using the annual progress report, and Hart-Davidson said that was appropriate.

The meeting was adjourned at 5:15.