



College Graduate Committee – February 13, 2020

Minutes: 2/13/2020– 3:15 – 5:00 321 Linton

Attendance: Danielle De Voss, Ben Van Dyke, Shannon Schweitzer, Kiersten Latham, Charlene Polio, Lynn Wolff, Shawn Loewen, Laura Borchgrevink, Gretel Van Wieren, Aurora Wolfgang, Amanda Lanier, Bill Hart-Davidson and Leann Dalimonte.

Meeting started at 3:16pm

1. Approval of the Agenda – Danielle motioned, Charlene seconded, agenda approved unanimously.
2. Approval of 1/16/2020 Meeting Minutes – Danielle motioned, Kiersten seconded, minutes approved unanimously.
3. Associate Dean's Announcements
 - a. Summer Support Fellowship – Deadline March 6, 2020
 - i. Please include a ranked list of students in case there is extra funding left over after the department allocations for more awards
 - b. Graduate directors meeting in the fall to discuss recruitment and retention of graduate students across the units
 - i. Diverse backgrounds
 - ii. Professionalization and mental health
 - Grad Directors come together to share and collaborate on inclusive recruitment strategies
 - Danielle & Shannon offered coordination assistance with Valentina Denzel from RCS
 - iii. CAL Care Week – SLS will be holding a mental health event that week. Let Shawn know if any students or programs are interested in helping and joining that event
4. Discussion Items
 - a. Graduate student mentoring
 - i. The Graduate School is instituting a new graduate student mentoring program. The new Provost is backing this initiative.
 - ii. WRAC – Shared the mentoring booklet distributed by the Graduate School. WRAC will tailor new mentoring information to their graduate handbook this summer. The hope is this practice will have a domino effect on mentoring undergraduates and the graduate students will take it with them to their careers. WRAC also does an annual retreat with their graduate faculty to discuss issues throughout the year while participating in role playing exercises from the graduate student perspective and not just the graduate director's experience on handling a concern.



College of Arts & Letters

MICHIGAN STATE UNIVERSITY

- iii. German – Will offer a session with students to discuss the information in the mentoring handouts.
 - iv. ACM – Mentoring starting with graduate program applicants to engrain that practice into their culture.
 - v. SLS – thought the GS mentoring program was one of the best parts of the Graduate Director Summit. What are we doing for our more ‘at risk’ students we don’t frequently see or are actively engaged? Where does that responsibility lie?
 - vi. AAHD – Utilizes revised graduate student handbook information on ethical mentoring to assist in mentoring the mentors.
 - vii. What can Bill do to help with graduate student mentoring?
 - Can you issue a statement as the Associate Dean about the CAL values and ethical conduct with mentoring?
 - Onboarding new graduate faculty members
 - a. Is it the DGS’ role to onboard their colleagues on all of the deadlines and necessities in the grad world?
 - i. Danielle offered to create a form that would assist with this grad snapshot (down to the program level in addition to the CAL view)
 - ii. Rubric from the CAL Mentoring Fellows may assist in topics and areas of interest
 - b. [MLA task force](#) on ethical conduct in graduate education
 - i. Please read the attachments and bring thoughts for how the ideas here surface/could enhance your programs
 - c. DCF funding less of an option for international students and students with dependents on health insurance plans
 - i. International students – less funding than other packages or options in regards to benefits (roughly \$3,000 reduction)
 - Higher tuition and tax rates
 - ii. Students supporting dependents
 - iii. Can we prompt the Graduate School to rethink the criteria and funding amount for DCF?
 - They did increase the amount from \$5,500 to \$7,000 in recent years.
 - Bill will bring it to Deanne Hubbell & Thomas Jeitschko
 - iv. What happens to unused DCFs?
 - Account is owned by the Graduate School and those funds are allocated elsewhere instead of carrying over within CAL
 - v. There are some instances of students dropping down to a quarter time appointment while having a DCF to supplement with the tuition waiver and health insurance benefits of the assistantship
 - Some units have topped off and provided additional funding
5. Curricular Items
- i. MUSM 897 – Update to recently approved MUSM Certificate
 - ii. ACM 872 – Update to recently approved ACM Certificate
 - MUSM 897 was updated to include project work
 - ACM 872 was created to mirror the practicum/project MUSM 897 and be added to the new ACM Grad Cert.



College of Arts & Letters

MICHIGAN STATE UNIVERSITY

- Danielle motioned, Gretel seconded, ACM and MUSM courses approved unanimously.
 - iii. SLS PhD – Updated with recommended changes from January
 - Recommended changes from the January meeting on language for electives was updated
 - Danielle motioned, Gretel seconded, program approved unanimously.
 - iv. Prerequisite Updates: LLT 861, 864, 873, 874
 - Removal of prerequisites to combat override issue
 - Danielle motioned, Shannon seconded, LLT courses approved unanimously.
6. Roundtable/Other Business
- a. WRAC – CAC altered the template for the campus wide Deans review form pending Provost approval that will include student input. Student accounts issue with a particular graduate student that each semester gets hit with fees that are not applicable to her aid package even when she was proactive.
 - b. AAHD – Going through admissions currently and have broken applicant records for the second year. Will look into the recruitment funding (CAL matching funds and Graduate School recruitment program) to bring a few applicants to campus.
 - c. REL – Developing graduate program.
 - d. MAFT – New website is up and running. Thanks for CAL for assistance with a graduate student with currency issues.
 - e. THR – Into the Woods opens tomorrow.
 - f. ACM – Program changes, strategic planning, and new curriculum package in the future.
 - g. GRM – New emerging scholars program for graduate students through the German Studies Association.

Meeting adjourned at 4:45pm.