

MINUTES

Commission on Graduate Studies & Policies

February 21, 2018

3:30 – 5:00 p.m.

Graduate School Conference Room

Present: Kevin Edgar (Chair), Lujean Baab, Adwoa Baah-Dwomoh, Rajesh Bagchi, Jacob Barney, Nancy Bodenhorn, Karen DePauw (ex officio), Eric Hill, Alex Hyler, Erin Lavender-Stott, Peizhen Lu, Xin Luo, Brett Netto, Sally Paulson, Robert Sumichrast, Martina Svyantek and Hannah Whiteman.

Absent with notification: Alan Abrahams, Sudip Bhattacharjee, Lesa Hanlin, Hannah Parks, Annie Pearce, Tyler Walters (ex officio), and Zhiwu Xie.

Absent without notification: Rachel Holloway.

Visitors and invited guests: Janice Austin, Bill Huckle, Theresa Mayer, and Gary Sherman.

Call to Order

The meeting was called to order by Dr. Edgar at 3:33 p.m.

Approval of the Agenda

The agenda was approved as amended.

Approval of the Minutes

The minutes of February 7, 2018 were approved as presented.

Committee Reports

Graduate Curriculum Committee

Dr. Bagchi indicated there was no report.

Graduate Student Appeals Committee

Dr. DePauw indicated there was no report.

Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee

Dr. Bodenhorn reported DRSCAP did not meet last week. The Faculty Senate provided feedback to the proposed diversity resolution, CGS&P 2017-2018A. Dr. Bagchi will attend the next Faculty Senate meeting on March 13th and respond to the feedback provided.

Constituency Updates

Graduate Student Assembly

Ms. Hyler reported the next meeting will discuss election procedures and plans for the next Take Back the Night. A meeting was held yesterday with the administration to discuss accessibility in the master plan. Feedback was promising. The GSA will advertise information on the need for advocacy on the reauthorization of the Higher Education Act.

Graduate Honor System

Ms. Lavender-Stott reported there were no updates.

University Library Committee

There was no report.

Faculty Senate

Dr. Barney reported on the Faculty Senate's discussion on the MD degree.

Student Government Association

Ms. Whiteman had no report.

Board of Visitors

Mr. Netto reported that interviews would be held next week for the next student BOV representatives.

University Council and Commission Updates

Dr. Edgar reported on approved degrees at University Council.

Ms. Hyler reported the GSA and CSA will partner on mental health issues, with a focus on expanding available services.

There were no other commission updates.

Graduate School Update

Dr. DePauw will add an agenda item, notification of academic changes, to each CGS&P report. There are no academic changes to report at this meeting. The training sessions for iThenticate, Turnitin, and Feedback Studio will be offered the week of March 19th and/or March 26th. DRSCAP will be asked to review professional degrees and certificates.

Old Business

Dr. DePauw responded on the processing of plans of study. Ms. Parks has volunteered to assist in providing training for the coordinators. A Banner documentation video will be developed this summer. The CGS response to the April 15th resolution is under consideration by CGS. A survey of graduate deans will be held later this semester and Dr. DePauw will assist with the question formatting as the survey is developed. Additional information will be forthcoming.

New Business

The document providing the guiding principles for graduate program faculty was reviewed by the commission. Discussion was held to understand how the co-chair process would work as an advantage for a new university faculty member. Dr. DePauw commented on the importance of providing mentoring to new faculty as they become familiar with the graduate process and graduate students.

Dr. Sherman discussed the lag in processing protocols that are under review. Three current IRB staff members are reviewing the proposals. He noted we are understaffed in comparison to other institutions. We have signed an agreement with Western Copernicus to assist with volume and backlog while he ramps up with additional staff. Approximately 170 protocols are awaiting review. A consultant has been hired to assist with HIPAA reviews. Dr. Mayer wanted everyone to know the Research office has heard the concerns of the community and every effort is being taken to improve the IRB review process. We are not AAHRPP accredited and Research will pursue this. Dr. Mayer suggested that a working group could be established at a later date to review process improvement opportunities. Dr. Sherman noted that IRB specialization is needed as proposal volume increases. Additional information will be disseminated to CGS&P and the GSA as it becomes available.

Announcements

There were no announcements.

Adjournment

The meeting was adjourned at 5:10 p.m.

Respectfully Submitted,

/s/

Marilynn R. King
On behalf of Karen P. DePauw, Ph.D.
Vice President and Dean for Graduate Education