

Meeting of November 17, 2010, 2:00 p.m.
Adamany Undergraduate Library, Community Room

Agenda

- I. Approval of Minutes:** September 15, 2010*
- II. Report of the Chair**
- III. Graduate Council Committee Reports**
 - A. Academic Standards Committee
 - 1. Proposal to Revise the PhD Time Extension Policy*
 - 2. Proposal to Eliminate PhD Requirement for a Minor*
 - B. Executive Committee
 - C. New Programs and Program Review Committee
 - D. Graduate Exhibition Committee
- IV. New Business**
- V. Other Committee Reports**
 - A. Graduate Enrollment Services
 - B. Research Office Liaison
 - C. Graduate Student Coordinator
 - D. Graduate Admissions
 - E. University Libraries Liaison
 - F. Academic Senate Liaison
- VI. Adjournment**

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**Minutes of the
Regular Meeting of November 17, 2010
2:00 p.m., Adamany Undergraduate Library, Community Room**

Members Present: J. Abt, M. Anderson, A. Biswas, L. Buis, A. Butler, A. Cano, J. Davis, P. Dubinsky, A. Duggan, K. English, J. Green, D. Haase, A. Mathur, G. Nathan, R. Pauley, L. Schwiebert, R. Sundick, A. Suits, C. Waites, M. Wardell, C. Winston, Y. Xu, J. Yoon

Members Absent with Notice: J. Casida, A. Dutta, A. Kowluru, B. Li, G. Mao, M. Neely, D. Onolemhemen, J. Stoltman, K. Thompson, A. Yaprak

Members Absent: M. Clark, T. Edwards, D. Ellis, S. Ilmer, B. Neavill

Also Present: C. Barduca, K. Jackson, K. Lueckeman, H. Ratner, C. Roney, S. Wolfson

The meeting was convened at 2:05 p.m. by the Chairperson, Dean Wardell.

I. APPROVAL OF MINUTES

MOTION was made, seconded, and passed to approve the minutes of September 15, 2010.

II. REPORT OF THE CHAIR

Dean Wardell reported that, although Wayne State's admission offers to international applicants for Fall Semester were up, enrollment of new and continuing international students is down at both the master's and doctoral levels, in contrast to the national data gathered by the Council of Graduate Schools from 230 member institutions. An international recruiting plan is being developed. Enrollment of domestic master's students is also down, though doctoral enrollment has been level and is slightly up. He welcomed ideas on recruiting and increasing enrollment.

He also reported on the University Graduate Research Fellowship program. At the behest of the Academic Senate's Policy Committee, the Provost has empanelled a committee of deans and representatives to examine the program and determine if changes need to be made. The recommendations of that committee will go to the Council of Deans and the Policy Committee, and any modifications will be made by December 1 so the program can go forward for the next recruitment season.

Dean Wardell reported that enrollment for Winter Semester is also down. Enrollment of continuing students is about 300 students down. He will ask Graduate Directors to encourage their students to register.

He also described Wayne State's Alliance for Graduate Education and the Professoriate (AGEP) program, an NSF-sponsored program serving underrepresented doctoral students in the STEM and social and behavioral sciences fields. Wayne State's STEM program is allied with programs at the University of Michigan, Michigan State University and Western Michigan University; the alliance is

recognized by the NSF as a model program. AGEP sponsors various mentoring activities, including a conference and dissertation writing workshop. AGEP students mentor undergraduate honors students and in the future will mentor McNair Scholars as well. He would like to identify faculty in each program who can serve as AGEP allies and identify students and mentors for the program. He invited faculty to volunteer.

III. GRADUATE COUNCIL COMMITTEE REPORTS

A. ACADEMIC STANDARDS COMMITTEE

1. Proposal to Eliminate the PhD Requirement for a Minor

Associate Dean Mathur reported that two proposals have come forward from the Academic Standards Committee. The first proposes to rescind the Graduate School requirement that PhD programs include at least one minor area of study of six or more credits, and it allows departments to determine their own policies on requiring a minor. The policy is effective for students entering Fall Semester 2011 to allow departments time to determine their minor policies. Members discussed the proposal. It was agreed that current students should be grandfathered in, assuming their department eliminates the minor requirement, beginning Winter Semester 2011. The Graduate School will notify departments of the change.

MOTION was made, seconded, and passed to rescind the current requirement that PhD programs include at least one minor area of study composed of six or more credits elected within or outside the major department. PhD programs will determine their own policies on a minor requirement. This change shall be effective for students entering PhD programs in the Fall Semester 2011. Current students may be grandfathered in, if a department determines not to maintain the requirement for a minor, beginning Winter Semester 2011.

2. Proposal to Revise the PhD Time Extension Policy

Associate Dean Mathur said that the second proposal from the Academic Standards Committee makes several changes to the current PhD time extension policy. The current policy allows seven years for completion of the PhD degree, with the possibility of time extensions for an additional eight years, though at the 10-year mark, the student is required to revalidate his/her credentials by retaking the Qualifying Exam. The first change is in the total time allowed for degree completion, moving it from 15 to 12 years. Data from the Budget Office supports the proposed change: for cohorts beginning in the 1995 – 1998 time period, of the 1548 students admitted, 655 (42.3%) are not active and 893 (57.7%) have completed or are currently enrolled. For the active/graduated population, 466 (52.2%) completed in one to five years; 373 (41.8%) completed within five to 10 years; 31 (3.5%) completed in 10 to 12 years; 10 (1.1%) took longer than 10 years; and 13 (1.5%) are still enrolled but not completed. That means 97% of our students completed in 12 years or less. Raising our standard would affect only 3% of students.

Dean Wardell noted that he had requested the Academic Standards Committee to review the policy because currently there is little policy guidance for determining whether a time extension request is likely to end in completion of degree requirements. He receives requests for time extensions from students in a variety of circumstances -- those who have been inactive for 12 to 18 years, some who have been active throughout their seven years, some who have a prospectus, some who have not completed course work. He said he appreciates the work the Academic Standards Committee has done.

Members received for discussion a table comparing the requirements of the current and proposed policies, a copy of the current time extension policy with the proposed changes

highlighted, and a revised Time Extension Request form. The discussion followed the requirements as presented in the table. It was agreed that the first item, "the department must request the extension" should be maintained. The second item was modified for clarity, so it now reads the request "must be made within six months after expiration of the seven-year time limit."

A question was raised about why a policy is being changed to punish students for wanting to get a PhD even if it takes longer than 12 years; the job of the university is to educate students, not punish them by setting arbitrary limits for degree completion. It should be left to the department to determine whether a student should be allowed extra time, and the Graduate Council should not be making such decisions. Dean Wardell responded that the intent is not to punish students but to develop a uniform framework for making exceptions to the time limit policy. Members noted that limits are common in the academic process, e.g., students must finish the work for courses by the end of the semester, not whenever they feel like it; setting limits helps students understand the progress they must make; standards for the PhD are important.

There were no comments on the next items: retention of the requirement for "compelling evidence that the dissertation is in progress" and addition of the requirement that the "Prospectus has been approved" (this is the point at which the official dissertation committee is established). Retention of the requirement to "provide a plan and timeline for completion of the dissertation" and addition of the requirement that "during the extension, the student must meet with the advisor and committee annually and a record of the meeting should be a part of the Annual Review" brought no further discussion. "How the student has remained current in the field" was retained. Two additional requirements to the policy were accepted: "Clarification of the change in the student's circumstances that will now enable the student to complete the degree" and inclusion of the "reasons for the extension request."

Added to the current requirement that the "advisor and Graduate Director must endorse the request" was the requirement that "a majority of the committee members must endorse the request" as well. Members commented that this was a good addition that brought clarity to the situation. It was noted that if a committee member refused to endorse the request, that member probably would resign from the committee, based on the strength of the objection. The requirement that "ALL annual progress reports must be submitted" was accepted.

The current maximum of three years for an extension request was proposed to change to "Length of time extensions should be handled on a case-by-case basis, justified by the timeline." Members discussed the implications of this change. It was decided that a student could request the maximum five year extension, if the timeline justified it. Shorter extensions could be sought, depending on the student's circumstances. It would not be productive to have to request a series of year-long time extensions.

The current requirement for retaking the Qualifying Exam was modified in the proposed policy: "Extensions past the 10-year mark require retaking of the written Qualifying Exam or other mechanisms for revalidation as stipulated by the department." Members discussed inclusion of alternative revalidation methods in the policy. They noted that Qualifying Exams already vary widely among departments and include writing of grant proposals or a taking a series of exams over a year. One reason the alternative was added was to allow for student accomplishment, such as publication. Members agreed that the reason for requiring revalidation at the 10-year mark was for the student to demonstrate currency in the field, and departments should determine the validation method. The development of a leave of absence policy was suggested. Members agreed that the revised policy should explicitly state the 12-year limit for PhD completion that includes time extensions. They also agreed that mitigating circumstances could be considered.

A brief discussion followed regarding the time to degree for students admitted into a PhD program directly from a baccalaureate program versus those admitted from a master's program. The Time Extension Request form was reviewed briefly. The appeal policy was amended to include the right to appeal the committee's denial of the time extension.

MOTION was made, seconded, and passed to approve the proposed changes to the PhD Time Extension Policy, the revised Time Extension Request form, and the Appeal Policy. [*The revised policy is attached to these minutes.*]

B. RESEARCH OFFICE LIAISON (*Report was moved up on the agenda due to schedule conflict.*)

Vice President Ratner reported that the Research Office has developed a new online tool, Grant Life Cycle, that organizes information about all aspect of obtaining grants, from conceiving the idea through obtaining funding to managing the award. It contains a lot of information useful for faculty and student. She encouraged members to visit the Research website to become familiar with the tool (<http://www.research.wayne.edu/>). The site includes the Researcher's Dashboard, winner of two national technology awards. She also reminded members of the Professional and Academic Development seminar series that presents topics relevant to both faculty and students. Upcoming are seminars in grant writing in the social sciences and importance of fellowships to faculty and students. The full schedule is on the Research website.

C. EXECUTIVE COMMITTEE

Anne Duggan reported that the Committee discussed ways to incorporate humanities and social sciences presentations into the Graduate Exhibition. A faculty member will do a workshop on poster presentations in these disciplines. The Committee also discussed the need for a policy that protects both faculty and students in matters such as data ownership and publication.

D. NEW PROGRAMS AND PROGRAM REVIEW COMMITTEE

Dean Wardell reported that the Committee has under review a proposal from Nursing for a Graduate Certificate in Alternative Healthcare Therapies and a proposal from Anthropology for revisions to its master's program. A proposal for a Graduate Certificate in Urban Librarianship was approved and will go to the Board of Governors in January. Also approved were proposals to establish a dual-title program in Clinical and Translational Science and its adoption by the Cancer Biology Graduate program. The Committee also approved a second track, for students not in the MD/PhD program, in the existing Clinical and Translational Science Graduate Certificate program.

E. GRADUATE EXHIBITION COMMITTEE

Associate Dean Mathur reported that the Graduate Exhibition will take place on Wednesday, March 2nd at McGregor Conference Center. Students' abstracts are due on January 28th. The Graduate School will sponsor workshops to help students prepare abstracts and posters, January 14th for abstracts and February 11th for posters, both at 1:30 – 3:00, in the Community Room of the Undergraduate Library. A workshop for humanities and social sciences poster preparation will be on December 6 in the Language Laboratories in Manoogian Hall. Information about the Exhibition will be at <http://www.gradschool.wayne.edu/Exhibition/GradExhibition.asp>. She asked members to sign up on the website to serve as judges; the time commitment is from 11:00 – 2:00, with lunch provided. She asked members to encourage students to participate.

IV. OTHER COMMITTEE REPORTS

A. GRADUATE ENROLLMENT SERVICES

Kathy Lueckeman reported that both applications and admissions are down for Winter and for Fall Semesters. She said this may be due in part to not having an Open House last summer and having the fall Open House not well advertised and attended. It was a combined undergrad/grad event, but the admission application fee waiver was not publicized; it is typically the reason prospects attend these events. She is working on ways to increase applications.

B. GRADUATE STUDENT COORDINATOR

Charlotte Winston reported on the series of Dialogues with the Dean, in which Dean Wardell meets with students to discuss their research. Students enjoy the opportunity to share research experiences with students outside their disciplines. She also reported that during Fall Semester, workshops for graduate students were held on the job interview, professional networking and negotiating conflict.

C. ACADEMIC SENATE LIAISON

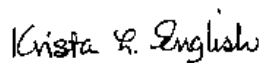
Seymour Wolfson reported that the Academic Senate's Policy Committee has been working on several issues. First, it wants to encourage the university administration to incorporate students' parking fees into their tuition. This won't change what students pay, but it'll be more convenient for students and will allow them to go in and out without additional charge. It may induce them to spread out their course load over more days and to take additional credits. From the university standpoint, it will allow WSU to advertise free parking and put the university on equal footing with suburban institutions. Second, it has been working with Purchasing to resolve some issues, including increasing the limit on the Procard from \$1,000 to \$2,000 per purchase and the monthly limit from \$10,000 to \$20,000. More issues remain to be resolved. Third, the Committee is encouraging the creation of a university group to review and update outmoded policies. Third, it is looking whether intellectual property rights are involved in a move to outfit State Hall classrooms with devices that capture all lectures and automatically upload them to Blackboard to make them available to students. There is also an issue about the propriety of publishing shared data without acknowledgement and the need for a policy. He suggested the Graduate Council could be involved in this issue.

Dr. Wolfson responded to questions. The possibility of opting out of the captured lectures exists, although the procedures are not yet determined. Members were very enthusiastic about the parking issue and supportive of the many advantages of the idea. Dean Wardell said he would help in any way he could.

V. ADJOURNMENT

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,



Krista L. English
Secretary of the Graduate Council