

Meeting of March 25, 2015, 2:00-3:30 p.m.
Adamany Undergraduate Library, Community Room

Agenda

I. Approval of Minutes: February 22, 2015*

II. New Business

- A. Update on BEST Program Activities
- B. Graduate Career Services and Graduate Professional Development Seminars
- C. Graduate Recruitment
- D. Other New Business

III. Old Business

- A. Graduate Exhibition – March 2, 2015
- B. Master's Showcase – April 8, 2015
- B. Other Old Business

IV. Committee Reports

- A. Executive Committee
- B. New Programs Committee
- C. Graduate Admissions
- D. University Libraries Liaison
- E. Academic Senate Liaison
- F. Liaisons to Academic Senate Committees

V. Adjournment

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**Minutes of the
Regular Meeting of March 25, 2015
2:00 p.m., Adamany Undergraduate Library, Community Room**

Members Present: E. Ash, C. Bell, A. Biswas, K. Braunschweig, M. Clark, H. Dillaway, P. Dubinsky, J. Dunbar, D. Dungee-Anderson, A. Feig, C. Giurgescu, J. Green, K. Jackson, S. Lean, J. Lewis, A. Mathur, J. Moldenhauer, K. Paesani, D. Patterson, J. Pruchnic, P. Sopory, T. Stemmler, S. Terlecky, A. Vallerand, D. Walster, D. Walz, A. Yaprak, D. Yingst

Members Absent with Notice: R. Benkert, C. Chow, S. Firestine, T. Gates, R. Holley, J. Martin, S. Ng, P. Samuel,

Members Absent: S. Brown, W. Gibson-Scipio, B. Haynes, G. Kapatos, P. Khosla

Also Present: P. Beavers, J. Granberry, H. Kenaga, C. Ofiara, M. Ouellett, L. Romano, K. Weist

The meeting was convened at 2:03 p.m. by Associate Dean Ken Jackson in the absence of Chairperson, Ambika Mathur.

I. APPROVAL OF MINUTES

MOTION was made by Dr. Attila Yaprak, seconded by Dr. Jeff Pruchnic, and passed to approve the minutes of March 25, 2015.

II. NEW BUSINESS

A. Update on BEST Program Activities

- Dr. Andrew Feig provided some brief background on the history of the NIH-funded BEST Program. The goal of this program is to ensure that doctoral students and postdoctoral students have a good understanding the different career tracks that they might pursue outside of academia. To date, the program has helped drive various Graduate School initiatives.
 - The Individual Development Plan policy and procedure was created with idea of generating a conversation with graduate students about short and long-term career goals.
 - The Graduate Career Services Office has also been funded as part of the BEST Program.
 - Long-term success of the BEST Program will involve improved data and tracking. The Graduate School wants to be collecting more and better data on our graduate programs, and Dr. Feig is leading an effort to track alumni for fifteen years beyond graduation. In May 2015, Dr. Feig will be launching an alumni census designed to collect contact information and generate feedback on attitudes toward training at Wayne State. Moreover, it will help us develop a network of PhD alumni and give us a better sense of their career outcomes.
- The BEST Program is being administered in three phases.

- Phase I is simply an exploration involving panel discussions about career options. In Fall 2014, these panels were held over six consecutive weeks; this upcoming fall, the format will be changed so that all panel discussion occur over the course of one week out of the semester. More details will be available this summer.
 - Phase II involves a series of hands on workshops covering different career options. These workshops have been held on Saturdays this winter, and have involved training and contributions from both faculty and professionals from outside of academia.
 - Phase III is an intensive field experience for students involving internships with community partners in the area of their choice. This year, we have eighteen placements from 24 applications. MMS Holding, the USDA, and Detroit Health and Wellness are among those who have sponsored BEST interns.
 - In 2014-15, 140 students participated in BEST related activities with 74 unique participants, and 55 of the 74 individuals were in the first four years of the program.
 - Dr. Feig invited and encouraged council members to participate in these efforts including: recruitment of student, industry and faculty participants, development of the modules and workshops, placement in relevant internship positions, etc.
 - Dr. Kate Paesani commented that to this point most BEST activities have been science-focused, and she asked if there would be plans to implement similar training for students in the humanities and social sciences. Dr. Feig responded that this is Graduate School's intention. The BEST Program will provide the infrastructure for the development of a sustainable program that will be relevant to all disciplines.
 - Dr. Eric Ash asked for clarification of the target population for the fifteen-year alumni census. Dr. Feig confirmed that this would include doctoral graduates from all disciplines.
 - Dr. Stan Terlecky asked Dr. Feig to explain what is meant by the "dual-role" of trainees. Dr. Feig responded that professional development activities, such as participating in internships, are completely acceptable and appropriate activities for graduate students and postdoctoral trainees, including those who are grant funded. The Graduate School's website includes more information on this subject: <http://wayne.edu/gradschool/phd/policies/training-and-career-development/>.
- B. Graduate Career Services Office and Graduate Professional Development Seminars
- Ms. Karen Weist, Graduate Career Services Director, presented on the Graduate Career Services Office, which was developed in conjunction with the BEST Program. Ms. Weist works with all not doctoral students – biomedical, humanities, STEM, social sciences, etc.
 - In Winter 2015, Ms. Weist coordinated the launch of [WayneGradCareers](#), which is a resource to facilitate career information and opportunities to doctoral students. She will also be overseeing the launch of [the Versatile PhD](#) before the end of the winter semester. This is another resource for students to use to explore opportunities outside of academia. It includes sections for STEM and humanities/social studies.
 - Over twenty seminars were offered as part of the Graduate Professional Development Series. These included the panel discussions from Phase I of the BEST Program, but the majority of the workshops were geared toward general career development skills. The general workshops are open to all graduate students.
 - Ms. Weist announced that she will be stepping down as director at the end of the April. The search for a new director is ongoing.
- C. Graduate Recruitment
- Ms. Claire Ofiara joined the meeting to discuss her role as Associate Director of Graduate Recruiting. Ms. Ofiara stressed the importance of branding and the importance of good presentation whether it is the logo, a website, a business card, etc. She also provided examples from some programs that have developed folders that contain detail inserts to advertise the program. Ms. Ofiara recommended these as a great marketing tool.

- Ms. Ofiara and Ms. Jameshia Granberry, Director of Graduate Admissions, are forming a committee that will focus on graduate admissions and recruitment yield. She invited council members to contact her if interested in participating.
- Ms. Granberry stated that it is important to advertise graduate programs to our own students earlier in their undergraduate careers. She is working to compile a list of juniors and seniors with a minimum of a 3.0 GPA who can be targeted for graduate marketing campaigns.
- Ms. Ofiara spends much of her time visiting other institutions and attends regional, state, and national recruiting events. She averages about 20 – 40 student leads per event, and she collects emails so she can follow up with each potential applicant. Ms. Ofiara gave more details of the process she uses to work with each lead from the initial greeting through matriculation.

III. OLD BUSINESS

A. Graduate Exhibition

- The 6th annual Graduate Exhibition took place on March 2nd, and Associate Dean Jackson reported that it was once again a success with awardees spread across various disciplines.
- Dr. Jackson did point to faculty participation as an area in which the event could be improved. He said that each year it is the same faculty members who show up to help with the event. Future exhibitions would benefit from a larger faculty presence, and recruitment of more faculty to judge poster presentations is a necessity.

B. Master's Student Showcase

- The Masters Showcase has been developed to parallel the Graduate Exhibition for the 70% of graduate students who are master's students. It will be an all-day event on April 8th. Associate Dean Heather Dillaway said that the event will be different than the Graduate Exhibition because oral presentations will outnumber poster presentations. There will be student presenters from medicine, pharmacy, the health sciences, engineering, the humanities and social sciences.
- Alumni will be involved as judges for an elevator pitch competition, where students will have three minutes to talk about either a topic or their own work. Alumni will also take part networking roundtables at lunchtime.
- Similar to the exhibition, more faculty are needed to help with judging. Please contact Dr. Dillaway form more information.

IV. COMMITTEE REPORTS

A. Executive Committee

- Dr. Pradeep Sopory reported that budget issues were the main topic. The committee offered recommendations to Dean Mathur regarding upcoming budget hearings. Additionally, Dean Mathur explained to the committee that each year the Graduate School receives an allotment for graduate awards, and each year, a significant portion of the money is unspent and returned. Dean Mathur has drafted a proposal requesting that the unspent money be funneled into a permanent account that could be used to bolster graduate education, including the creation of permanent funds for master's level awards. The Executive Committee offered unanimous support.

B. New Programs Committee

- Associate Dean Dillaway reported that the majority of the March meeting was spent reviewing a proposal for master's degree program in data analytics. The degree would be an interdisciplinary offering between the School of Business and College of Engineering.
- Dr. Dillaway added that committee still had a number of proposals up for review, and it might be required to meet twice in April.

C. Graduate Admissions

- Ms. Granberry reported that there were more than 2,700 applications for Spring/Summer 2015, and over 800 of these applications are waiting for decisions. She urged council members to remind their departments and programs review applications as soon as possible.

E. University Libraries

- Mr. Paul Beavers reported that a task force that has been called by the Provost to address the issues of strategic, sustainable funding for library resources. Libraries have a big problem with a pronounced inflation rate on journals and other subscription resources, and the task force is being asked to look at long-term funding strategies to address appropriate levels of funding to meet the needs of faculty, students and researchers. The task force is being chaired by Dr. Gloria Hepner, AVP for Research, and a report is anticipated in May.

F. Academic Senate Liaison

- Dr. Lou Romano, President of the Academic Senate, added more details about the funding issues faced by the Libraries. Dr. Romano is also serving on the task force, which is trying to identify permanent funding sources with a fixed budget that is increased based on inflation.
- Dr. Arthur Marotti, Distinguished Professor of English, has proposed the development of an Emeritus Academy for retired faculty to have resources and infrastructure to network and continue research.
- Dr. Matt Ouellett, Associate Provost and Director of the Office for Teaching and Learning, is developing a teaching academy. More details should be available soon.
- Dr. Romano also discussed the university budget. School and college budgets are based on metrics that include enrollment, number of majors and research productivity. Budget hearings will be held in April.

G. Liaisons to Academic Senate Committees

- Associate Dean Jackson is the Graduate Council liaison to the Academic Senate's Budget Committee, and he added to Dr. Romano's comments about the university budget. Dr. Jackson stated that continuing the practice of annual budgets cuts is unsustainable, and the only way to reverse the trend is to improve enrollment especially in the area of student retention.

VI. ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

David McGrann
Manager of the Graduate Council