

Meeting of September 18, 2013, 2:00-3:30 p.m.
Adamany Undergraduate Library, Community Room

Agenda

- I. Approval of Minutes:** March 20, 2013*
- II. Report of the Dean**
- III. Margaret Winters, Interim Provost and Senior Vice President of Academic Affairs**
- IV. New Business**
 - A. Graduate Dean 2N Selection Committee
 - B. Other New Business
- V. Committee Reports**
 - A. Executive Committee
 - B. Graduate Admissions
 - C. Academic Senate Liaison
- VI. Adjournment**

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**Minutes of the
Regular Meeting of September 18, 2013
2:00 p.m., Adamany Undergraduate Library, Community Room**

Members Present: C. Chow, G. Deblase, M. Dickson, P. Dubinsky, J. Dunbar, D. Dungee-Anderson, A. Feig, S. Firestine, W. Gibson-Scipio, J. Green, R. Holley, K. Jackson, P. Kernsmith, J. Martin, G. Mao, A. Mathur, D. McGrann, J. Moldenhauer, S. Ng, D. Patterson, K. Paesani, J. Pruchnic, L. Schwiebert, P. Sopory, S. Terlecky, D. Walster, C. Winston, H. Wu, A. Yaprak

Members Absent
with Notice: A. Biswas, M. Clark, E. Faue

Members Absent: J. Davis, G. Kapatos, M. Malek, D. Walz, D. Yingst

Also Present: C. Barduca, P. Beavers, K. Lueckeman, L. Beale, L. Sabapathy, C. Sokol

The meeting was convened at 2:03 p.m. by the Chairperson, Ambika Mathur

I. APPROVAL OF MINUTES

MOTION was made by Associate Dean of Social Work Dungee-Anderson, seconded by Associate Dean of the College of Fine, Performing and Communication Arts Moldenhauer and passed to approve the minutes of March 20, 2013.

II. REPORT OF THE CHAIR

- Interim Dean Mathur welcomed everybody to the new academic year and thanked everyone for serving on the council. She also noted that Carole Barduca, Director of Business Affairs for the Graduate School, will be retiring on October 1, 2013. Interim Dean Mathur thanked and commended Ms. Barduca for her exceptional performance in a variety of roles for the Graduate School.
- The recommendations of the Huron Report on the Graduate School have been recognized by university administration. The key take away from the report was that Wayne State should continue to maintain a separate Graduate School which receives adequate funding to provide services to the students and university.
- In September 2013, the NIH announced that Wayne State would be one of ten recipients of its Broadening Experiences in Scientific Training (BEST) award. One hundred and ten universities applied for the award, which will provide for \$250,000 in direct costs for a period of five years. Interim Dean Mathur and a university-wide committee designed the basis for a program that will provide trainees in the biomedical sciences with the opportunity to explore multiple career opportunities through cross-training and internships with university partners. The BEST grant will help to create a model that should be applicable to doctoral students in all disciplines.
- Enrollment at the master's level remains a key issue for the Wayne State. This year total numbers for master's enrollment were down 3.6%. Interim Dean Mathur is working with the Provost and

school/college deans to create solutions. This will remain an area of focus for the Graduate School, and those involved with graduate education.

- The Graduate School is continuing to plan for a better data tracking system for graduate students. A key part of this project is a standardized annual review form, which was tested over the summer. The Graduate School is working with Institutional Research, C&IT, and others to implement these new systems, but this remains a work in progress. Interim Dean Mathur reminded council that the NIH is implementing data collection. In addition, the NIH will be requiring that all grant-funded graduate students have eRA Commons IDs. Interim Dean Mathur said that the Graduate School would look into facilitating eRA Commons registration for new graduate students.
- The allocation of graduate assistantships will also be addressed this year. Each year, 598 assistantships are distributed centrally, but the formula for dissemination has been called into question. Last year, former Provost Brown convened a committee to study this issue; however, the committee was abandoned when the former provost left the university. Provost Winters is in the process of forming a new committee that will include both faculty and administrators from across the university.

*The Executive Committee report was discussed out of order from the original agenda.

- Marcus Dickson, Chair of the Executive Committee and Professor of Psychology, led the Executive Committee report. Dr. Dickson mentioned that, pursuant to the Graduate Council bylaws, he had a discussion with former Deputy President Vroom on behalf of the members of Graduate Council regarding the release of the Huron Report. This ended up being a non-issue as the report had been released prior to their conversation.
- Dr. Dickson next reported that James Farrell, former Associate Vice President of Human Resources, and Thomas Cavalier, Assistant General Counsel, attended the September Executive Committee meeting to discuss the university's new background check policy. Dr. Dickson summarized the policy with regard to graduate assistants as follows:
 - GTAs, GRAs, GSAs or GAs of any other type are required to go through this background check. This ties in with admissions because in some departments, where all doctoral students are funded, the employment aspects of admission and admission itself are tied closely together. The background checks are focusing on four things. The first one is simply a Social Security number check. The second is an employment verification (please note, this is not a reference check). Third is a felony record check in all 50 states. And fourth is a check of the sex offender lists in all 50 states. If there's a student who is a non-U.S. citizen, they will also run background checks in their country of origin. If that person has spent significant time in another country, they'll run checks in that country as well. When all that information is gathered, they do what we're referring to as a "holistic assessment." If a student is flagged, the human resources office and the office of general counsel will make an initial judgment. They will then consult with the appropriate people – which might include the dean or associate dean of the Graduate School, but which will not include representatives from departments – and reach a conclusion about what level of risk this person might pose. Points of consideration will include: the nature of the offense, who or what it was against (people or property), amount of time since offense occurred, age of the offender, and relationship of the type of offense to the job for which the person is being considered. Running a background check on a United States citizen is likely to take from 24 to 72 hours. Running a background check on non-U.S. or non-U.S.-based citizen could take two weeks or longer. There will not be any movement on employing the person until the background check process is completed. If a person is identified as unemployable, s/he does have a right to appeal, and s/he is notified of this right. The unit who is recommending the hiring will be notified that the person is not designated as employable, but the reason will remain confidential information.

We highlighted a lot of concerns, especially on the subject of offers close to the Council of Graduate Schools' April 15th deadline. We will not be permitted to submit a list of

potential candidates to HR and ask that background checks be run on all potential candidates. The law prohibits performing a background check on any applicant, who is not considered a finalist for a position of employment. Programs will need to make adjustments in order to accommodate the new policy.

General Counsel and HR have stated that they will do their best to improve communication of the new policy, including the dissemination of a FAQ sheet. Additionally, HR indicated that they benchmarked policies at other universities, and they would be willing to share this information with Graduate Council. General Counsel will also be reviewing the applicability of the background check policy to international students, who fulfill similar requirements during the immigration process.

**Provost Winters entered the meeting at 2:30p.m.

III. MARGARET WINTERS, PROVOST and SENIOR VICE PRESIDENT of ACADEMIC AFFAIRS

- Provost Winters began by adding a comment to the previous discussion of the background check policy. She ensured Graduate Council that the Office of the Associate Provost of Academic Affairs was involved in the creation of this policy, and it will remain involved in decisions affecting academic positions, including graduate assistants.
- Provost Winters stated that she supports President Wilson's vision for Wayne State, which puts the focus on the students. She stated that faculty members need to be more aware of student needs and the unique conditions affecting our mostly commuter-based student population. At the same time, she reminded the council members that it is important to identify that graduate students, including master's level students, have different needs than undergraduate students. Above all, she stressed the importance of improving graduate student mentoring.
- Provost Winters also touched upon the declining numbers of new and continuing enrollment at the graduate level. The image of Wayne State University has been called into question. President Wilson believes that Wayne State receives national and international recognition, including with the NIH and large funding institutions. The issue is Wayne State's regional reputation, and part of this has to do with the overall reputation of the city of Detroit. She stated that she will be working with faculty, academic administration, and others at the university to address the current recruitment and retention challenges, including the Wayne State' regional image.
- Additionally, Provost Winters announced that Wayne State will be conducting an internal search for a fulltime Dean of the Graduate School. She indicated that she would like to have the search completed by the end of the Fall term, and she stated that it is important to have someone familiar with the circumstances at Wayne State. The dean will be selected by a 2N committee that includes two representatives elected by Graduate Council, 2 representatives named by the provost, and one student selected by the Associate Provost for Academic Personnel.

**Provost Winters left the meeting at 3:00p.m.

IV. NEW BUSINESS

A. Graduate 2N Dean Selection Committee

- Interim Dean Mathur and Interim Associate Dean Jackson excused themselves from the meeting prior to nominations for the 2N selection committee ballot.
- Dr. Dickson announced the procedures for the selection of Graduate Council members for the search committee. He opened nominations on the floor at this time and stated that the nomination period would remain open for one week. Next, the nominees would be added to a

ballot to be administered by David McGrann, Manager of Graduate Council. At the end of the election, the top two vote getters will be named to the committee.

- Dr. Dickson clarified that Graduate Council is being granted the authority to conduct the election of two faculty members to the 2N search committee for the Graduate School Dean. There is no faculty of the Graduate School, so the university has historically identified the Graduate Council as the body that would provide faculty representation to a search committee for a Graduate School Dean. So this body would provide two members and then Provost Winters would provide two members and a student representative.
- After Dr. Dickson's clarification, nominations were held on the floor. Council members nominated Drs. Loren Schwiebert (Computer Science), Jeff Martin (Kinesiology), Christy Chow (CLAS and Chemistry), Delores Dungee-Anderson (Social Work) and Liz Faue (History). After the meeting, Dr. Dickson and Provost Winters agreed that the nominees and election should be restricted to voting members of Graduate Council. Drs. Chow and Dungee-Anderson graciously accepted this decision, and they were removed from the ballot.
- Interim Dean Mathur and Interim Associate Dean Jackson re-entered the meeting.

V. COMMITTEE REPORTS

A. EXECUTIVE COMMITTEE

*See above.

B. GRADUATE ADMISSIONS

- Kathy Lueckeman, Director of Graduate Admissions, mentioned the decrease in Fall 2013 enrollment had already been pointed out by the provost. She stated that while applications for Fall 2013 were slightly down, the number of admits increased slightly.

C. ACADEMIC SENATE LIAISON

- Dr. Linda Beale reported that Academic Senate has been discussing the stalled proposal to dissolve the Department of Clinical and Translational Science. This proposal was taken to the Board without consultation. The proposal will be discussed in Academic Senate committees. Among the key issues are the future of translational research at Wayne State and what to do with any existing funds.
- Dr. Beale also mentioned that the Policy Committee of the Academic Senate had prepared a white paper for President Wilson. The committee used this as an opportunity to call to the incoming President's attention many of the Wayne State's most pressing concerns – academic governance and budget transparency, budgetary decision-making, and the ranking of Wayne State as a research university.

VI. ADJOURNMENT

The meeting was adjourned at 3:36p.m.

Respectfully submitted,

David McGrann, Manager of the Graduate Council