

**University of Southern Indiana
Council of Graduate Program Directors and Chairs
August 19, 2015**

ATTENDANCE: M. Rowser (Chair), B. Beach, K. Bonnell, G. Bower, C. Conaway, V. DeCoster, J. DeJong, E. Hall, M. Hall, M. Hanka, B. Hart, M. Hostetler, J. Kilbane, T. McDonald, K. Valadares

The meeting was called to order at 1:35 p.m.

The Minutes from the April 9, 2015 meeting were reviewed. Dr. M. Hall made the motion to approve them, and the motion was seconded by Dr. Hart. The minutes were approved.

Topic	Discussion	Decision
Announcements	Two new Graduate programs, the Master of Science in Sport Management and Master of Arts in Second Language Acquisition) have been approved by the Indiana Commission for Higher Learning on August 13, 2015.	Information only
Old Business: Student Eligibility and Program Acceptance	Dr. Rowser handed out current policy from the handbook regarding the acceptance process and Graduate Studies role.	Dr. Rowser is asking for cooperation by first, sending decision letters to Graduate Studies before sending to student to alleviate unnecessary confusion for students and other offices.
Graduate Assistantships – guidelines and levels	<p>Dr. Rowser handed out proposed levels for Graduate Assistantships. The levels are categorized into 3 groups and associated responsibilities. The supervisor will determine the level.</p> <p>Human Resources will determine the hourly wage to accompany these levels in regards to the broader compensation packages across campus.</p> <p>There was some discussion about budget cuts and the increase of pay for GAs which may create an issue of hiring Graduate Assistants for some offices.</p>	<p>The proposed Graduate Assistantship levels are currently being reviewed by Human Resources (HR).</p> <p>Dr. Hanka made the motion to approve the proposed Graduate Assistantship levels, and was seconded by Dr. Bonnell. The council agreed to the GA levels.</p> <p>Dr. Rowser will review discussion points with Human Resources.</p>
Graduate Student Scholarships – Day of Giving	<p>Dr. Rowser asked for guidelines for the four scholarships received from the Day of Giving.</p> <p>Dr. Beach suggested each college receives one scholarship and allow the college level council determine the criteria.</p>	<p>Council members voted unanimously to accept the recommendation to award one scholarship to each college and allow the colleges to determine criteria.</p> <p>Dr. Rowser will send information regarding scholarship criteria to the chair of each college council and copy the program directors.</p> <p>Recipients of scholarship to be submitted to Dr. Rowser no later the October 1, 2015.</p>

RIF – Jeff Sickman	Mr. Sickman will meet with Kat Draughon to discuss information collected on RIFs Mr. Sickman will then meet with the Graduate Council with recommendations.	Once the council meets with Mr. Sickman, the information will be shared with Provost Council.
New Business: Prerequisite Overrides	Dr. Rowser asked for the council to review current prerequisites and remove any that are outdated. This is causing unnecessary problems for registering students and other University offices.	Information only
Graduate Faculty Application – Curriculog	Dr. Rowser handed out an example of the Graduate Faculty Application from Curriculog. She is asking for council to review document for additional suggestions for Ms. Michele Duran to add before this form becomes active. Suggested additions were: <ul style="list-style-type: none"> • Comment section • Add other institutions under ‘Graduate Teaching Experience’ section. • Additional scan-in option for old application 	Dr. Rowser will note suggestions and pass on to Ms. Duran for updates.
Other: Academic Program Review	Dr. Rowser mentioned that Communication, Liberal Studies, Education, and Public Administration were up for program reviews in 2015. Communication has started the review and is continuing pending necessary data from other university departments. Liberal Studies’ review is complete and given program review to Dr. Rowser.	Dr. Rowser will forward exact dates for review and pass along to program directors.
Bulletin Deadlines	The Registrar’s office has asked for the Graduate bulleting deadline to be the same as undergraduate. Currently, graduate students with the option of registering early, have the old bulletin, causing confusion and problems for the student.	Dr. Rowser proposed the Graduate bulletin deadline be the same as undergraduate: <ul style="list-style-type: none"> • 3rd Friday in October (Any courses offered in the following fall) • Friday before Spring Break (Any courses offered in the following spring) The council agreed to the deadline changes.
Council of Graduate Schools Conference Report	Dr. Rowser attended the CGSC conference in Quebec. She attended several seminar symposiums with emphasis on funding and diversity and inclusion opportunities.	Dr. Rowser summarized her thoughts on the conference mentioning it was “very helpful”.

Academic Grievance Policy	<p>Last year, Dr. Batista asked Dr. Rowser to remove the current Graduate policy on Academic Grievance and replace with a link to the university policy on the Dean of Students website.</p> <p>Dr. Rowser and Dr. Blunt spoke about policy. The Graduate policy mirrors the university policy except in the areas of formal resolution and composition of the committee.</p>	<p>Dr. Rowser proposed the council update the Graduate Academic Grievance Policy to state to include the language of “the Provost or their designee shall be responsible for implementing the final decision.”</p> <p>Dr. DeCoster made the motion to update the Graduate Studies policy wording to:</p> <ul style="list-style-type: none"> • “The Provost or their designee, such as the Director of Graduate Studies”. <p>Dr. Hanka seconded. The council agreed to the policy update.</p> <p>Dr. Rowser will propose to Dr. Blunt to update the University policy With revisions to the formal resolution section and composition of the committee.</p>
Graduate Studies Updates	<p>Dr. Rowser mentioned a new initiative in Graduate Studies, “Return to Learn”. Graduate Studies is collecting data of students who are in good standing, but did not finish their graduate program.</p> <p>Ms. Lindsey Gibson stated there are a total of 1205 students currently on the list.</p> <p>Dr. Rowser is looking into possible incentives to attract these students back to USI.</p>	<p>Graduate Studies will forward individual program lists to program directors/chairs for their review and input. Dr. Rowser and Lindsey are looking into possible avenues to reach out to these students.</p>
	<p>Ms. DeAndria Powell, Graduate Admission Assistant and new hire in Graduate Studies, reported a total of 163 applications processed from June 8, 2015 to present. 210 applications were processed in that time frame a year ago.</p>	
	<p>Ms. Lindsey Gibson reported a total of 1,071 sophomore through junior Departmental Scholars and a total of 1633 eligible incoming freshman David L. Rice Scholarship recipients.</p>	<p>Graduate Studies will reach out to the 172-2nd semester seniors (graduating in December) in September. The remaining seniors (graduating in May) and juniors will also be a target group for Graduate Studies. Graduate Studies will also reach out to the incoming David L. Rice Scholars to inform students of the opportunities they have at the graduate level.</p>

The next meeting will be September 16th, 2015 at 9:00 a.m. in the University Center 205.

The meeting was adjourned at 2:55 p.m.