

**University of Southern Indiana
Council of Graduate Program Directors and Chairs
April 9, 2015**

Attendance: Rowser, DeCoster, DeJong, Conaway, Franks, M. Hall, Hanka, Valadares, Rode, E. Hall, Hostetler, McDonald

Guests: Donna Evinger, Director of Human Resources; Ashley Hilton-Hughes, President of the Graduate School Professional Network

The meeting was called to order at 1:35 pm.

The Minutes from the January 15 and February 11 meetings were reviewed and a few corrections were noted. Dr. M. Hall made the motion to approve them, and the motion was seconded by Dr. Conaway. The minutes were approved with the noted changes.

Topic	Discussion	Decision
Announcements	Graduate Studies will participate in another virtual fair on April 23 rd .	Dr. Rowser will send out more information as soon as it is available.
Old Business: Independent Study and Research Incentive Fund (RIF)	<p>Dr. Rowser said that she presented information about Graduate Council's discussions on Independent Study to Provost's Council in March. Members of Provost's Council asked for more information on independent study courses, including how many have been offered in the last 5 years. Dr. Draughon, Executive Director of Planning, Research, and Assessment, will get this information for Provost's Council and Graduate Council.</p> <p>Dr. Rowser also presented information to Provost's Council on the RIF discussion, and members again asked for more information on this topic. Jeff Sickman, Controller and Assistant Business Office Director, will get that information together for the group.</p> <p>There was some discussion on these two topics. Dr. Conaway presented a handout that details a model for faculty compensation for independent study courses. The model proposes .75 credit hour of compensation per student and assumes a three-credit hour course.</p>	<p>Dr. Rowser proposed drafting a clear proposal for faculty compensation for independent study courses, including defining what constitutes "independent study", as it seems to vary across colleges.</p> <p>The information from Dr. Draughon and Mr. Sickman will be forwarded to the group.</p> <p>Dr. Rowser also recommended discussing these ideas - and the new information - with the college-level councils.</p> <p>Dr. Hanka and Dr. Conaway will send and updated proposal document via email, and discussion of the draft proposal will take place via email.</p>

Graduate Assistantships	<p>Dr. Rowser shared with the group that one of this year's three budget priorities for the Academic Affairs cluster will be permanent funding for 20 graduate assistantships (GA). Each assistantship is approximately \$13,000 each, including hourly wages, fee remission, and fees for an entire academic year. The new assistantships would be distributed by Graduate Studies.</p> <p>If the proposal is accepted, Graduate Council must devise a plan for distributing these assistantships, with some going to academic programs and some going to other units on campus, including Student Affairs.</p> <p>Ms. Evinger asked the group if it wants to change the description of what GAs do. She pointed out that some GAs here at USI have more clerical duties while some are "true" GAs, meaning that they perform research assistance for professors within their own academic areas.</p> <p>Ms. Evinger proposed a structure that provides different layers and pay rates for different types of GA work. Non-academic GAs would be included, but Graduate Council would only be able to approve pay rates for academic GAs.</p> <p>Ms. Evinger pointed out that at USI, we cannot offer a flat rate/stipend. Pay must be on an hourly rate so that Human Resources can determine whether or not overtime was worked.</p> <p>Ms. Evinger recommends a pay range of \$7.50 – \$9.00 per hour. The group agreed to devise different levels for GA positions along with varying rates of pay.</p>	<p>Dr. Rowser summarized the discussion and proposed moving it to email. The group must define the different levels of GA work as well as the corresponding rates of pay.</p>
New Business: Graduate Student Professional Network	<p>Ashley Hilton-Hughes, MPA student, addressed the group as President of the new Graduate Student Professional Network. She stated that she sometimes hears concerns from other graduate students but noted that there is no way at the present time to take issues to the next level. Hilton-Hughes hopes that Graduate Council will be supportive and invited each member to attend the group's open house, scheduled for that evening.</p>	

Graduate Student Scholarships – Day of Giving	Dr. Rowser announced that four scholarships for graduate students were funded through USI’s Day of Giving, which was held during the Fall semester 2014. Criteria for distributing these scholarships must be devised.	Given time constraints, it was decided that the discussion on establishing the criteria for distributing the new scholarships will be conducted via email.
Environmental Scan		Given time constraints, it was decided that Dr. Hanka and Dr. Valadares will present their work on the university’s environmental scan at the Graduate Council retreat in May.

The next meeting will be 5/11/15 at Innovation Pointe.

The meeting was adjourned at 3:05 pm.