

Graduate Group Chairs Meeting
Monday, October 14, 2019
10:30 A.M. – 11:30 A.M. | SSB 250

Meeting Minutes

Graduate Group Chairs Present: Sarah Kurtz, Ramesh Balasubramaniam, Irene Beattie, Anita Bhappu, Jeffrey Butler, Martha Conklin, Courtenay Conrad, Kevin Dawson, Gerardo Diaz, Sayantani Ghosh, Marcelo Kallmann, Patricia LiWang (QSB Rep.), Roummel Marcia, Erik Menke, Victor Munoz, Irene Yen
Hrant Hratchian (Graduate Council Vice-Chair)

Graduate Division Staff Present: Jesus Cisneros, Eric Cannon, Ashley Eagleson, Cassie Gunter, Chris Kello, Jen Quiralte, Tsu Ya, Marjorie Zatz

1. Updates – Dean Zatz

- a. No major updates.

2. Graduate Council Vice Chair’s Report – Hrant Hratchian

- a. Graduate Council is developing best practices for different approaches to recruiting and mentoring students.
 - i. Hrant hopes to be able to speak with a few of the chairs to help him begin drafting this document; Irene Yen volunteered.

Action Item: Vice Chair Hratchian will send an email out to the group within the next 1-2 weeks with more information.

3. Vote – Finalize Graduate Visitation Weekends

- a. There was consensus among the Graduate Group Chairs not to hold a second Graduate Visitation Weekend. Graduate Visitation Weekend will be held Feb. 21-23, 2020.

4. Discussion Item – Academic Planning Process & Strategic Plan for Graduate Education – Dean Zatz Lead

- a. Dean Zatz outlined the academic planning and strategic planning processes and how graduate education will interweave with school plans. Current mission, vision, value statements are on the Graduate Division website, but these reflect the GD’s services more than quality of graduate education, which will be part of the new statements. Some initial suggestions for values and aspirational goals were presented as examples and chairs were asked to start thinking about them, with further discussion to follow at the next several graduate group chair meetings. Several recommendations were given by the chairs, including, but not limited to the following:
 - i. MOU between Department Chairs and New Faculty to plan their teaching assignments (including graduate courses) and guarantee some number of TA positions for their new students.

- ii. Graduate Chairs should be part of the decision about which graduate courses are being offered and the graduate curriculum should be built out before the undergrad curriculum as there are more options for who can cover undergraduate courses.
- iii. Better access to institutional data.
- iv. More clarification on who is leading the strategic planning and the process.

Action Item: Dean Zatz will organize feedback from the chairs and others and send it out for further review and discussion within the next 2 weeks.

5. Other Business

- a. Dean Zatz asked that everyone please try and email their discussion items a week prior to the meeting, so that enough time can be allotted in the agenda. Announcements will be part of the agenda and not discussed separately to allow sufficient time for discussion.
- b. Associate Provost Kurt Schnier will attend the November 4th meeting to discuss graduate funding models.

The meeting adjourned at 11:39 A.M.