

Graduate Group Chairs Meeting
November 28, 2018
4:00 pm – 5:00 pm

Meeting Minutes

Graduate Group Chairs Present: Ramesh Balasubramaniam, Miriam Barlow, Kevin Dawson, Paul Brown, Gerardo Diaz, Kyle Dodson (for Irene Beattie), Boaz Ilan, Marcelo Kallmann, Paul Maglio, Erik Menke, Victor Munoz

Graduate Division Staff Present: Eric Cannon, Mayra Chavez-Franco, Maggie Farias, Cassie Gunter, Chris Kello, Brenda Ortiz, William Suh, Jessica Ventura, Marjorie Zatz

Not Present: Courtenay Conrad, Sayantani Ghosh, Kara McCloskey, Jan Wallander

1. Updates

- Graduate Resources Coordinator Cassie Gunter informed the graduate group chairs that the Weekly Digest does not go out to all faculty.
- **Action:** The graduate division will send an email to all faculty to see who wants to receive the Weekly Digest, and then create a separate listserv for those interested.

2. Slate training sessions

- Associate Dean Chris Kello gave the graduate group chairs a brief training on Slate. The in-depth Slate training session will be on Tuesday, December 11 from 1:00 – 2:30 pm in COB 2 392.

3. Grad Council Update

- No report; Graduate Council Chair LeRoy Westerling was unable to attend the meeting.

4. Update on the graduate funding model

- Graduate Dean Zatz indicated that while the funding model had not been finalized, she has a strong preference towards a block grant model with a proposal to cover 95% of NRST for all 1st year domestic and international Ph.D. students.
- Graduate Dean Zatz added that the amount of USAP funding per student has not yet been finalized with the budget office and increasing the budget allocation would be a multi-year effort.

5. Further discussion- how best to incentivize faculty to put more grad students on grants?

- Graduate Dean Zatz asked the graduate group chairs whether it's preferable to receive a small amount in research funds for each student funded.
- The graduate group chairs suggested giving incentives to faculty for writing grants and would prefer the money go to the graduate groups directly.
- **Action:** Graduate Dean Zatz and the Graduate Student Support Manager Eric Cannon will consider these suggestions and get back to the group.

6. Admissions – final push to recruit top students

- Graduate Dean Zatz asked faculty to make a final outreach to top students and make sure funding packages are determined as soon as possible.

7. Discussion – negotiating TA appointments and graduate course needs with department chairs

- Graduate Dean Zatz explained that it's difficult to know how many TAs are needed in each department due to the growth in enrollments.
- Graduate Dean Zatz encouraged the graduate group chairs to talk to their department chairs about the anticipated number of undergrads to know what to expect.
- Graduate Dean Zatz informed the group that Kurt Schnier and the Executive Director of Financial Planning & Analysis, Romi Kaur, will attend the next graduate group chair's meeting on Wednesday, December 12th to discuss instructional budgets and TA planning.
- **Action:** The graduate group chairs were asked to send Graduate Dean Zatz any questions they have in advance of the next graduate group chair meeting.

8. Other topics for discussion?

- None

The meeting adjourned at 5:06 pm.