

**Graduate Group Chairs Meeting**  
**Wednesday, December 12, 2018**  
**4:00 – 5:00 pm**  
**SSB 250**

**Meeting Minutes**

Graduate Group Chairs Present: Ramesh Balasubramaniam, Ireene Beattie, Marc Beutel, Kevin Dawson, Sayantani Ghosh's replacement, Boaz Ilan, Marcelo Kallmann, Paul Maglio, Erik Menke, Victor Munoz, Jan Wallander

Guests: Betsy Dumont, Jeffrey Gilger, Romi Kaur, Mark Matsumoto, Holley Moyes, Kurt Schnier

Graduate Division Present: Jesus Cisneros, Eric Cannon, Mayra Chavez-Franco, Maggie Farias, Chris Kello, Jen Quiralte, Marjorie Zatz

Not Present: Miriam Barlow, Paul Brown, Gerardo Diaz, Kara McCloskey

1. **Collaborating with departments, schools, budget office to plan for the number of TA positions available each year and for graduate course needs (short-term and long-term planning)**
  - Assistant Vice Chancellor of Finance Romi Kaur stated that this would be a three-year process with many opportunities to provide feedback. One of the primary objectives is to provide TA allocations to schools that allow flexibility, and the School Deans will make the final decision on the final distributions to each graduate group.
  - Information received from programs on their curriculum targets will be shared with School Deans, so they can make refinements to the budgets if needed.
  - Department Chairs and Graduate Group Chairs are advised to look at their planned enrollments and courses needed to determine how many TAs will be required on a 3-year curriculum plan.
  - On January 15, the schools will receive draft budgets. There will be flexibility, and this will be continual feedback influencing decisions for next year. For Graduate Groups, it will be essential to have input in the process and help establish caps for their graduate group courses.
  - Assistant Vice Chancellor of Finance Romi Kaur informed the group that the budget office would cover all commitments that have already been made and that new 5-year commitments outside the guidelines will no longer occur.

## **2. Graduate Council Chair's report**

- Graduate Council approved a reduction in the required hours for non-thesis master's students from 30 to 24. Division Council will review the recommendation of the Graduate Council.
- Graduate Group Chair Ramesh Balasubramaniam proposed that the chairs endorse the Graduate Council memo to the Chancellor and Interim EVC/Provost affirming the importance of prioritizing R1 status and prioritizing increases in graduate student funding. Graduate Chair Balasubramaniam proposed the motion and Graduate Chair Irene Beattie second the motion. The vote was unanimous.

## **3. Recruitment and admissions**

- Graduate Dean Zatz informed the group to expect severe restrictions on visa approvals, as well as delays in approvals for students from China in some STEM fields. She stated that we may have a smaller applicant pool from China as a result and that the grad groups may want to admit additional students.

## **4. Slate training sessions for faculty will continue in January**

- Associate Dean Chris Kello announced that Slate-training sessions would continue in January.

## **5. Graduate visitation weekend planning – preferences for Saturday events on/near campus**

**Action:** Graduate Dean Zatz asked groups to send her any ideas for grad visitation weekend.

## **6. Other topics for discussion?**

- No new business.

The meeting adjourned at 5:03 pm.