

Graduate Group Chairs Meeting
Thursday, February 14, 2019
9:00-10:00 am

Meeting Minutes

In attendance:

Graduate Group Chairs: Ramesh Balasubramaniam, Miriam Barlow, Anita Bhappu (for Paul Maglio), Irene Beattie, Marc Beutel, Paul Brown, Courtenay Conrad, Kevin Dawson, Gerardo Diaz, Sayantani Ghosh, Boaz Ilan, Erik Menke, Victor Munoz, Jan Wallander, Marcelo Kallmann

Graduate Council Chair: LeRoy Westerling

Graduate Division Staff: Eric Cannon, Mayra Chavez Franco, Jesus Cisneros, Maggie Farias, Chris Kello, Jen Quiralte, Tsu Ya, Marjorie Zatz

Not Present: Kara McCloskey

1. Updates – Marjorie

- New staff: Sandra Cruz-Lezama, Admissions & Academic Services Coordinator, and Tania Macias, Admissions & Academic Services Specialist, have joined the Graduate Division.
- The Graduate Division has been approved to hire three new positions over the next year or two: Academic Counselor, Data Analyst, and Postdoctoral Coordinator. The Academic Counselor will focus primarily on conflicts within research groups and between graduate students and their advisors, best practices in mentoring, and other issues that graduate students typically confront such as work-life balance.
- The Academic Planning Working Group (APWG) is moving forward rapidly and is currently holding town halls with faculty in each school to discuss campus priorities, including what it will take to achieve R1 status quickly.
- Graduate Group Chairs were reminded that if graduate programs want to place students in unsatisfactory standing if they do not have an advisor, they must have the advisor requirement in the program's policies and procedures. The Graduate Division does not monitor this until the qualifying exam, as programs differ in their requirements (e.g., some have temporary advisors or do rotations in the first year).
- **Action:** Graduate Council Chair LeRoy Westerling will ask Senate Senior Analyst Dorie Perez to review all policies and procedures.

- **Action:** The Graduate Division will review GRIP to identify any missing advisor data and will ask the Graduate Support Staff to enter any missing advisor information into GRIP.
- **Action:** The Graduate Division will expand the website information on mental health resources.

2. Graduate Council Chair's report

- EVC/Provost Gregg Camfield met with the Graduate Council (GC) on January 31. He informed the Council that per-student funding will stop shrinking and will increase incrementally. He also articulated the need to continue growth in the number of graduate students well beyond the 1000 student (10%) level, especially as we seek to reach R1 status.
- Graduate Council Chair Westerling informed the group that they might be asked to participate in a focus group or interview about Curriculog and asked for their support.

3. Graduate Visitation Weekend

- The reception will be held Friday, February 22 from 4:00 – 6:00 pm in KL 355. Chairs are asked to send Jen Quiralte names of graduate students who have been invited; the Graduate Division would like to pre-register invitees to reduce the wait time for those entering the reception.
- The G Street Revolution Band will be playing at Five Ten Bistro starting at 9:00 pm.
- On Saturday morning, coffee and snacks will be provided in the Lantern. A campus tour, wave demo and vernal pools hike will run consecutively from 9:00 – 10:00 am and from 10:00 – 11:00 am. A BBQ will be hosted from 11:30 am – 1:00 pm at the boardwalk by the new dining area.
- **Action:** The GVW link will be added to the faculty website; graduate group chairs will be notified when it is available.
- **Action:** The graduate group chairs were asked to send Jen Quiralte their agendas for the day to finalize the shuttle schedule.

4. GradSLAM!

- GradSlam qualifying rounds will be held on **Thursday, March 14**. The deadline to register is on **Wednesday, February 27**.
- Workshops on visual and oral presentation skills are available for students preparing for GradSlam.
- Graduate Dean Zatz reminded the group that the top 10 students receive \$250. Last year, one graduate group used operational funds to award participants with a \$50 gift card to encourage participation. Others might want to consider doing this as well.

5. Admissions

- Admissions seem to be going well. Admit letters are visible in the system under “offer letters.” Any applicants listed in the admit bin have received admit letters. Denial letters will go out soon; the focus has been on acceptance letters.

6. Recruitment & Continuing Fellowships

- Recruitment fellowship nominations are now under review. Final decisions will be made before the GVW reception on Friday, February 22. Chairs were reminded that they should provide a narrative for each student nominated for continuing fellowships.
- Discussion followed regarding a return to recruitment fellowships, and whether graduate groups would want the flexibility to use dissertation fellowship funds to create recruitment fellowships. USAP funds may also be used to develop recruitment fellowships. This will be a topic for discussion at the next Graduate Group Chairs meeting.

7. Open Discussion- Academic Budgets

- Not discussed due to time constraints

8. Other topics for discussion?

- Topics for discussion at the next meeting include how best to utilize the academic counselor position, and graduate group dissertation and recruitment fellowships.

Meeting adjourned at 10:09 am.