

Minutes for Graduate College Council Meeting

June 7, 2021

Unapproved as of September 19, 2021

Call to order at 333

Attendance (assessed from Zoom screens): Parcels, Rossi, Laux, Riordan, Kwanza, Hutchison, Zide, Kerrbawy, Buler, Buckley, Purciello, Lenhoff, Sun, Xiao, Jung, Bais, Healey, Williams, White, Meacci, Braun, Bacuta, Teplyakov, Perry, Lewis, Jampolsky, DeCunzo, Donovan, Thomas, Caplan, Michaud, Bowen, Racicot, Pompon, Pic, Shatkay, Gundlach, Dobler, Biswas, Safiyah, Tepsuporn, Selva, McAfee, Chan, Wang, Buckley, Zurakowski, Protack, Irvine, Miller, Healey, Wei, Rechsteiner, Daniels

Adoption of agenda and minutes

Chairs report (see Mark Parcels' slides)

- Standing and Ad hoc Committee formation underway
- ICC recommended by-law changes. Text was distributed in April, with an amended copy distributed with agenda.
 - Short presentation of bylaws changes by R Braun
 - Voting is by the outgoing members (new members not yet installed)
 - Voting was begun before presentation. Vote was recalled and begun again due to confusion over who should vote and how to register vote on zoom
 - 22-0-0 final vote. Bylaws changes passed.
- Discussion of process of incoming new members, if process is concluded in A&S. COE is not finished yet.
 - Discussion of EC members. Nominations of Laux for Lerner and Davis for A&S are finalized, other units not ready to determine yet
 - Current EC members (or substitute helper if necessary) requested to send nominations to Mark Parcels within 2 weeks

Dean's report (see Lou Rossi's slides)

- THANKS for the people who worked, accomplishment by accomplishment, for this years progress
- Strategic plan draft and feedback
 - Rough draft is being circulated very soon
 - A survey will be following--Dean showed examples of questions
 - Please return survey within 2 weeks--it is about 1/2 hours work
 - Looking ahead comments on working with tech in a high touch campus to come
 - We will have about 4600 grad students on campus in the fall, wich is an 8-10% increase over last fall
 - Comment on bylaws. Some things are missing like apportionment, term deadlines, some processes. Dean suggests Council establish a process to consider updates as appropriate

No new business

Meeting adjourned

Graduate College Council Agenda – June 7, 2021

Via Zoom (only): <https://udel.zoom.us/j/99041472638>

Agenda Items

1. Call to order
2. Secretary's Report – (1 min)
 - a. Approval of agenda
 - b. Approval of minutes from May 2021 meeting
3. Executive Committee Chair report – (2 min)
4. Business Items – (20 min)
 - a. Interdisciplinary Curriculum Committee by-laws changes vote (Richard Braun)
 - b. Welcome of new councilors, thanks to exiting councilors
 - c. Selection of new Executive Committee
 - i. College Representatives
 1. CANR-Harsh Bais
 2. CAS – Emily Davis
 3. CEOE –
 4. CEHD –
 5. COE -
 6. CHS-
 7. LCBE – Paul Laux
 8. Biden School –
5. Dean's report and questions (Rossi) – (20 min)
 - a. Strategic Plan Update and Activity
6. New business
 - a. Any business can be introduced by any councilor
7. Adjourn



Graduate College Council

Last Meeting of Spring 2021

7 June 2021



Agenda

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Call to Order / Secretary's Report



Agenda Items

1. Call to order
2. Secretary's Report
 - a. Approval of agenda
 - b. Approval of minutes (from May meeting)

3. Chair's Report

- a. Status of Committee Formation
 - 1. Advisory Committee on Graduate Education
George Irvine, chair, Jack Baroudi, Jill Higginson, Nigel Caplan and Rachel Klein (meeting scheduled 6/21/21)
 - 2. Grad College DEI committee – first meeting pending
 - 3. Graduate College Committee on Data Management and Assessment – first meeting pending

4. Business Items

- a. Interdisciplinary Curriculum Committee by-laws changes vote
(Richard Braun)
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- c. Selection of new Executive Committee
 - i. College Representatives

5. Dean's report and questions



- Strategic Plan Update and Activity

6. New Business



- Any business can be introduced by any councilor

7. Closing Business



Timing of next meeting

- TBD by new Executive Committee

- Adjournment

Proposed Bylaws Changes Regarding Interdisciplinary Programs

Version 5 Clean, 13 May 2021

Notes:

This first page details version details such as version dates and sections modified, as well dates for proposal progress through the process.

Sections Modified:

The proposed changes are displayed with added or modified text in red and deleted text in strikeout font. The sections where changes are proposed are in Section V of the Graduate College Bylaws, located at https://grad.udel.edu/wp-content/uploads/2020/04/2019-GraduateCollegeBylawsFINALAPPROVEDwithAmendments04132020_JZ.pdf

Proposal Progress:

Level	Discussion Date	Approval Date	Vote Tally (if applicable)
Interdisciplinary Curriculum Committee	March 15, 29, 2021	March 29, 2021	Yes: 4 No: 0 Not voting: (3 absent)
Graduate College Council			Yes: No: Not voting:
Graduate College Dean	--		--
Faculty Senate			Yes: No: Not voting:

V. Cross-College Interdisciplinary Graduate Programs

A Cross-College Interdisciplinary Graduate Program is a course of graduate study composed of coursework across two (2) or more departments across different colleges. The following bylaws are for the development, administration, approval, and assessment of Cross-College Interdisciplinary Graduate Programs (herein after Interdisciplinary).

A. Philosophy of Interdisciplinary Programs

Interdisciplinary graduate programs should address major fundamental problems or complex societal issues requiring an interdisciplinary team of scholars. Such programs should be faculty-initiated and developed by those faculty directly involved in the areas to be included in terms of scholarship, education, and research. The focus of new programs should be on using innovative and integrative approaches to produce the next generation of global leaders in science, education, social sciences, business, literature and the arts.

B. Mechanism of Program Development

Programs must be designed with constituent departments' faculty, resources and interests in mind. Developing a set of program requirements and strengths requires significant effort to communicate, refine and approve the proposal. Past cases have taken anything from a few months to a few years to develop a program.

Proposed programs should be discussed with the Associate Dean of the Graduate College, and the Interdisciplinary Curriculum Committee, to ensure they are developed in a manner consistent with University rules and practice. Seeking feedback on early proposal drafts may minimize difficulties that can occur in the approval process.

MOU templates or other agreement mechanisms should be developed by the Graduate Council and sent to the relevant deans and directors for consideration.

It may be helpful to know several things in advance:

1. The academic change process is collecting information within its form that is designed to go into the academic catalog system that produces the online academic catalog. Thus, your entries should be designed so that they are ready to appear, as entered for the academic program management system , in the academic catalog.

2. The form for academic program proposals will have the approval letters and Program Policy Statement (PPS) appended to it.
3. The PPS is the outward facing document for the students, faculty and the world about the rules, policies and procedures for the program. As such, it should not contain material needed only for academic proposal management system or other parts of the proposal process, and it should be a standalone document ready for use with other students and faculty. The PPS should also be made “evergreen,” in the sense that it should not contain components such as lists of faculty members that may often change and require modification of the PPS. The program website is the suitable location for information about people, events and other aspects the program that can often change.

Deviating from these steps may lead to delays in the process. More detail about these and other components are given in documents available in the Graduate College webpages [specific link needed, to be added here when ready].

C. Justification for Program Development

Each new program must provide clear support for programming from participating departments and justification for its formation. Justifications for new Cross-College Interdisciplinary Programs may include:

1. Established education, research history, or trends observed or anticipated in a proposed interdisciplinary area (e.g., communicated national funding priorities, observed opportunities, etc.).
2. The existing talent, desire, and resources available to support the proposed area.
3. Current and/or anticipated collaboration in complementary scholarship fields or disciplines.
4. University investment priorities designed to increase the impact of education or research in a particular area.
5. Letters of support from the departments of the faculty that are participating in the new program

D. Cross-College Interdisciplinary Program Organizational Structure

Cross-College Interdisciplinary Graduate Programs will be initiated and overseen by a Program Director and/or an Associate or Assistant Program Director. The person(s) in this (these) role(s) will serve in a leadership capacity for the program and are charged with drafting the operational program information (see below), soliciting and securing faculty participation from the various departments and colleges participating in the program, and will be included as signatories on all

graduate theses and dissertations conferred by the program. The positions of Director and Associate/Assistant Director, and whether both are needed, is negotiable with the Graduate College Dean.

The hierarchy for these programs will be as follows (highest authority at top):

Table 1. Approval hierarchy

Provost
Graduate College Dean
Program Director/Assoc. Director
Participating Faculty

E. Operational Information for the Establishment of a New Interdisciplinary Graduate Program:

Information about the approval process for new interdisciplinary programs can be found at <https://sites.udel.edu/facsen/program-approval-checklist/>. This site includes links to the academic program management system and a site with proposal guidelines.

F. Interdisciplinary Program Temporary Status Approval Process

Adoption of proposed Interdisciplinary Graduate Programs (including certificate, non-thesis Masters, M.A./M.S., and Ph.D.), upon completion of the appropriate submission form through the academic program management system, will require the generation of a resolution for approval by a vote of the Faculty Senate. The process for submitting an Interdisciplinary Graduate Program will require approval during the program approval process using either of the following Pathways shown in Table 2 (depending on the initiating entity).

Table 2. Approval Pathways

Pathway A. Interdisciplinary Programs Composed from Existing Programs	Pathway B. <i>De Novo</i> Interdisciplinary Programs
Shared Department Curriculum Committees	Shared Departmental Curriculum Committees
Shared Department Chairs Shared Department Chairs	Shared Department Chairs Shared Department Chairs
Interdisciplinary Curriculum Committee	Interdisciplinary Curriculum Committee
Shared College Curriculum Committees	
CAS Senate (CAS only)	
Shared College Deans	
Graduate College Dean	Graduate College Dean
Faculty Senate Graduate Studies Committee	Faculty Senate Graduate Studies Committee
Faculty Senate Coordinating Committee on Education	Faculty Senate Coordinating Committee on Education
Budget Committee	Budget Committee
Faculty Senate Executive Committee	Faculty Senate Executive Committee
Faculty Senate	Faculty Senate
University Registrar	University Registrar

Provost	Provost
Administrative Data Final Review and Integration	Administrative Data Final Review and Integration

Regarding Pathway A, the program change software ~~cannot~~ may not be able to accommodate the Shared Department Curriculum Committees in the approval list. Thus, the Shared Department Chairs may be at the initial level for approval of a Pathway A, and it is their responsibility to ensure departmental faculty approval (according to departmental practice) prior to giving the Department Chair approval in the Pathway A approval process. For programs involving the College of Arts and Science (CAS), there is a step for the CAS Senate to approve the process between the CAS College Curriculum Committee and the CAS Dean. (This step is present because CAS is a large college and has its own Faculty Senate).

Regarding Pathway B, if the shared departments and chairs do not appear in the approval list, it is implied that any needed approval of the constituent department faculty, according to that department's bylaws and practice, will be obtained as part of the letters of support from the Department Chairs. A Budget Committee step occurs prior to the Faculty Senate Executive Committee as of the 2020-2021 academic year.

Regarding both Pathways, the steps after the Faculty Senate approval for the Registrar and for the Administrative Data Final Review and Integration are largely checks on the presence and accuracy of all relevant data to be implemented in the University catalog.

G. Interdisciplinary Program Assessment

In the establishment of new interdisciplinary programs, the proposed director(s) must outline their outcome goals for the program, in terms of target numbers of graduate students trained, the level of this training (e.g., non-thesis, Master's or Doctorate), the level of faculty involvement (numbers, departments, positions). For example, what would their successful program look like in 5 (M.A./M.S.) or 7 (Ph.D.) years? This outline would be completed in consultation with the Dean of the Graduate College and would set mutually-agreed upon annual goals for recruitment, retention, and degree progress/completion.

Preliminary Assessment (during provisional 5-year approval)

Director(s) of a program must provide to the Graduate College Dean an annual statement of number of students matriculating into the program, the number of faculty advisers within the program, the progress of students in the program (in terms of degree completion milestones), the numbers of presentations and publications made by students and faculty specific to this program, as well as the teaching and service activity related to the program. These data will be collected by the office of the Dean of the Graduate College and will be followed by a verbal and written appraisal each year to assess progress of the program.

H. Program Permanent Status Approval

The existing permanent program approval process already contained in the faculty handbook will be used to grant permanent status to programs.

I. Governance of Such Programs

Each interdisciplinary program should be governed according to its own Bylaws that have been developed for the program proposal. Those bylaws should include mechanisms for modifying the bylaws. The bylaws should establish how faculty become associated with the program and how faculty cease to become associated with the program.

Graduate College Council

Dean's Remarks
7 June 2021

Thank you!

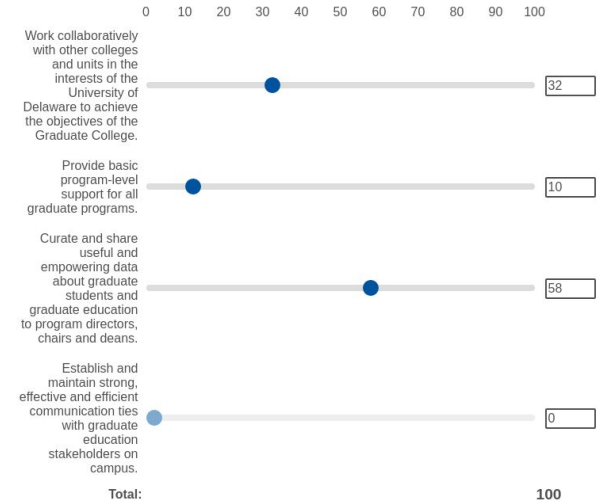
- Revised mission and vision statement
- DEI committee
- Online programs and data utilization ad-hoc committees
- Awards and fellowship evaluations
- Personal/vacation leave policy for graduate assistants
- New programs and certificates: Sustainability, Community Engagement, Neuroscience, Education & Social Policy plus moving Data Science and Microbiology into the GC

Strategic plan draft and feedback

You will be receiving a rough draft of the strategic plan and a request to help us prioritize our objectives and actions. We would like to have feedback returned to us in two weeks (June 21st).

Please indicate the importance of each objective for **operational excellence** relative to one another.

Operational Excellence: The Graduate College will assess and continually improve programs and policies designed to achieve our objectives as completely and efficiently as possible.



Looking ahead

- I will miss working with Mark and the Executive Committee.
- I look forward to working with the next Executive Committee.
- I look forward to working with the new standing and ad hoc committees.
- We are not going back to how we were before COVID, and next year will be much better.
- Projections indicate we are going to have more graduate students next year.
- This summer: A polished strategic plan
- Next year: Refer to the strategic plan regularly
- The Graduate College Council by-laws: Important things are missing including apportionment, terms and processes.

Questions?

