

## Minutes

### Graduate Council Meeting

Feb 14, 2022

In draft as of Mar 9, 2022 . To be made official by vote of the next meeting, pending any changes noted at that time.

Attendees: Emily Davis, Lou Rossi, Mary Martin, Paul Laux, Tom Buckley, Lea Asti, Joshua Zide, William Repetto, Ryan Zurakowski, Malique Brown, Charlie Riodan, Lars Gundlach, Rebecca Hunting Pompon, LuAnn DeCunzo, Barbara Settles, Amy Griffin, Abigail Donovan, David Suisman, Clara Chan, Laura Desimone, Kelly Kerbawy, Siyan Wang, Julia MAresca, Subhasis Biswas, Michael Michaud, Harsh Biais, Shuo Wei, Aviva Heyn, Danilo Yanich, Abigail Donovan, Jill Higginson, Bernadette Racicott, Cynthia Rechsteiner

Meeting called to order at 3:30PM on Zoom.

Agenda and previous meeting's minutes approved without objection.

Dean's Report (Lou Rossi, see his slides, attached)

- Overview and comments on diversity, equity, and inclusion at the Graduate College
  - DEI is of highest value and is incorporated at every decision point
    - Examples of decision points provided, see slides
    - Examples of DEI outreach provided, see slides
  - College working to focus resources for success of students from marginalized communities.
  - Q: Is there any consideration of an officer for DEI?
    - A: UD has an office within central administration. At the College level, LaRuth McAfee is on the core administrative team with responsibilities for this purpose
- New graduate program creation guide
  - There is a new template available for program development to help creators know the steps and process
  - There is a "fast track" process available—not actually faster, but 180 degrees out of calendar phase with standard process to allow programs to get on line more quickly
- Q: In response to recent events at Harvard regarding a Title IX related case, is there apt to be additional training at UD?
  - A: Not sure at this time.
- Graduate student stipends
  - President Assanis recently commented at Faculty Senate that graduate student stipend costs are greater than budgeted. This raised questions, so the Dean stated he would take this opportunity to talk about the UD minimum stipend.
  - Minimum stipend is \$21K spread over 9 months for no more than 20 hours per week work (see slide)

- This amount was developed from last year’s Graduate Student Stipend Task Force, which included graduate students. The budget process for setting stipends involves negotiations and collaborations each fall.
    - Funding is from the Colleges with some additional sources
    - Slide show time series of UD minimum stipend, which has generally increased over the years
  - “Livability” is an important concern. Stipend increases outpaced inflation in recent years until 2020 and 2021.
  - “Competitiveness” is an issue also. Slide show some comparisons. Dean thinks we are competitive considering the cost of living in our area but could do better.
- Q: Regarding the Graduate College's [emergency loan program](#), how much has it been used?
  - Dean did not have details at hand, but promised a later response.
  - Information provided later (i.e., not during meeting): “During the last academic year, 19 students asked for and received an emergency loan through the Graduate College. This would include summer 2020 because some graduate programs start in the summer, so this is for June 2020 through the end of August 2021. So far this year, 11 students have taken advantage of our [emergency loan program](#), so there is no significant change from last year.”

#### Chair’s update (Emily Davis)

- Childcare initiative
  - An informal group continues to work on a grant proposal regarding providing childcare at UD.
  - Team is developing a survey to distribute to graduate students soon
    - Survey results are a necessary component of any application to the CCampus federal grant.
  - The Graduate College will host an informational web page about current childcare options available in the community. This should be live by June.
- Bylaws change update
  - The Chairperson believes some changes could help to clarify how the parts of the Graduate College Council should work together, and believes that the Executive Council might usefully serve a stronger function.
    - She will be considering this question and developing some proposed language to bring to Council for a possible bylaw change.
  - Also, at this time, the Council does not vote on program approvals, but is only informed of them by the committee. Perhaps a stronger role for Council should be considered.

#### Graduate student report (William Repetto and Malika Bowen)

- Sustainability. Graduate students group is working on ideas that could have practical implementation, beyond aspirational statements.

- Have met with Chris Williams (Faculty Senate) and John Long (UD administration) to discuss.
- Graduate Student government has passed the same statement about fossil fuel divestiture as did Faculty Senate.
- Graduate student stipends. Noted that in the Stipend Task Force process and recently, graduate students have commented, but not satisfied with impact of comments.
- Outreach efforts are underway to get broader representation in student government, including a new position regarding alumni.

#### Standing committee reports

- Interdisciplinary Programs Committee (Laura Desimone)
  - Committee continues to process certifications and programs for forwarding to Faculty Senate.
  - One Certificate (in Sustainability) and one Program (in Water Science Policy) moving to Faculty Senate for approval.
- Graduate Student Life Committee (Ryan Zurakowski, see his slides)
  - Childcare and mentoring practices have been topics on their agenda.
  - Committee received a visit/report from the UD Collegiate Recovery Community
    - Committee discussed how they might support this effort, and was told that awareness of their services/support is a big need. Committee suggested to make a flyer, and will help distribute.
      - Perhaps it can be included in onboarding packages, Committee suggests.

#### New business

- None

Meeting adjourned at 4:31 PM

# Graduate College Council Meeting

2/14/22

3:30-4:30pm

# Agenda

1. Call to order
2. Secretary's Report – (1 min)
  - a. Approval of agenda (please review prior to meeting)
  - b. Approval of minutes from December meeting (please review prior to meeting)
3. Dean's report (Rossi) – (20 min)
  - a. Graduate College portfolios and contacts
  - b. Admissions and fellowship funding updates
  - c. Diversity, equity and inclusion in the Graduate College
  - d. New graduate program creation guide
  - e. Interdisciplinary Frontier Graduate and Postdoctoral Fellows Program
4. Chair's overview of spring meetings and current projects (Davis) – (5 min)
  - a. Childcare: combined faculty and graduate student application for CCAMPIS grant
5. Standing reports – (5 min)
  - a. Graduate student report on graduate priorities and concerns (graduate student proxy rep)
6. Committee reports – (20 min)
  - a. Interdisciplinary Curriculum Committee (Desimone)
  - b. Graduate Student Life Committee (Zurakowski)
7. New business
  - a. March 14, 3:30 meeting (via zoom)
  - b. Any Graduate Council Members may bring an item before council for discussion
8. Adjourn

Dean's report  
and questions

(20 min)

**Lou Rossi**

# Grad student rep report

(5 minutes)

Overview of graduate  
student issues and concerns

**Committee  
Report:**

**Interdisciplinary  
Curriculum  
Committee**

**(10 minutes)**

Laura Desimone, chair  
(CEHD/Biden)



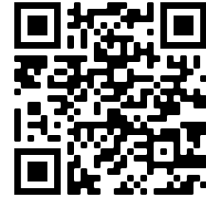
**Committee  
Report:**

**Graduate  
Student Life  
Committee**

**(10 minutes)**

**Ryan Zurakowski, chair  
(COE)**

# COLLEGIATE RECOVERY COMMUNITY



**FREE WEEKLY CHECK-INS AND MEETINGS FOR ANYBODY IN RECOVERY FROM TRAUMA, EATING DISORDERS, SUBSTANCE USE DISORDERS, ETC.**

Email [jestok@udel.edu](mailto:jestok@udel.edu) to schedule your first one-one checkin today!!

Don't forget to scan the QR code and explore our website.

Collegiate Recovery Community (CRC) – a UD community to support students in addiction recovery.

- Open to grad and undergrad students
- Nearly daily meetings and resources available
- Through the student health and wellness center
- Identified need – lack of student and faculty awareness
- Newly printed flyers and business cards, consider including in new graduate student orientations, advisor offices.
- Contacts:
  - Jessica Estok [jestok@udel.edu](mailto:jestok@udel.edu) Assistant Director, Substance Use Recovery Services at the University of Delaware

Website



Groupme



**Collegiate Recovery  
Community**

**Contact**

Jessica Estok, MA LCDP CADC  
[jestok@udel.edu](mailto:jestok@udel.edu)

Warner Hall, 280 The Green  
Newark, DE 19717

safe space for UD students at any point in their recovery journey  
alcohol/drug use, eating disorders, gambling, gaming, trauma, and more



# Wrapping Up

7. New business
  - a. March 14, 3:30 meeting (via zoom)
  - b. Any Graduate Council Members may bring an item before council for discussion
  
8. Adjourn

# Graduate College Council

Dean's Remarks  
Valentine's Day 2022

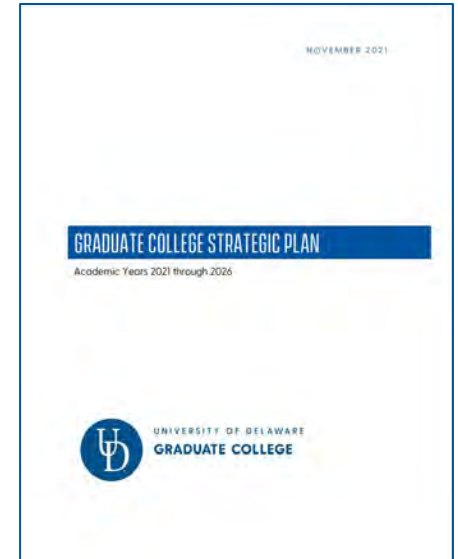
# Updates

- Diversity, equity, and inclusion activities in the Graduate College
- New Graduate Program Creation Guide
- Graduate student minimum stipend

# Graduate College values

**We place the highest value on our common humanity, and therefore we will reflect and act upon issues of diversity, equity and inclusion in the decisions that we make.**

Operational excellence and operational continuity will be our guiding organizational principles.



# DEI at every decision point

- Is X equitable? Is Y creating opportunity for all? Are our assumptions reasonable for our students at this time?
- GradSERU data is broken out into demographic groups and shared with deans' offices for discussion and action
- Town halls are being re-tasked this spring to reach out into different elements of the community
- Grad LEAP alumni mentoring program

# DEI outreach

- Coordinated recruiting at events like SACNAS and ABRCMS
- Targeted development effort being launched (Graduate Opportunity Fund)
- Summer Opportunities for Undergraduate Research and Creative Endeavors (SOURCE) program
- Targeted marketing aimed at minority serving institutions (MSIs)
- Louis Stokes Alliances for Minority Participation (LSAMP) recruiting event this Thursday



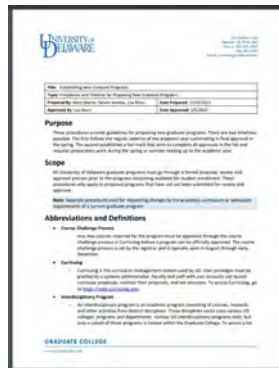
# Focusing resources on the success of students in marginalized communities

- Welcome and celebration events
- Scholars of Color panels and presentations
- Identity-focused mixers with grad students, postdocs, faculty, administrators
- CCSD's BIPOC support group



# New graduate program creation guide

- Available in the Community Portal
- Self-contained and only 7 pages
- Contains links to templates and samples
- Includes both the standard and fast track to approval
- All feedback welcome



## Faculty and Staff Resources

These pages provide additional resources for faculty and staff.

- Contact Table
- Graduate Application Review System (SLATE)
- Graduate College Council
- Graduate Directors' Meetings
- Graduate Studies Senate Committee
- International Teaching Assistant (ITA) Training Program Registration
- iThenticate Training - Oct. 22 2021
- Market Research for New or Current Programs

## Faculty Policies

The Faculty Policies page provides information related to the processes and procedures required to:

- Submit proposals for new graduate programs
- Make changes to the curriculum of current graduate programs
- Prepare a program its permanent status review

- Faculty Policies
- Establishing New Graduate Programs
- Program Policy Document Template
- Grad College Template for Bylaws (for new interdisciplinary programs)
- Graduate Program Budget Guidelines With Sample
- Resolution- MS in Insect/Wildlife Environmental Education (SAMPLE RESOLUTION)
- Interdisciplinary Graduate Tuition Policy

## Graduate Tuition

These pages provide additional information regarding graduate tuition.

- 2021 Graduate Tuition Rates
- 2021 Graduate Tuition FAQs
- Graduate Tuition Policy

# New graduate program creation guide

## Standard and Fast Track Timelines

At any stage of the process, any approver can request revisions. Once the program is entered into Curriculog, the process will move at the pace of the approving bodies.

Procedure	Standard Timeline	Fast Track Timeline
Pre-planning	Fall or earlier	Spring
Market analysis	Fall or earlier	Spring

## GRADUATE COLLEGE

[www.gradudel.edu](http://www.gradudel.edu)

Program development	Fall	Spring and summer (before July 15)
Graduate College review	Fall	Before July 15
Department, College, and library support	Fall	Start of fall semester
Initiation of approval process	Spring	Start of the fall semester
Approval process	Spring	Fall
Final approval	Before the end of the spring semester	Before the end of the fall semester

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# Graduate minimum stipend

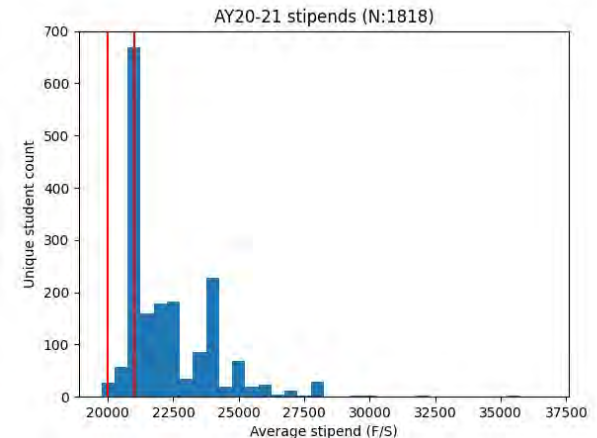
From President Assanis' remarks to the Faculty Senate

## FY2022 budget update

- **Projecting all-funds operating budget surplus**
  - Positive operating margin consists primarily of self-supporting & basic budget funds
- **Key Takeaways**
  - **Surplus generated through one time/temporary conditions**
    - One-time federal funding
    - Temporary spending compression
    - **Personnel: longer times to hire, delays in hiring, workforce challenges cause lower than anticipated staffing costs, while graduate student stipend costs are greater than budgeted**
    - Non-salary supply chain issues and inability to travel
  - COVID costs of \$5M-\$7M projected versus budgeted \$2.5M, masked by overall reduced non salary spend
- **Financial aid need continues to increase, offset this year by one-time federal funds**
  - Total undergraduate discount rate has increased to 31% vs. 26% (budgeted)
- **Study abroad and ELI down**
- **Net graduate revenue does not appear significantly increased – contract revenue in self supporting**

# Graduate minimum stipend

- Nine month minimum stipend for doctoral students on any award (GA, TA, RA or fellowship)
- 2021-2022: \$21,000 for doctoral\* students and \$20,000 for masters students
- 2022-2023: \$21,500 for all students
- Included with stipend is tuition waiver, health insurance (86% subsidized), paid leave and other benefits
- Over 2,100 receiving stipends this Fall



# Graduate minimum stipend

## Commitments

- Every student receives an offer letter and chooses to accept it or decline to do so
- In exchange for an award, students complete duties assigned amounting to no more than 20 hours per week

# Graduate minimum stipend

Graduate students are involved in the decisions that affect them

- Graduate students were involved in the stipend task force last year, and we have been following most of those recommendations
- Stipends and benefits are discussed in multiple venues including town halls and the Graduate College newsletter
- Graduate student feedback is solicited whenever our health insurance policy is up for renegotiation

# Graduate minimum stipend

Deans (and external sponsors) pay for graduate student stipends and benefits

- Deans must live within their allotted budgets
- Deans balance priorities which include graduate students, faculty hiring, facilities and other initiatives
- Adding one graduate at the minimum stipend rate costs ~\$40,000
- The deans and Provost work collaboratively every Fall to determine the minimum stipend for the next academic year



# Graduate minimum stipend

UD has a long and sustained commitment to graduate students

Academic year (Fall)	Minimum stipend (9 month)	YOY change	Mid Atlantic CPI (Sep)	YOY change	Stipend to CPI ratio	YOY change	NRSA (9 month)
2012	\$16,500	3.13%	231.407	1.99%	71.303	1.11%	
2013	\$16,850	2.12%	234.149	1.18%	71.963	0.93%	
2014	\$17,050	1.19%	238.031	1.66%	71.629	-0.46%	
2015	\$17,500	2.64%	237.945	-0.04%	73.546	2.68%	\$17,190.00
2016	\$18,000	2.86%	241.428	1.46%	74.556	1.37%	\$17,532.00
2017	\$19,000	5.56%	246.819	2.23%	76.979	3.25%	\$17,883.00
2018	\$20,000	5.26%	252.439	2.28%	79.227	2.92%	\$18,243.00
2019	\$21,000	5.00%	256.558	1.63%	81.853	3.31%	\$18,612.00
2020	\$21,000	0.00%	260.280	1.45%	80.682	-1.43%	\$18,990.00
2021	\$21,000	0.00%	274.310	5.39%	76.556	-5.11%	\$19,377.00

# Graduate minimum stipend

We are competitive, and we could do better.

## Top decliners in the Fall of 2020:

1. University of Pennsylvania. No published minimum.
2. Boston University. Minimum stipend of \$23,340.
3. Penn State. Minimum stipend of \$31,185.
4. Rutgers University. Minimum stipend of \$29,426.
5. Virginia Tech. Complex step structure.
6. University of Maryland. Minimum stipend of \$17,980.

# Questions?



# Graduate Minimum Stipend Fact Sheet

11 February 2022

## *What is the minimum stipend?*

Doctoral students<sup>1</sup> are an essential part of the research and scholarship mission of the University of Delaware. When doctoral students receive an assistantship or a fellowship from the university, they must receive at least the minimum stipend. The doctoral minimum stipend evolves over time from competing influences including providing graduate students with a living wage and making our programs competitive with graduate programs of comparable quality. While it is adequate for most graduate students to live on, there can be no guarantee it will meet all needs and all circumstances. Currently, the minimum stipend for those in Ph.D. programs is \$21,000 for doctoral students and \$20,000 for masters students for a 9-month contract. This fall, the deans and Provost approved the following changes for next year.

- Elimination of the master's degree minimum stipend. There will be one minimum stipend.
- The 9-month minimum stipend starting in Fall of 2022 will be \$21,500, a \$500 or 2.3% increase from the previous year.

For 12-month stipends, the established 9-month stipend is scaled by 4/3.

In addition to the stipend, students receive a tuition waiver (\$17,500/yr), health benefits subsidized by 86%, paid leave and other lesser benefits and opportunities.

## *What are the graduate students' commitments when receiving stipends at the University of Delaware?*

Before enrolling at the University of Delaware, students who are offered awards receive a letter outlining the details of the award including the amount of the stipend. Students formally accept these offers and come to the university. The University of Delaware has never failed to meet the commitments in any of these letters. The graduate student commitment for being a teaching assistant, research assistant or graduate assistant award is to complete duties assigned amounting to no more than 20 hours per week.

## *How are graduate students involved in the process?*

The Graduate College and especially the graduate dean has communicated detailed information about the stipend to the graduate students and accepted input on multiple occasions and in multiple ways, both in person at our monthly town halls and through the Graduate College newsletter. The Graduate College has involved graduate students in the stipend task force to explore our stipend structure, and collaboratively the university is following most of these recommendations by promoting a single flat minimum across all years and eliminating the

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<sup>1</sup> Included in this reasoning are students in programs where master's degrees are accepted nationally as being terminal.

difference between master's and doctoral students. Graduate students are involved when we renegotiate their health benefits to make sure the policy we have meets their needs.

*Who is responsible for paying for the minimum stipend?*

Deans are responsible for advancing multiple, sometimes competing, priorities on behalf of their units to achieve their missions harmoniously while operating within the means provided by their budgets. Graduate education is one of these priorities. Others may include faculty hiring and retention, facilities, outreach and other elements. The realized cost to a college for supporting a graduate student at the minimum stipend with tuition and fringes is a little more than \$40,000 per student per year.

*How many students receive the minimum stipend?*

Many students receive the minimum stipend. Many do not because investigators, departments and colleges may have additional resources from grants, gifts and endowments to pay more. See Appendix A for the distribution at the University of Delaware from last year.

*Where is the minimum stipend now compared to other years?*

The minimum stipend has grown significantly over the last ten years, reflecting the University of Delaware's prioritization of graduate education. Over the last ten years, the graduate minimum stipend has outstripped local cost of living increases substantially. During the pandemic and the financial crisis at UD, stipends were frozen, and we lost a little ground. However, the minimum stipend now is stronger than it has been anytime prior to 2017, and we are still well above the NIH recommended stipend. See Appendix B.

*Are our minimum stipends competitive with other institutions?*

This question is subtle and the answers vary from program to program. We seek to attract strong prospective students by offering excellent programs, not by out-paying other institutions. In short, we compete with excellent faculty, excellent experiences and excellent facilities. Our stipends need to be adequate in a competitive market. Graduate programs at UD must contend with competing programs at other institutions, and the other institutions vary. Furthermore, some programs at other institutions top up stipends just like some of ours do.

Top decliners in the Fall of 2020 were:

1. University of Pennsylvania. No published minimum.
2. Boston University. Minimum stipend of \$23,340.
3. Penn State. Minimum stipend of \$31,185.
4. Rutgers University. Minimum stipend of \$29,426.
5. Virginia Tech. Complex step structure.
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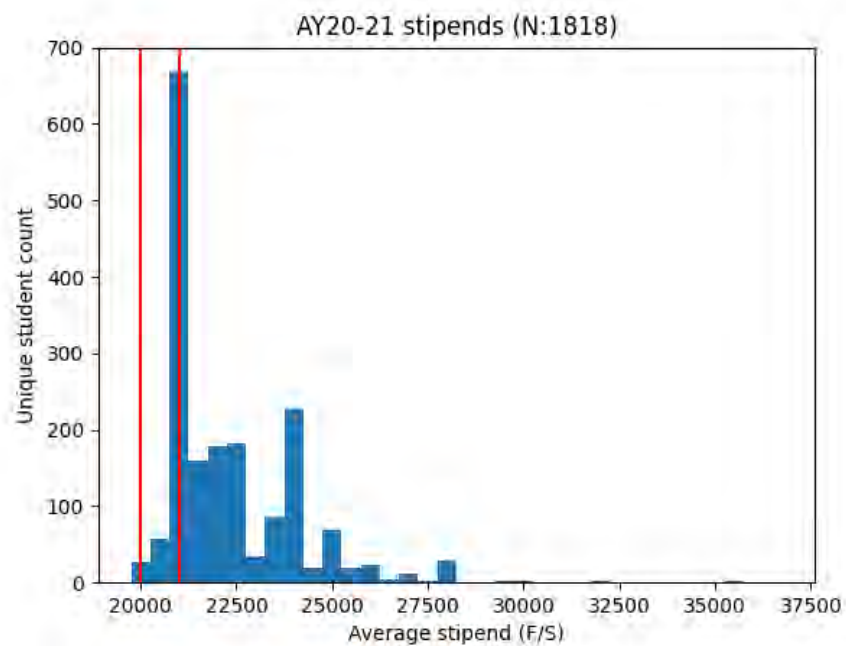
It's important to note that the location of the institution is important. For instance, our stipend is lower than BU but has more buying power. Furthermore, University of Maryland has a lower stipend and a higher cost of living in the DC metro area.

## GRADUATE COLLEGE

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## Appendix A

The following is the distribution of stipends paid to students during AY20-21, averaged over terms and prorated to a 9-month stipend. For instance, if student A only received an \$11,000 stipend for Fall and no other support, student A would be counted as a \$22,000 stipend. If student B received a 12-month stipend of \$30,000, student B would be counted as a \$22,500 stipend. The two red lines represent the minima for doctoral and master's students.



## Appendix B

We can use the [Consumer Price Index \(CPI\) for the Mid-Atlantic region](#) as a benchmark for the cost of living in our part of the country. The CPI is the cost of a basket of goods. The basket remains constant, so the CPI in year n and month m reflects the actual cost in year n and month m, and takes into account the regional economy and inflation ([more information here](#)). The ratio of our stipend to the CPI is a measurement of the purchasing power of our stipend in the contemporary economy. If that ratio remains constant, our stipend rises with consumer prices, so presumably students will neither be getting ahead nor falling behind. A positive number means that the living conditions of graduate students are improving relative to the year before.

To understand our situation, I present current data on our minimum stipend together with CPI and how it has been evolving. I also include the NIH Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, which are 12-month stipend levels, converted to a 9-month stipend for comparison with our minimum. From 2012 to 2019, our graduate student compensation had been improving relative to the local economy, with one exception in 2014. You can see that our stipends grew strongly in AY17-18, AY18-19 and AY19-20, where the stipend to CPI ratio reached its highwater value of 81.9 (bold in the table).

Academic year (Fall)	Minimum stipend (9 month)	YOY change	Mid Atlantic CPI (Sep)	YOY change	Stipend to CPI ratio	YOY change	NRSA (9 month)
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2020	\$21,000	0.00%	260.280	1.45%	80.682	-1.43%	\$18,990.00
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