Minutes of the Graduate Board

**Thursday, February 15, 2018**

3B Conwell Hall, Main Campus
2:30 – 4:30 p.m.

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**Members Present:**
- Deborah Confredo, Deborah Drabick, Mark Franko, Marcia Hall, Crystal Harold, Barbara Hoffman, Ceridwyn King, Jagannathan Krishnan, Timothy Patterson, Joseph Picone, Alison Reynolds, Edward Sobel

**Ex-Officio Member:**
- Zebulon Kendrick, Vice Provost, Graduate Education

**Graduate School Staff:**
- Tangia Boyd, Assistant Director of Business and Financial Operations
- Kathryn Petrich, Director of Graduate Communications
- Michael Toner, Director of Student Services: Graduate Enrollment and Data Management

**Guest:** Gina Calzaferri, Director of Assessment and Evaluation, Office of Institutional Research and Assessment

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**Approval of the Minutes:**
Deborah Drabick motioned to approve the minutes of January 17, 2018. Deborah Confredo seconded the motion. The motion to approve the minutes was unanimously passed.

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**Business:**

The meeting began with a presentation by Gina Calzaferri, Director of Assessment and Evaluation in the Office of Institutional Research and Assessment, on “Assessment of Instruction.” The discussion centered on the student feedback forms (SFF) that students are to complete online at the end of each term. They are reminded via email as well as under “Next Steps” on TUportal. To increase responses, the plan is to offer incentives, including award of the SFF Traveling Cup in the Fall and Spring terms, the Most Improved Award from Fall to Fall and from Spring to Spring, and the Faculty 100% Honor Roll. The Graduate Board raised the question of incentivizing students. It was advised that a system overhaul is being considered to customize the questionnaire for schools/colleges and academic programs. A bank of questions would include about five universal questions for all respondents followed by questions relevant to the school/college, the department/subject, special course designation (e.g., GenEd), and course/instructor. The timeline includes current development of the question bank, piloting in 2018-2019, with proposed rollout in Summer 2019. SFF information is used by instructors and schools/colleges to improve instruction.

The Vice Provost next addressed graduate program actions. Five new programs were proposed.

- Tyler School of Art proposes both:
  - a 30-credit M.S. in Architecture with optional concentrations in Advanced Technologies and Design, Health and Design, and Urban Ecologies and Design, which would offer a post-professional degree to those who hold the B.S.Arch or M.Arch. professional degree; and
a 30-credit M.S. in Facilities Planning with an optional concentration in Health Facilities.

- Fox School of Business and Management also proposes two programs:
  - a 48-credit Doctor of Science in Global Finance, which is an applied and practice-oriented degree that prepares students for teaching and practice-based clinical research in finance or prepares executives to think more analytically and strategically by gaining knowledge of applied research; and
  - a 30-credit M.S. in Global Finance, which allows students enrolled in the Global Finance D.S. degree to earn the M.S. after successfully completing the master's degree requirements if they do not choose to continue in the D.S. program.

- The College of Science and Technology proposes a 30-credit M.A. in Biology, which was terminated in 2004 but is being reestablished to fulfill a need not met by the department's M.S. and P.S.M. degrees.

Jagannathan Krishnan motioned to endorse all proposed new graduate programs. Timothy Patterson seconded the motion. The motion passed unanimously.

Four 12-credit graduate certificates were proposed, three by the College of Science and Technology and the fourth by Tyler School of Art in collaboration with the College of Public Health.

- The graduate certificate in Bioinformatics offers scientists trained in molecular biology the opportunity to train in bioinformatics for their own research so they need not outsource their work.
- The graduate certificate in Bioinnovation allows working professionals to earn academic credentials and practical training in the business of science.
- The graduate certificate in Biotechnology gives working professionals who require academic credentials for career advancement the opportunity to earn such in one to two semesters.
- The graduate certificate in Health Facilities Planning offers coursework in health facilities and in public health so students understand the relationship between health management and health facilities.

Deborah Confredo motioned to endorse all proposed new graduate certificates. Edward Sobel seconded the motion. The motion passed unanimously.

Name changes were proposed for three programs:

- Fox School of Business and Management seeks to rename the Master in Health Administration (M.H.A.) as the Master of Health Administration (M.H.A.).
- The College of Public Health asks to rename the Ph.D. in Social and Behavioral Health Sciences as the Ph.D. in Social and Behavioral Sciences.
- The College of Public Health also proposes to rename the M.S. in Recreation Therapy as the M.S. in Recreational Therapy.

Alison Reynolds motioned to endorse all proposed program name changes. Joseph Picone seconded the motion. The motion passed unanimously.

And changes in array were proposed for the following programs:

- Actuarial Science, M.S.
- Bioinnovation, P.S.M.
- Online and Part-Time M.B.A.
Deborah Drabick motioned to endorse all proposed changes in array. Deborah Confredo seconded the motion. The motion passed unanimously.

Next, admission/enrollment reports for Spring 2018 were addressed. While master’s degree applications were only up by 5 over Spring 2017, 87 more students registered in Spring 2018 than in Spring 2017. Total enrollment for master’s degree students in Spring 2018 increased by 346 over Spring 2017. A total of $256,000 in incentive funds was distributed to seven schools and colleges for increasing their Spring enrollments.

In discussing Round 1 fellowship offers, it was noted that 135 nominations were received, with 84 offers being extended. These included 31 Presidential, 37 University, and 16 Future Faculty Fellow. The Vice Provost noted that the pool of FFF nominees was the largest ever, and these were largely applicants of color. He also reported that half of the nominees in each of the three groups being judged (Arts and Humanities / Business, Education, Health Professions, and Social Sciences / Sciences) were selected, with leveling off afterward to determine numbers across departments. Further, the option of “forced scoring” was noted wherein the number of applications is divided by 7 and then that number of applicants is scored with a 7, a 6, a 5, and so on. The scoring of nominations was discussed.

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<th>Board Response:</th>
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<td>• Each department should indicate a nominee’s rank out of the number of applications it is putting forth for fellowship.</td>
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<td>• A spreadsheet should indicate the number of nominations for each department by discipline.</td>
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<td>• A spreadsheet should indicate who will be responsible for supporting each nominee during the years the school/college pays.</td>
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It was determined that rankings are to be required and that forced scoring is to be utilized in determining funding awards going forward.

Lastly, guidelines for the cancellation of classes with low enrollment were presented. In the past, late cancellations have created problems for students. Thresholds for enrolled students have now been established, as have deadlines for cancellation.

Adjournment:
The meeting adjourned @ 4:05 p.m.

The next Graduate Board meeting will be held on the Health Sciences Center Campus, in the Executive Conference Room on the 4th floor of the Student Faculty Center, on Wednesday, March 14, 2018, @ 2:30 p.m.