

## Executive Council of Graduate Faculty

Minutes for 6 December 2019

**Present:** Audrey Lamb (Chair), Jody Brook, Hui Cai, Matt Gillispie, Jim Guthrie, Heidi Hallman, Chris Johnson, Joshua Miner, Robert Parsons, Tarun Sabarwal, Andrew Short, Michael Wolfe, Kristine Latta (Staff), Amber Roberts Graham (Staff), Jessy Carolina Ayestas Hernandez (Staff)

**Absent:** Tien-Tsung Lee, Yan Li, Mike Werle (Ex Officio), Amanda Ostreko (Staff),

**Also present:** Anna Paradis

### Announcements

- Transition Updates
  - This was Dean Lamb's last meeting as chair.
  - At the time of the meeting, the Search Committee was scheduling on-campus interviews for the finalists in the search for a new Vice Provost of Graduate Studies.
  - KU has received federal approval to issue immigration documentation to international students if they can demonstrate English proficiency at the Provisional level. The English Proficiency for Graduate Admission policy has been updated to remove language about any restriction in this regard.
  - These recent changes have caused a delay in drafting the new English Proficiency for Graduate Admission policy revision proposal. The Council should expect to review a first draft at the January meeting.

### Petitions for Exception to GS Policy

- GRA Appointment while on Provisional Admission status
  - One petition
  - The Council reviewed the unique, extenuating circumstances in this applicant's case.
  - The Council also determined that requests of this nature do require governance oversight. Graduate Studies staff will bring all petitions for permission to work as a GTA, GRA, or GA while on provisional admission status or academic probation before the Council for review and decision.
  - **Petition Decision:** Approve
- Appointment of GTAs to assist with Graduate Courses (700+)
  - Graduate Studies staff introduced the discussion with a description of this type of petition, its typical causes, and the nature of the policy exceptions involved.
    - \* In the past, the Dean has expected that no evaluative or summative feedback (grading) for graduate students will be performed by the GTA. (In some cases, formative feedback has been allowed.)
    - \* The primary objective of these petitions is to ensure adequate oversight in situations where there is the potential for perceived conflict of interest between an assigned GTA and the enrolled students, who may be academic or social peers.

- The Council discussed principles and standards for reviewing these petitions, including:
    - \* Policy guidelines that exist to assist the Council in making these decisions (e.g., Conflict of Interest policy)
    - \* Relevant HLC requirements and expectations
    - \* Professional development and mentorship available to GTAs who are new at grading
    - \* Variety of past examples as case studies
    - \* Variety of expectations across fields and disciplines
    - \* Potential for evolution and expansion of duties over the course of a semester; MOA requirement to provide written summary of job duties at the start of each semester
  - The Council determined that, depending on the volume of these petitions it sees, KU may need to develop new policy in this area.
  - The Council also determined that some requests of this nature do require governance oversight. Graduate Studies staff will review all petitions for alignment with established standards for approval. The staff and Vice Provost are empowered to administratively approve uncontentious requests and will submit unusual ones to the Council for review and decision.
  - Two petitions reviewed
  - **Petition Decisions:** Approve with notification that this policy and process will be under review in the coming year
- Transcript Hold Deferrals
    - Graduate Admissions staff alerted the Council to another type of petition that may require review before the next Council meeting on 24 January.
    - Most of these petitions seek a one-semester deferral of the enrollment hold placed when Graduate Admissions does not receive final, official documentation of a conferred bachelor’s degree. Staff provided an example of this type of petition from last year and some data concerning how many students currently in the pipeline could potentially request this deferral.
    - Occasionally, students will request a second deferral. This is very unusual and has traditionally been approved only in the most extraordinary circumstances. Graduate Admissions and Graduate Studies staff can provide guidance should cases like this arise.
    - The Council requested the ability to review these and render decisions electronically during the semester break, in order to ensure timely processing and facilitation of spring enrollment. Graduate Studies staff will establish a Blackboard site with a discussion board to host this review function.
  - Administrative Approval of Fall 2019 New GTA Orientation Conference Deferrals
    - Graduate Studies staff notified the Council that the CTE had submitted attendance records for the Fall 2019 New GTA Orientation.
    - Graduate Studies staff reviewed all cases in which a student was absent from the Conference. Staff processed first-time deferrals and escalated any unusual situations for additional attention.

## Policy Revision Proposals

- Doctoral Student Oral Exam Committee Composition
  - *Representative: Heidi Hallman*

- First Reading
  1. The School of Education is proposing a policy revision that would allow one non-tenure-track faculty member with appropriate Graduate Faculty status to participate on exams as a member of the internal, department majority for exams in the Ed.D. program.
  2. The Council discussed whether this allowance should also stipulate full-time employment at KU as a requirement for the non-tenure-track faculty member.
  3. The Council discussed different needs and expectations among students and faculty in both Ph.D. and Ed.D. programs.
  4. The Council voted to advance the proposal for campus-wide review and comment.

### **Graduate Faculty Nominations**

- Approved with Technical Modification
  - Yevhen “Eugene” Holubnyak (CEAE)
  - Anne-Marie Broudehoux (ARCH)
- Approved
  - Thomas Zane (ABSC)
  - Jessica Juanico (ABSC)
  - Robin M. Kuhn (ABSC)
  - D. Crystal Coles (SW)
  - Stephen L. Egbert (GEOG)
  - Meredith Bagwell-Gray (SW)
  - Emily Rauscher (SOC)
  - Susan G. Friedman (ABSC)
  - William L. Heward (ABSC)
  - Jeanne M. Donaldson (ABSC)
  - Long Duy Nguyen (CEAE)
  - Marcia A. Chan (MB)
  - Hannah Oliha-Donaldson (COMS)
  - Laura Poppo (BUS)
  - Adam J. Mellott (BIOE)

### **Bylaws and EC Administration Discussion**

- EC members are charged this year with defining how the Council will operate in the future and establishing bylaws.
- The Council discussed the following in December:
  - Requirements and expectations concerning who votes
  - Voting procedures, especially in cases of absence
  - Council composition, membership requirements, and quorum
  - Nomination procedures
- The Council reached the following conclusions:
  - Representation:

- \* CLAS: 3 representatives
- \* EDUC: 2 representatives
- \* All others: 1 representative each
- \* Schools with more than one will decide internally how to achieve balanced representation but there may be no more than one representative from a single department.
- Qualifications:
  - \* Representatives must proactively indicate a desire to serve on this body in order to be nominated and selected.
  - \* Representatives do not need to be tenured or tenure-track.
  - \* Representatives do need to have full-time appointments at KU and hold appropriate membership in the Graduate Faculty.
- Voting:
  - \* Members who will be absent may send a proxy but the proxy does not have voting privileges.
  - \* Members must be physically present or participating by mediated means in order to vote. No votes may be submitted by email or other means outside of the active meeting session or a Blackboard discussion established by OGS to resolve urgent matters.
  - \* Absent members may prepare statements of opinion in advance, to be read by their proxy, but cannot submit votes this way.
- Meetings will not be open due to the FERPA-protected information sometimes discussed.

### **Review of Minutes**

- 11 October 2019
- 8 November 2019
- The minutes of both previous meetings were approved.

**Next Meeting:** 24 January 2020 — 3:00 pm in 210 Strong Hall