

## Executive Council of Graduate Faculty

Minutes for 24 January 2020

**Present:** Jennifer Roberts (Chair), Hui Cai, Matt Gillispie, Jim Guthrie, Heidi Hallman, Chris Johnson, Robert Parsons, Matt Tidwell, Andrew Short, Michael Wolfe, Kristine Latta (Staff), Anna Paradis (Staff) Amber Roberts Graham (Staff),

**Absent:** Jody Brook, Yan Li, Joshua Miner, Tarun Sabarwal, Mike Werle (Ex Officio), Jessy Carolina Ayestas Hernandez (Staff), Amanda Ostreko (Staff),

**Also present:** Roberta Pokphanh, Holly Shriner

### Announcements

- Transition Updates

1. Dr. Jennifer Roberts introduced herself. She is the new Vice Provost or Graduate Studies and Chair of the Executive Council.
2. Vice Provost Roberts introduced Anna Paradis, Graduate Studies Associate, who will be working with this committee as a new staff member in the office.
3. The transition will be official on 3 February. Graduate Studies is looking forward to working together to define the roles and expectations of the Executive Council throughout the spring semester.

### Award Administration

**15 minutes**

- Selection Process: Bernadette Gray-Little and Chancellor's Doctoral Fellowship Recipients

- *Representative: Holly Shriner*

- Overview

- \* The review process should be similar to what the Council used for the University Graduate Fellowships, except that this time they will select students rather than departments.
- \* There are 4 Chancellor's Doctoral Fellowship awards and 1 Bernadette Gray-Little fellowship.
- \* The Council will conduct Skype/Zoom interviews with the top candidates at the February meeting.
- \* Graduate Admissions will develop a list of interview questions to share with the Council by the end of January. They will request feedback on the questions by 7 February.
- \* If Council members have any questions they would like to ask, please share them with Abby as soon as possible.

- Timeline:

- \* January 31: Nomination deadline
- \* February 3: Nominations ready for EC to review in Admit  
Abby will email instructions to the Council.

- \* February 10: Reviews due in Admit
- \* February 14: Skype/Zoom interviews with top candidates
- \* February 21: Back-up date for Skype/Zoom interviews with top candidates
- \* February 28: Deadline for the Council to make recommendations
- \* Week of March 2: Award notifications sent to departments
- \* Mid-March: Nominees notified of decisions
- Discussion Points:
  - \* The Council requested that Graduate Admissions provide insight into what faculty should look for in these candidates’ application materials and interviews. They requested both a rating form for individual reviewers and a ranking worksheet for each interview group.
  - \* The Council proposed selection of 15 students for interviews, as well as alternates (if needed).
  - \* The Council requested both an average rating by application reviewer and a way to rank within each interview group, in order to determine awardees.
  - \* The Council recommended allowing for potential declination of award(s) by having multiple alternates for each award.
- Motion Approval
  - \* The Council approved a motion outlining the interview process: four groups of Council members will interview three or four award candidates in separate rooms during the February Executive Council session. Each interview will be 15-20 minutes with a five-minute transition between interviews, to allow for discussion and preparation. Questions will be standardized for all interviews.

### **Petition for Policy Exception**

- The Council reviewed one petition requesting permission for the School to extend two policy exceptions beyond the maximum possible exception limit allowed by university policy.
  - [Graduate Coursework Expiration Dates](#)  
“Courses... cannot be used to fulfill graduate degree requirements if these courses were completed more than ten (10) years prior to the final defense for doctoral candidates...”
  - [Doctoral Program Time Constraints](#)  
“After being admitted to doctoral programs at KU, students complete all degree requirements in eight years. In cases in which compelling circumstances recommend a one-year extension, the Graduate Division has authority to grant the extension on the written advice of the department and dissertation committee.”
- The Council reviewed the unique, extenuating circumstances in this applicant’s case and approved a motion to grant these exceptions.
- The Council also determined that requests of this nature do require governance oversight. Graduate Studies staff will bring to the Council all petitions for permission to extend graduate coursework expiration dates and/or program time constraints beyond the maximum allowable extensions provided in university policy.
- **Decision:** Approved

## Process Proposal

- The Council discussed whether KU should adopt a Memorandum of Understanding with Haskell Indian Nations University.
- The Council asked Graduate Studies and Graduate Admissions staff to partner with the KU Office of Diversity & Equity to create a Memorandum of Understanding (MOU) to provide application fee waivers to applicants from Haskell Indian Nations University. The MOU is intended to build a partnership that supports under-represented students and encourages them to apply to KU.
- **Decision:** Approved

## Policy Revision Proposals

- Doctoral Student Oral Exam Committee Composition
  - *Representative: Heidi Hallman*
  - Second Reading
  - This proposal was out for campus-wide stakeholder review and comment at the time of the meeting. The comment period ended on Wednesday 29 January. The Council took a provisional vote on the policy, pending receipt of no more substantive feedback following the meeting.
  - The Council discussed feedback received through stakeholder comment.
    - \* The Council declined to amend the policy language to require full-time employment at KU for the non-tenure-track faculty who would serve as departmental majority committee members under this change. The Council determined that Schools should adopt this restriction at the School level, if desired.
    - \* The Council agreed to accept a syntactical change to the new language to improve concision.
    - \* The Council deferred a suggestion to include additional programs on the list pending further discussion.
    - \* The Council accepted a technical edit to clarify an existing expectation that both additions and substitutions on a committee must be approved if made after the initial committee composition is approved.
  - **Decision:** Endorsed for approval by the Provost
- English Proficiency Requirements for Admission to Graduate Study
  - *Representative: Amber Roberts Graham*
  - First Reading
  - Graduate Studies is proposing several major changes to this policy, in order to address the concerns voiced by faculty and the campus community over the past several years.
  - The intent of these changes is to be more inclusive and welcoming to international students from all backgrounds and to smooth the path for them to attend KU.
  - Changes include:
    - \* NEW: Defined Proficiency Bands to facilitate clearer discussion between all administrative and academic units on campus
      - This change leaves behind references to “waivers” which is a common term in a variety of admissions and enrollment contexts and can introduce an unnecessary element of confusion in conversation.

- Instead, we defined three proficiency band labels that clearly identify whether a student meets all admission criteria required for immigration documentation issuance and whether AEC testing is required upon arrival on campus. These bands are “Full Proficiency”, “Admission Proficiency”, and “Provisional Proficiency”.
- \* **NEW:** Defined two new mechanisms for demonstrating Full Proficiency
  - Current service in the U.S. military with the rank of Major or higher and documented orders to attend the Command and General Staff College at Ft. Leavenworth
  - Completion of the full curriculum at the Applied English Center with performance satisfactory for designation as “Proficiency Obtained” in KU’s official academic record
- \* **IMPROVED:** Replaced the “country list” with an “institution list” process
  - More inclusive in its recognition of global Englishes and high-quality academic institutions
- \* **IMPROVED:** New table formatting for scores and qualifications
  - More space efficient in the policy document
  - Brings information together for easier side-by-side comparison
  - Flips the axes on which information appears, which will facilitate adding more rows as we develop more mechanisms for proving English proficiency in the future
- \* **REVISED:** Technical edit to clarify that provisional admission due to English proficiency is not available for applicants to online-only programs
  - The existing language is outdated; the intent when it was added was to include all online programs which existed at the time.
  - This restriction is necessary due to the need for provisionally admitted students to complete AEC testing and coursework, which is offered in person.
- **Decision:** Endorsed for campus-wide circulation through stakeholder review and comment period

## Bylaws and EC Administration Discussion

- The Executive Council of Graduate Faculty is charged this year with developing bylaws to govern its operation in future.
- The Council discussed a rough draft circulated for review, which encompassed the decisions reached during fall-semester Council meetings. The Council discussed:
  - Whether to include procedures for escalating a decision beyond the Executive Council itself
  - Flexibility regarding meeting frequency as required by bylaws
  - The goals of term limits and some possible options
  - The goals of a removal clause and some possible options
  - Inclusion of Graduate Faculty membership as a requirement for membership in the Executive Council of Graduate Faculty
  - Management of sensitive information during open meetings
  - Quorum requirements

## Graduate Faculty Nominations

- Approved with Technical Modification
  - Kere Hughes-Belding (SW)
  - Nicole Beckage (AE)
  - Hemin Mohammed (CEAE)
  
- Approved
  - Ian J. M. Crossfield (PHSX)
  - Nicole Reiz (ENGL)
  - Allison Kirkpatrick (PHSX)
  - Elisabeth A.C. Mills (PHSX)
  - Hartwin Peelaers (PHSX)
  - Siyuan Han (PHSX)
  - Christopher Kirchgasser (CNT)
  - Sean Alex RedCorn (CNT)
  - Raymond G. Miltenberger (ABSC)
  - Lydia H. Zeglin (EEB)
  - Gregory S. Baker (GEOL)
  - Paul R. Deslandes (HIST)
  - Karen E. (Shafer) Peltier (CEAE)
  - James E. Carr (ABSC)
  - Hannah Oliha-Donaldson (COMS)
  - Stephen P. Hydon (CNT)
  - Matthew Gibson (EEB)

## Review of Minutes

- 6 December 2019  
The minutes of the previous meeting were approved.

**Next Meeting:** 14 February 2020 — 3:00 pm in 210 Strong Hall