



College of Arts & Letters

MICHIGAN STATE UNIVERSITY

College Graduate Committee – November 08, 2018

Attendance: Danielle De Voss, Bill Hart-Davidson, Lisa Schwartzman, Shawn Loewen, Shannon Schweitzer, Suzanne Wagner, Charlene Polio, Chet McLeskey, Ja'La Wourman, Jung-Min Lim, Benjamin Lampe, Liz Mittman, Amanda Lanier, Safoi Babana-Hampton.

Meeting start: 3:15

Agenda: 11/08/2018– 3:15 – 5:00 321 Linton

1. Approval of the Agenda
 - a. Seconded by Shannon, and approved unanimously.
2. Approval of 10/11/2018 Meeting Minutes
 - a. Seconded by Sean, and approved unanimously.
3. Associate Dean's Remarks/Information Items
 - a. Winter Commencement Reminder
 - i. If you have an addition or change in who is attending Fall Commencement or hooding a graduate contact Laura B.
 - b. Recruitment Incentives – CAL Scholars & Fellows
The individuals must be an admitted candidates that inform you they have competing offers and will help diversify your cohort. There are two forms of incentives, CAL Scholars and CAL Fellows. Have a conversation with them about what would help them say yes to MSU.
 - i. CAL Fellows
 - CAL has one CAL Fellow per year which is folded into UDF/UEF application process. The award is a full year and the student must be already be nominated for a university fellowship. In almost all cases the student ended up receiving a university fellowship. If granted, the specific program can decide which year the student will receive the award and that decision can even be made after they arrive on campus.
 - ii. CAL Scholars
 - They are small single pay events given as a fellowship that can help students transition to the program.
 - iii. Timing question: when do we nominate?
 - Nominate after the students been nominated for UDF/UEF and they express to you that they have another offer. Bill will listen to the request as early as you have it but it must be in response to a competitive situation.
 - Bill will put the guidelines in writing and send them out to the CGC. Also, let Bill know your admission trends. We are currently steady or slightly higher than last year.



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- c. Making strong(er) cases for degree extensions – what we are seeing in responses from the Graduate School
 - Thomas has given feedback on degree extension (999 override) criteria. We're seeing more requests for a committee consensus supporting the degree extension. He desires the form to guide the conversation the committee will have with the student. He wants to know if the college is confident the committee met and will comply with the request. The official request must come from the student (rationale), then an endorsement from advisor, committee, and chair. Some requests have been turned down but typically after Thomas communicated that a certain extension would be their last.

4. Discussion Items

- a. Value-based planning for Graduate Office in CAL: request for input
 - i. This process was changed at Dean Long's request through the individual programs. He's asking for a more value approach to reduce the process.
 - ii. Dean Long wants to know:
 - What are the values?
 - What are the changes?
 - What do you hope will be the result?
 - iii. We won't know our resource scenario since will be in the middle of presidential search. We are currently operating on net cut and hope that next year our budget will return to what is was the previous year. We made up significant amount of funds because two programs weren't recruiting, which is a temporary condition. Last year's budget was 6.3 million with a vast majority going towards GA lines. This year we're closer to 6 million flat. This year is a GEU negotiating year which will increase GA costs but we won't know until the new contract is decided. Bill is serving on the bargaining team and can generally share updates at CGC.
 - Bill invites you to share your department/unit values so that he can fold it into his graduate plan. He desires to accurately reflect collegewide goals in graduate education. Please send a few bullet points if so desired to Bill.
- b. Emergency Funds – Seeing more requests and some first-time requests
Emergency Funds are available as matching funds from the department and College, typically hear back within 48 business hours and are called Emergency Fellowships.
 - i. The request must come from the student with an itemized list and rationale which routes to their DGS or chair for contribution and sign off, to Bill and then GS (Pero). A discussion should occur with the student department before the form is signed.
 - ii. CAL will typically give \$500 and sometimes the Graduate School contributes more but typically they don't go over \$1000. ISP may contribute funds if request is for an international student. Repeat requests are typically denied by the Graduate School.



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- iii. Emergency Fellowships are consistent with our Culture of Care philosophy. Some faculty even have included food or housing security issues on their syllabi to ensure this culture of care. Consider setting aside discretionary funds that can be used for Emergency Fellowships.
- iv. We are receiving more requests than ever before, is there something going on we should be aware of?
 - Some shifts in financial aid occurred this fall that changed how things were calculated. A potential cost saving measure for administration shifts the expense to CAL in emergency fellowship requests. Laura will be your advocate to FinAid. What is the percentage of grad students with financial aid and fellowships?
 - Money is only a portion of the issue, if department is aware of other factors please support them through those other areas and assist them and getting the needed assistance or help. Graduate Students have access to many free services through Graduate Student Life and Wellness (<https://grad.msu.edu/wellness>) and MSU's Counseling Center (<https://caps.msu.edu/>). They also have 24/7 online counseling support in a variety of languages (<https://caps.msu.edu/services/ISSP.html#MySSP>).
 - Several masters student haven't been able to calculate for the expenses accumulated while moving to MSU. Especially 1st Generation students without a support system behind them.
- v. We should articulate during orientation or at the beginning of the program that Emergency Fellowships are available when a dire situation occurs. We should consider doing recruitment buddies for MA students too and provide all students with incoming support.
- c. Updates on climate surveys and other activities in the units
 - i. Number of units are working on climate in their departments.
 - ii. Suzanne's example of their L&L student survey was shown and shared with department DGS.
 - She thought through the health of the program and realized exit surveys hadn't been great. Wanted to encourage the students to share and know they've been heard without signaling them out. Went to MSU's new ombudsperson who is neutral, informal and independent and asked for assistance in creating a survey. She used the exit question surveys from Grad school as a start. They will have both alumni and students take it. A preamble explains who will see the data, ensures confidentiality, who they can contact and explains the heart behind the survey.
 - Their survey contains questions on all aspects of their graduate experience including tying questions to their rights and University/college policies. It also provides a space for concerns. The last section reiterates that personal information will be aggregated and not singled out. The



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Ombudsperson will organize the survey and Ben will ensure it is received by L&L students and alumni.

- This survey can be a pilot for others who may want to adopt similar idea. Suzanne will give an update early next semester.
 - Exit survey results can be requested from Judith Stoddard in the Graduate School because they are not automatically sent out. Also, the Graduate School is willing to audit your department graduate school handbook.
- iii. Departments should define a person that students can talk outside of the DGS or advisor in case a problem arises.
- d. WRAC is doing a whole department survey regarding climate. They also have a reporting guide on their website if problems arise.
- e. PHL is defining a process to address climate issues that do not arise to the point of misconduct. They are developing an explanation and procedure for both faculty/staff and students. If individuals don't feel they can talk to chair/director they can talk to Bill. GSRR 1.2 contains information for how these types of situations are handled.

5. Curricular Items

- a. Course Changes:
- i. THR 801 – Increase in contact hours
 - Practicum in acting
 - Increase contact hours from 4 to 6, due to increase in MFA cohort size
 - ii. THR 813 – Course Description
 - No longer required for both designers and MFA, just for designers.
 - iii. THR 880 – New Course
 - Graduate version for THR 480 study abroad
 - iv. Moved to approve the changes as a group of three; program changes unanimously approved by the committee.

**Curricular requests can be viewed at <https://www.reg.msu.edu/forms/formsmenu.asp> "Academic Programs" and "Courses"*

6. Roundtable/Other Business

- a. Update on Laura's division of duties, she will do everything Grad except for curriculum changes.
- b. WRAC
- i. Maddie forwarded on a detailed report from the discussion at the last CGC meeting. Contact Maddie if you are interested in continuing the discussion on ways to engage in the
- c. Ben
- i. Update on CDGCD Policy – They are still in the process of crafting the new CDGDC policy. Please inform your prospective students as well as admitted Chinese students that no verification of transcripts are needed at this time.
- d. Chet



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- i. More dates are being added for discussions RCR workshops, please sign up and encourage your students to attend. He will lead a discussion on RCR at the next CGC meeting
- e. RCS
 - i. Held two workshops last week for RCR discussions and questions surfaced.
- f. Theatre
 - i. Men on Boats opens 11/9/18
- g. German
 - i. From discretionary funding use to give students money to study abroad but now their office has taken it
 - ii. Will use funds for Language learner corpus project
- h. Amanda Lainer CELTA – interesting conversation to how they can incorporate and be a clearing how for foreign language
 - i. Certification for foreign language teaching. Spread the word to others to professional students that already have the skills in
- i. L&L
 - i. Last week GLEAMS was hosted at MSU. November 15, have an alum coming to talk about linguistic jobs in the tech industry.
- j. SLS
 - i. Desiring to create communal space together for language students and removing the institutional silos.
- k. Charlene Polio
 - i. They are starting a small scholarship to honor Sue Gatz who is retiring.

Adjourned at 5:07