



# College of Arts & Letters MICHIGAN STATE UNIVERSITY

## College Graduate Committee – December 13, 2018

Attendance: Glen Chambers, Danielle DeVoss, Ben Lampe, Debra Hardison, Bill Hart-Davidson, Chet McLeskey, Ben Van Dyke, Justus Nieland, Lisa Schwartzman, Safoi Babana-Hampton, Amanda Lanier, Suzanne Wagner, Laura Borchgrevink  
Guest: Suzanne Gandy

Meeting start: 3:16

Agenda: 12/13/2018– 3:15 – 5:00 321 Linton

1. Approval of the Agenda
  - a. No additions to agenda
  - b. 1st by Suzanne, 2nd Lisa, and then approved unanimously
2. Approval of 11/08/2018 Meeting Minutes
  - a. All in favor
3. Associate Dean's Remarks/Information Items
  - a. The Academic Women's Writing Suite  
Cathy Mazak who is an MSU graduate started the Academic Women's Writing Suite. She provides workshops and other mentoring opportunities for women. She believes the #1 way for female faculty to be successful is to put their writing at the center of their careers. It is specially designed for women in the humanities and social sciences to develop writing habits to advance their career.
    - Would CGC be interested in getting more information for their female faculty and PhD students? If it is a priority CAL will try and get funding to cover the expenses. Talk to your graduate committees and see if there is interest. If there is we could potentially partner with the Grad school and their writing fellows.
  - b. Invite Speaker? Dr. Scott Becker – Graduate Student Mental Health Workshop
    - Yes, please invite him. Dr. Scott Becker has been invited to speak at a future CGC meeting.
  - c. CAL Travel Fellowship Policy Clarification
    - CAL gives qualifying students one travel funding fellowship a year. They will receive \$250 if domestic travel or \$350 if international travel.
    - International Studies and Programs (ISP) will match \$350 if applicable. The research presented must have an international focus and only one request per student will be considered during his/her

degree program. The Graduate School or CAL can send the application on to ISP.

- For any travel, if a cash advance is granted it will now be deposited into his/her account instead of picking up a physical check.
- d. Graduate Handbook Audit Offer by Tony Nunez
- Tony Nunez in the Graduate School no longer is auditing GS handbooks.
  - CGC could audit them in a peer review fashion with units uploading their handbook to Teams or Google Drive so that everyone could see each other's handbooks. Bill is happy to take a look at them as well if you have a specific item you want him to address.
  - The Graduate School also has all CAL unit handbooks listed on their website. Go to <https://grad.msu.edu/departments> and select College of Arts and Letters. Check to see if they have your latest handbook and current content.
  - The handbook language is each unit's decision but if there is a discrepancy between your handbook and GSRR the GSRR supersedes.
  - When should handbooks be reviewed? – Bill recommends you put the handbook review as the last grad committee meeting of the year.
  - When a change is made in a handbook it will travel with the cohort, your years is your years. WRAC includes a "What's New" section in each new addition highlighting the changes.
- e. Update on Linguistics Climate Survey
- Nothing new to report but the survey was finalized and circulated to 54 former and current students by the MSU ombudsperson which included students who left without graduating. They are still waiting on the responses.

#### 4. Discussion Items

- a. RCR Workshops & CAFE modules and TDI sessions (Chet McLeskey)
- Chet gets lots of questions and is becoming the RCR expert.
  - His handout is attached which includes the updated RCR University requirements and additional RCR information.
  - He will send out the RCR SS19 workshop schedule in January.
  - How do students record their attendance? –At the end of the year Chet will generate a report of who has attended RCR training workshops.
  - SABA/Citi has been changed and will be different in January because of a change in vendor. The new system will hopefully be synergized with GradPlan. New training compliance system is called Ability.
  - In the future Chet can present on the co-create opportunities discussed at the end of the workshops. They have received interesting responses and feedback with what current students would share with incoming students.
- b. GEU Contract and GA postings
- Do we have to post grad appointments and if yes what constitutes posting?
- GAship positions that graduate students can be appointed for need

to be publically visible. We don't want a hard/fast rule of what types of people get what types of GAships. It should be clear on how students in your unit can put their hat in the ring for a position.

c. Financial Aid and student bills

In October an automated process triggered a reassessment of students' need status because of a new FinAid system. Spring enrollment was conditional upon paying this new bill. We were aware of 5 CAL grad students in 4 programs dealing with this financial aid issue. Financial aid counselors gave unhelpful and inappropriate responses to our students without any culpability. FinAid said it was a departmental finance issue. Bill brought this to the attention of the Graduate School, Judith and Thomas, who then brought it to the attention of Associate Provost John Gaboury. As of December 8, everyone who spoke out about being reassessed had their accounts set back to what it was before the October assessment. For those students that paid the amount it will be credited to their account sometime in SS19.

- GEU is now aware and asking anyone who was reassessed to contact them. FinAid will not provide the names of students who got a reassessment. Please be aware that other students in your unit may have been reassessed and then paid the extra amount.
- Our students already have such a heavy financial burden and any reassessment they don't see coming is very shocking.
- If any of your students get a reassessment in SS19 have them ask for rationale before drawing on that aid.
- In January Bill and Juddith will meet with FinAid to address how our grad students were addressed inappropriately.

5. Curricular Items

a. Programs: Museum Studies GRC2 – Change Graduate Certificate

- When this certificate was approved in 2014 standalone certificates did not exist. This would bring museum studies into line with rest of CAL Grad Certificates. Functionally it doesn't change the program but helps the lifelong education students who previously couldn't get a transcript if it wasn't done concurrently with a MA or PhD program. After much revision and discussion this standalone certificate should be meeting all university requirements.
- Motion to approve by Ben, second by Justus.
  - All in favor, no opposed or abstains

b. Courses: LLT 821 – New course instead of offering as special topics

- Breakout of LLT 841 special topics which will be open to PhD SLS students and MA TeSOL. They are changing the special topics to a specific course which will be listed on their transcript. TeSOL needs more fall curriculum so this would assist. The course name is Individual Differences. It's been offered as 841 twice already and was maxed out on interest. Could also fulfill the MA requirement or SLS elective for them to reach number of credits needed. Will help with recruitment and marketability since the course will now be labeled on transcript.
  - Motion for approval by Danielle, seconded by Glenn.

- All in favor, no opposed or abstains
- Watch for editorial comments on both courses

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

6. Roundtable/Other Business