

Graduate Council Meeting Minutes September 29, 2017

Graduate Council members in attendance: Beth Allison Barr, Erica Bruce, Gary Carini, Gia Chevis, Sara Dolan, Kevin Dougherty, Jan Evans, Neil Fleming, Gina Green, Bill Hockaday, Julie Holcomb, Randall Jean, Chris Kearney, Ryan King, Peter Klein, Mia Moody-Ramirez, Grant Morgan, Jungjun Park, Jim Patton, Dan Peppe, Linda Plank, Alex Pruss, Mark Sepanski, Joe Shim, Kevin Shuford, Doug Smith, Eunjee Song, Rishi Sriram, James Stamey, Tanya Sudia, Michael Trakselis, Suzy Weems, Trena Wilkerson, Darryn Willoughby, Laurel Zeiss.

Guests and substitutes in attendance: Kim Kellison, Lauri Rogers, Mikeal Parsons, Marion Castleberry, Scott Cunningham, Debra Burleson, Walter Wilcox, Angela Bailey.

Graduate School deans and staff in attendance: Larry Lyon, Laine Scales, Denny Kramer, Chris Rios, Steve Driese, Anna Henderson, and Candice Prose

Unable to attend: Timothy Burns, Gerald Cleaver, Jim Ellor, Dave Jortner, Dorothy Leidner, Sharon Mawet, Mark Morman, David Music, James Nogalski, Van Pham, Richard Russell.

Graduate School Dean, Larry Lyon, introduced substitutes, guests and new graduate program directors. Beth Allison Barr led the invocation. The minutes from March 2017 were approved.

Professional Development – Chris Rios spoke about the Professional Development Committee. Laine Scales talked mentioned the upcoming Graduate Faculty Series focusing on difficult conversations and direction the dissertation or thesis.

Outside Committee Member – Dean Lyon mentioned the importance of having an outside thesis/dissertation committee member. One *official* outside member is required: a member of Baylor’s graduate faculty who is not in your department. This person can serve to resolve any political conflicts that might emerge. If you wish to involve an outside member who is not a graduate faculty member, just let us know. *That person cannot be the required outside person, but may still participate.*

Tuition Revenue Sharing – If your department wants to be added to participate in the tuition revenue sharing program next year, let Dean Lyon know. It is an opportunity to generate more tuition dollars for your program to use (75%).

Student Employment – Lyon mentioned the importance of the graduate student 20 working hour per week limit and explained the rules requiring GPD permission for additional hours. When communicating permission to the Graduate School for extra working hours, the GPD should include a sentence regarding the effect of the additional work on the student’s academic progress. Grad student assistants fall legally into two categories: student and employee. Sometimes we have students complaining of not being treated right by their departments. Students have rights and expectations as students AND as employees. Chris Rios said that the legal experts have recently requested job descriptions for graduate assistants of the same type as university employees.

Questions –

- Are students allowed to ask for a lower stipend?
 - Yes, you can pay them a lower stipend, but they would also have to work fewer hours.
- Can we pay students we no longer have any obligation to?
 - Any pay beyond the 4-5 year obligation may need to be paid at the temp lecture rate, not the TA rate

- Is there is a path for crafting student job descriptions?
 - Rios says he will be happy to help with this. As one program begins to do this, we might want to standardize it across the board.
- Can we assemble a list of criteria of what we might need to include in the job description?
 - Lisa Turner (HR) is in charge of student employment and might have this information. Rios volunteered to coordinate this effort.
- How do students qualify for the various benefits?
 - Rios explained that, previously, all benefits were connected to teaching, but now teaching is divorced from insurance. As long as a student is teaching at least 3 credit hours in a semester, they can get the subsidized parking and the meal card.

Announcements – Talk to Denny Kramer about having a recruiting video produced for your program if you haven't yet. This is a high-quality service provided at no cost to you by the Graduate School.

Graduate Students and Mental Health – Dr. Lauri Rogers, Associate Director of Clinical Supervising Psychologist at the Baylor counseling center spoke about graduate students and stress. When student's mood interferes with ability to function that is a red flag. First thing to do is: care. Talk to them privately, discuss their feelings/thoughts, provide reassurance and empathy. Offer flexible arrangements if possible. Don't minimize it. The counseling center is located on the 2nd floor in SLC. Walk in hours without appointment are 9AM-4PM. After business hours, a crisis phone line is available: 254-710-2467. The Baylor police (710-2222) can also help with an immediate crisis situation.

PhD Assessment Pilot – Programs participating in the pilot this year were KENHP, Geosciences, Religion, and Sociology.

Student Policy Handbooks – Rios suggested that having a student policy handbook for your graduate program can be more helpful than you might think. Having one helps when dealing with student complaints.

English for Academic Purposes – Steve Driese needs to know whether you have students whom you would like to participate in the writing course next semester. We won't offer it if the interest is not there.

Academic Analytics: Faculty Awards Initiative – Baylor is doing well with articles per capita, but is underrecognized in the area of awards per capita. Academic Analytics can help you identify your department's potential award candidates. Driese recommends that departments form an awards committee to facilitate the process. When your department has success in getting awards, be sure to publicize it.

Academic Analytics: Program Rankings – Lyon distributed a handout showing Baylor graduates currently employed at R1/R2 universities.

Presentation – Lyon gave an overview of Graduate School metrics.