

Graduate Council Meeting Minutes October 5, 2018

Graduate Council members in attendance: Erica Bruce, Timothy Burns, Gia Chevis, Gerald Cleaver, Sandi Cooper, Scott Cunningham, Sara Dolan, Kevin Dougherty, Jan Evans, Scott Gibson, Col. Skip Gill, Ian Gravagne, Steve Green, Jane Harvill, Julie Holcomb, Bob Kane, Ryan King, Timothy McKinney, Renee Meyer Umstattd, Mia Moody-Ramirez, Grant Morgan, Mark Morman, David Music, James Nogalski, Jim Patton, Dan Peppe, Van Pham, Linda Plank, Richard Russell, Mark Sepanski, Joe Shim, Kevin Shuford, Eunjee Song, Rishi Sriram, Tanya Sudia, Michael Trakselis, Mike Walker, and Suzy Weems.

Guests and substitutes in attendance: Brittney Wardlaw, Pete Grandjean, Diane Loeb, Michael Parrish, Marion Castleberry, Debra Bureson, Mike Beaty, Angela Bailey, and Dan Hanchey.

Graduate School deans and staff in attendance: Larry Lyon, Laine Scales, Chris Rios, Steve Driese, Anna Henderson, Laura Sepanski, Alana Schaeper, and Tosha Hendrickson.

Unable to attend: Beth Allison Barr, Meghan DiLuzio, Jim Ellor, Neil Fleming, Gina Green, Bill Hockaday, Dave Jortner, Tim Kayworth, Peter Klein, Dorothy Leidner, Sharon Mawet, Suzanne Nesmith, Peter Park, Alex Pruss, Doug Smith, and Trena Wilkerson.

Graduate School Dean, Larry Lyon, introduced substitutes, guests and new graduate program directors. Dr. Timothy McKinney led the invocation. The minutes from March 2018 were approved.

United Way campaign: Brittney Wardlaw, Mia Moody-Ramirez

Brittney Wardlaw and Dr. Mia Moody-Ramirez encouraged Baylor's participation in the United Way campaign. They mentioned that donations can be made [online](#).

Graduate School personnel changes: Larry Lyon

- Associate Dean Laine Scales is going back to the School of Social Work full time in January 2019.
- Denny Kramer and Lori McNamara have moved to Robbins College.
- Chris Rios has moved up to Associate Dean, taking Denny's place.
- Laura Sepanski has joined the Graduate School as part of the admissions team. She oversees the front office.
- Alana Schaeper and Amanda Clayton have also joined the admissions team as admissions specialists.
- Tosha Hendrickson has stepped into Admissions Director position and is helping us with the implementation of Slate.
- Beth Allison Barr will be joining the Graduate School in January 2019 as an Associate Dean.

“Select In” Holistic Admissions Procedures: Larry Lyon

Some departments are about to experience great growth. Lyon recommended that GPDs consider using a “select in” approach to narrow down the pool of applicants under consideration. This approach does not use any criteria to rule out applicants, rather it uses criteria only to rule “in.”

Slate: Chris Rios

Chris Rios talked about the move to Slate as the new Graduate School admissions platform.

- Slate offers an improved recruitment and review process: It provides the ability to set up rules to build lists of applicants to review with the press of a button. It also allows departments to pursue incomplete applications.
- Slate provides an improved acceptance process: Graduate School review of minimum thresholds will be faster. There will be a streamlined justification process for applicants below the criteria. Slate will allow us to build a more complete acceptance letter from the Graduate School and will have the option of giving the academic department more control in releasing the offer (if desired).
- As before, departments only **have to use Slate** to find the applicant and record the department's decision.
- The enhancement award process can be done the old way, by sending the applicant's info to Anna via email, OR by selecting the option in Slate for each applicant whom you would like to be considered for an enhancement.
- Tutorial videos for Slate will be ready this afternoon. They can be found on the Graduate School website under the faculty/staff section. We will send you all a link when the videos are live. Individual training is also available.
- The next step for departments is to redefine minimum admissions criteria.
- Question: Will it be possible to add the offer letter from department into Slate as well?
Answer: Yes, in the confirm and release step you will have option to add another document.
- Question: Can department letter be automated, too?
Answer: Uncertain. At this point, you would have to write one and attach it. Will think about this and let you know.

Professional Development and Mentoring Expectations: Laine Scales, Grant Morgan

Laine Scales recommended that graduate programs develop documents/policies in order to have consistent and similar expectations for their doctoral students. Grant Morgan, GPD for Educational Psychology, provided a [handout](#) showing how his department has outlined expectations students.

Curriculum Committee Structure and Process: Laine Scales, Chris Rios

The Graduate Curriculum Committee has been split into several groups. These new divisions will simplify the process for you (if you are just adding a course, for example) and make it more efficient. We will write some guidelines for you and will be in touch.

Committee Report on Repeating Courses: Pete Grandjean

Pete Grandjean, committee chair, pointed out that Baylor's policy on repeating courses is quite good when compared with peer institutions. Committee members were Mike Walker, Julie Holcomb, Linda Plank, Richard Russell, Trena Wilkerson, Dina Bailey, Sherry Sims, and Pete Grandjean, with input from the Registrar's and Cashier's Offices. The updated policy allows an option to retake the course when the grade is a B- or lower. In the worst-case scenario, a student could repeat three courses two times each. Individual departments may adopt higher standards, however, if desired. See the updated [policy](#) here.

A vote on this policy passed with all in favor by show of hands.

Tuition revenue incentive plan: Larry Lyon, Mia Moody-Ramirez

Lyon reminded the grad program directors that the tuition revenue incentive plan provides an opportunity to grow funds for grad programs. If a department's graduate enrollment grows and the students pay tuition (above the amount that has been paid in the past) the department gets to keep a portion of that tuition to spend on the graduate program.

Moody-Ramirez indicated that Journalism participates in the program and has earned \$69K. Journalism started with 7 students, now there are approximately 17-18 students each year. Previously, all the students got a free ride; now, each student pays approx. 1/3 of their tuition. Journalism has used its profits to give each student an hourly raise. Moody-Ramirez recommended easing into it gradually and testing the waters.

Question: Our program won't be competitive with other universities if we don't offer full tuition; how do you overcome that?

Moody-Ramirez: We explain it up front, and 90% of the applicants still accept our offer because most of them really want to come to Baylor.

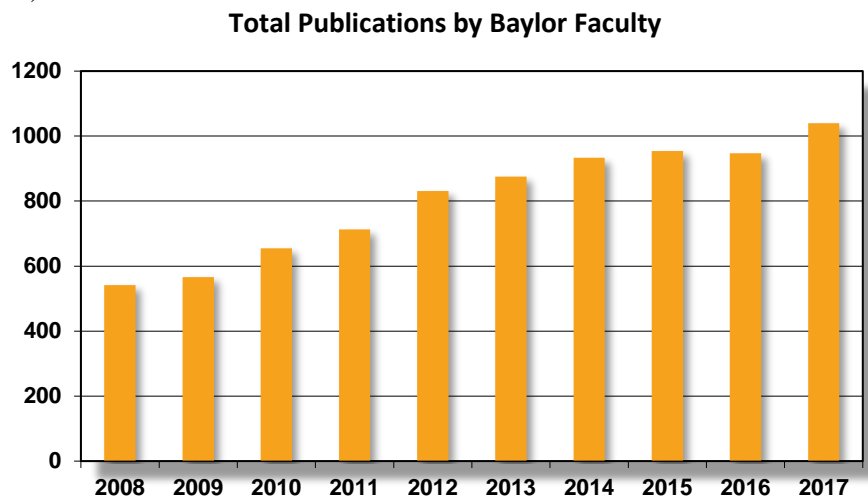
Question: Have you noticed a decline in quality of students?

Moody-Ramirez: No. In fact, we have observed an improvement. They are investing in their education and are more appreciative.

Web of Knowledge: Larry Lyon

Lyon mentioned that the Program Profiles are not ready yet but will be soon.

According to the Web of Knowledge, publications by Baylor faculty have continued to increase. Baylor has also been leading for the past ten years in the sciences, social sciences, and humanities (when compared to SMU and TCU).



Moving Towards R1 Status: Larry Lyon

Lyon gave a presentation outlining goals that must be reached in order to move Baylor towards R1/Tier 1 status:

- more research doctoral graduates
- targeted faculty hiring
- more rigorous tenuring and promotion
- increased research support
- monitoring of our progress

We can't reach R1 if we keep distributing our resources as we have been (in past 5 years, non-doctoral programs have hired more faculty than doctoral programs). A good provost can make/enforce good decisions that make a difference. The president and the board are still committed to R1.

External Assessments for PhD Programs: Larry Lyon, Steve Driese

Lyon said that three departments are participating in external reviews this semester: Sociology, Geosciences, and KENHP. At the spring Council meeting, we will have the three programs tell us about their experiences.

Steve Driese outlined the basic schedule of the external reviews and said that the final report is due from the reviewers within 4 weeks of their visit. The reviewers are paid a stipend as well as having their travel expenses paid.

English for Academic Purposes: Steve Driese

Driese reminded the GPDs that monetary support will soon to be required from departments that are using the English-speaking course for their international students. Last spring, we had 11-12 departments agree to contribute to the EAP program. Starting with Spring 2019, if you send a student from your program to the class, your department will subsidize the student's participation in the course (\$1K per student). Going forward, this will help make a stronger case when we ask for a lecture line for the instructor since we can demonstrate that we have broad scale university buy-in. For further information, you may access the handout [here](#).

Funding new doctoral positions: Lyon

If you need stipend for a new doctoral student, one of the new ways of obtaining that money is to take funding from a master's-level stipend. For each master's-level stipend you contribute, the Graduate School will match it. This will allow you to increase your doctoral enrollment. The usual way of asking for more stipend money is still in place as well.

Dismissal.

Dates to Remember

Nov. 20 Stipend/tuition budget increase requests due
Dec. 4 Stipend/tuition budget meetings
Dec. 14 Doctoral Dinner
Mar. 22 Spring Graduate Council meeting