

## Minutes of CGSR Meeting #1 on 8/22/2019

The Committee on Graduate Studies and Research (CGSR) held its 1<sup>st</sup> meeting of AY '19/'20 on August 22, 2019 (Thursday) in the Chairman's Room (Rubin Campus Center, Room 129).

Present: G. Fischer (ME; Chair), S. Johnson (FSB), M. Rolle (BME), B. Choate (BME, GS), M. Demetriou (ME), H. Walker (CEE), T. Camesano (Dean of Graduate Studies), B. Vernescu (Vice Provost for Research)

Guests: S. Miles (Registrar), K. McAdams (Director, Academic Programs)

Absent: D. Korkin (CS), M. McGrade (Dean of Graduate Enrollment Services)

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Professor Fischer called the meeting to order at 2:35 PM

1. Members introduced themselves, and welcomed new members, Professors Demetriou (ME) and Walker (CEE). A third new member, Prof. Korkin (CS) was unable to attend due to travel.
2. Officer elections were held. Prof. Fischer (ME) will serve as chair. Prof. Rolle will serve as secretary during Fall semester, Prof. Walker will serve as secretary in Spring semester.
3. Procedures for conducting CGSR business were discussed.
  - a. CGSR will meet approximately every other week for 90 minutes, Thursdays 2:00-3:30pm at Gateway in the Fall, and main campus in Spring. Meeting dates will align with faculty meeting in consideration of two week notice deadlines.
  - b. Canvas will be used for all committee business, including online polling and discussion boards.
  - c. Meeting minutes will capture online/electronic motion approvals, in addition to documenting business conducted during CGSR meetings.
  - d. Liaisons will be assigned for each new motion brought to CGSR for review. Motions will be given unique identifying numbers to facilitate tracking.
4. Ongoing committee business from last academic year was reviewed. Items include:
  - a. Motion to create an MFA program from IMGD. (Prof. Rolle will serve as liaison)
  - b. A motion for an individual interdisciplinary degree in Music and Robotics. Discussion of policy for interdisciplinary graduate degree thesis committee faculty membership when degrees include a program (v. department) where faculty do not have a primary appointment.
  - c. Finalize and make available templates for proposal of new academic programs and certificates. Review previous versions, and determine where revisions are needed.
  - d. Qualifying Exam "0 credit" course designation for PhD students. Institutional adoption of a course number that PhD students register for when they take (and pass) the Qualifying Exam would facilitate tracking of which students have advanced to candidacy. The motion is drafted, it needs to be reviewed.
5. New business. The committee brainstormed a list of prospective new business, programs, and issues to review and pursue over the coming academic year, including (in no particular order):
  - a. Anticipation of new graduate certificate program proposals (e.g., RBE certificate in Autonomous Vehicles).
  - b. Examination of the numbers of Teaching Assistants university-wide, and trends over time.

- c. Decrease in PhD student tuition approved by President Leshin.
- d. Follow up on proposed PhD student “First Year Fellowships For All” discussion with President Leshin last academic year at CGSR.
- e. Follow up on reduction of PhD student tuition on research grants, with additional reductions once PhD students have passed the qualifying examination.
- f. Follow up on ad hoc committee to examine graduate student recruitment and retention.
- g. Coordination with the online education steering committee.
- h. New TRIAD seed grant program, launching this fall.
- i. Cost centers (AIM Photonics, PracticePoint, others pending).
- j. Review policies on accepting grants from foreign agencies, and institutional risk management when working with foreign entities.
- k. InfoEd software for grant submissions and tracking awards. Tableau site coming online with data on research grants, expenditures, etc.
- l. Need to appoint CGSR members to the Conflict Management Committee, and committee for the Trustees Award for Research and Creative Scholarship
- m. PhD support data and policies for transitioning PhD students from TA to RA support
- n. Improving processes for hiring and paying graduate students, including health insurance.
- o. Creating a graduate student commencement participation policy rather than reviewing individual petitions each year. Was worked on in previous years, but not resolved.
- p. Strategic reinvestment of IDC. Examine current structures, and suggest revisions if appropriate.
- q. Equipment. The VPR’s office is working on cataloging equipment campus wide.
- r. Extending TAs from 9 to 12 months to make sure that TAs get paid in summer.
- s. Short term visiting faculty/post docs/students. How to fund, find housing, etc.
- t. Should there be approvals for Directed Research, as there are for undergraduate ISP and project registration? Currently, students (undergraduate and graduate) can sign up for graduate Directed Research without advisor approval.
- u. Assess graduate student life and opportunities to increase networking, professional, research and social opportunities across campus, including broader graduate student/faculty interaction. Work with SGS.

The meeting adjourned at 3:55 PM.

Respectfully submitted,  
Marsha Rolle  
Secretary (Fall 2019)