

## Minutes of CGSR Meeting #3 on 9/26/2019

The Committee on Graduate Studies and Research (CGSR) held its 3<sup>rd</sup> meeting of AY '19/'20 on September 26, 2019 (Thursday) in the BETC Conference Room (50 Prescott Street, 2<sup>nd</sup> floor).

Present: G. Fischer (ME; Chair), K. Gandomi (RBE, GS), M. Demetriou (ME), S. Johnson (FSB), D. Korkein (CS), M. Rolle (BME), H. Walker (CEE), B. Vernescu (Vice Provost for Research)

Guests: S. Miles (Registrar), K. McAdams (Director, Academic Programs), R. Rao (Associate Dean of Graduate Studies)

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Professor Fischer called the meeting to order at 2:05 PM

1. The minutes of Meeting #2 were reviewed and approved.
2. The committee discussed a graduate student petition to exceed the university limit for credits that can be double-counted for two Master's degrees. The petition was discussed and denied. The petition led to a discussion about university and departmental policies and practices about double counting, course waivers and substitutions, and graduate student advising and degree auditing. Students can petition for course substitutions at the departmental level with justification, but the number of double counted credits and total credits required to earn a specific degree are university policies detailed in the Graduate Catalog. The committee discussed how to enable graduate student degree audits so that students and faculty advisors can keep better track of progress toward meeting degree requirements, and for students to be able to benchmark their own progress well in advance of their anticipated graduation semester. Revising the forms for designating courses for double counting were also discussed.
3. Prof. Walker will represent CGSR on the Workday Student project committee.
4. The committee on Workday Grants Management and Postdocs is seeking specific feedback on Workday processes. Some issues were raised discussed. Committee members were encouraged to post additional issues through a Canvas discussion board.
5. Vice Provost for Research Vernescu gave a brief presentation on InfoEd. InfoEd connects directly to Tableau to prepare reports on grant proposal submissions, awarded grants, success rates, burn rates, and other information. Faculty can log in and view their own grants; department heads can see information for their own departments. The Office of Sponsored Programs staff enters information into InfoEd on every proposal, including links to submitted documents, IRB approvals, etc. Some limitations of InfoEd were discussed: PIs are tracked, not co-PIs, and proposals are tagged by department, not program. It would be helpful if information on the Proposal Routing Forms (PRF), such as co-PIs, department or program designations, was also entered. Other metadata would be helpful for internal and external reporting, such as research themes, keywords, and research centers (for reporting to MassTech for PracticePoint, for example).

The meeting adjourned at 3:32 PM.

Respectfully submitted,  
Marsha Rolle  
Secretary (Fall 2019)