

Graduate Council Meeting Agenda

December 11, 2019

J. Ruscher, C. Ducat, S. Hassig, G. Morris, B. Mohan, M. Zender, M. Cunningham, J. O'Brien-Brown, A. Childress, L. Pratt, A. Fears, T. Albrecht, L. Dornier, V. John, D. Blake, C. Pealer, K. Haugeberg

1. Meeting called at 8:30
2. Approval of November Minutes, S. Hassig motioned, T. Albrecht seconded.
3. Grad Council Meeting Dates for Spring 2020
 - January 8 (200 Gibson Hall)
 - February 12
 - March 11
 - There will be a meeting during the PhD reviewer visit
 - April 15
 - Directors of Graduate Studies/Graduate Admissions Officers on April 22
 - May 13
4. Announcements
 - a. PhD Reviewer visit: 3/23-3/25
 - i. All but one reviewer has agreed to participate
 - b. NSF-NIH survey work will begin soon
 - i. Will be due at the end of February
 - ii. Represents our contributions to our graduate students and postdocs
 - iii. Will start contacting staff people shortly
 - iv. It would be wonderful to have PIs put students' tuition waivers on grants, though there is no way for us to mandate that
5. Dismissal Policy
 - a. First read
 - b. This is not for matters that would go through Student Affairs, but for academic progress.
 - c. Edits proposed to timing: Language of "At the conclusion of the semester when" is confusing, proposed clearer language
 - d. Are we expecting departments to review all grad students every semester? Yes. We may need to send emails routinely to make sure that it gets out to all DGSs.
 - e. It can be challenging if students are taking course outside of the department. Administrators could help to pull these.
 - f. We do want to adhere to that one week guideline as closely as possible so that students have some warning if they will not be invited back. This impacts them and their insurance, financial aid, housing, etc.

- g. Even if some faculty members get their grades in late, departments should be aware of who is in jeopardy
 - h. We need a timeline for when last payments would be made. Additionally, international students may need a short grace period. This could also be a particular issue for a student who is on grant money with a PI that doesn't want to pay someone who will be leaving
 - i. Should the notification include information about the appeal process.
 - j. Add assistant/associate dean (to accommodate BMS)
 - k. Talk about using some kind of system to make sure that you guarantee that they receive it (whether Maxient, or guaranteed mail, etc)
 - l. Reiterate that the timeline can be flexible. Honor Code Dismissal policy includes language that the dean or dean's designee can extend the timeline of the appeal for appropriate circumstances.
 - m. Students whose advisor is the chair or director currently only have two appeals instead of three. They should have three as well.
 - n. In final paragraph, re-enrollment would require reapplication, not that they can't re-enroll at Tulane period.
6. Transfer credit policy
- a. Programs have been handling this in different ways. If a student has a master's degree, they are often allowed to bring this in. This will also help clarify policies for students who have taken only a handful of classes.
 - b. University rule that 50% of credits must be completed at Tulane
 - c. Take out the number of hours and put in just 50%. Courses not taught here might need to be brought in as "special topics" course at the discretion of the DGS.
 - d. Issue from the Registrar's Office – if a student brings in a 4 credit course but it's a 3 credit here, the Registrar isn't allowing it.
 - e. From a Tulane master's degree, the courses don't technically transfer. They can be counted.
 - f. Take out "local universities" use "collaborating universities"
 - g. There might be a handful of students who take some graduate courses that could ultimately be counted for a PhD/other graduate degrees. (Use just "graduate degrees")
 - h. Transfer of credits from the quarter system are based on contact hours, which is why it transfers at 2/3 rate. Specify that it is the quarter credits, not just quarter systems.
7. Annual Student Evaluations
- a. This is for both the academic and assistant roles for students
 - b. Separate the performance of student versus assistantship?
 - c. This can be useful for departments to keep records of who has been a good TA when looking for students to fill roles.

- d. Annual Student Performance Review (different working title)
 - e. How do we enforce this? Could we have a memo that goes to the dean indicating that all students have been evaluated?
 - f. Students whose degree will be completed within 12 months may be exempt from these reviews – use language about this
 - g. Self evaluation language needs to reflect “any” not “all” publications
 - h. This will be adopted by GC and departments may adopt them as they see fit but should definitely be a minimum
8. Graduate Student Time Off
- a. Primate Center get 14 paid time off, business days
 - b. BMS get any staff days off, plus 10 business days. They are on a 12 month contract. There can be some negotiation between students and advisors.
 - c. Students are required to work after finals until the staff holidays begin
9. Technical standards
- a. How do we handle wet work standards for a handbook?
 - b. Perhaps add language in the handbook that standards may be available if needed.
10. Meeting adjourned at 9:38. T. Albrecht, seconded by J. Ruscher