

Graduate Council Meeting Agenda

May 12, 2021

M. Cunningham, J. O'Brien-Brown, G. Morris, D. Blake, M. Russo, V. John (rolling off) T. Cole, T. Albrecht, C. Pealer (rolling off), L. Dornier, L. Lukkarila, K. Andrinopoulos, J. Jayawickramarajah, A. Ruesch, F. Wietfeldt, C. VanSchoelandt, J. Clarke (remote), T. Fee (remote), B. Mohan (remote)

1. Meeting called at 8:39
2. Approval of April Minutes, motioned by T. Albrecht, seconded by F. Wietfeldt, all in favor.
3. Grad Council Meeting Dates for Fall 2021
 - a. September 8
 - b. October 13
 - c. November 10
 - d. December 8
 - e. May need some input from GC members over the summer, but no meetings planned.
4. Announcements
 - a. Deadline for sending in materials for Grad Council review – 1st Wednesday of the month
 - b. Commencement – Hooding Ceremony on Friday, 5/21 at 11 am
 - i. Will be in Yulman Stadium
 - ii. Students will be able to be hooded, but no handshakes or hugs
 - iii. Graduate Hooding (alternate faculty member from Grad Council)
 - iv. Names will be called by associate deans/directors
 - v. We are not certain how some of this will work, but will try to communicate instructions after the rehearsal
 - vi. 2020 graduates were polled about returning for a ceremony. Grad/Prof students would prefer to come back in the fall around homecoming, undergrads were more interested in coming back around Crawfest in the spring. When we know more, we will let you know.
5. Departmental or PhD Reviews
 - a. Will work with departments that submitted self-studies in 2019 (Biomedical Engineering, Chemical and Biomolecular Engineering, Chemistry, Earth and Environmental Studies, Math, and Physics)
 - b. We have put off these reviews by two years
 - c. We are working with deans to identify if they want to do a departmental review or a PhD reviews.

- i. This would be more logistically complex, but potentially more comprehensive. Grad student hiring is linked to faculty hiring and undergrad enrollment
 - ii. In BMS, it's a question of looking at MS and PhD programs together
 - iii. These reviews are formative, not punitive
 - iv. Best practices are to review programs once every five years so that they have a chance to reflect
 - v. One thing that came out of the last review cycle was getting a full time career advisor
 - vi. Another issue was more resources for OGPS. We have been approved for a program coordinator as well as to continue our OGPS fellows.
- 6. Graduate Student Incomplete Grade Policy update and procedures
 - a. There cannot be an indefinite I, but the 30 day default switch does not work for graduate students
 - b. Currently the registrar's office system will automatically trigger a switch to an F after 30 days. Email rss@tulane.edu to tell them the deadline if you don't want the 30 day policy to apply.
 - c. Graduate education is so decentralized that it can be a challenge to program things
 - d. The I does still go away as of July 1. Can we ask to manually remove the I from earlier resolved incompletes? Yes
 - e. Even if the student does not resolve the I in the time designated and the grade converts to an F, it can still be changed later.
 - f. For BMS, where a couple of courses may last longer than a semester, please make that known to the Registrar's Office that it is a pain point. If there is a pedagogical reason for these changes, then we need to make sure that we are providing adequate support.
- 7. Reopening Fall 2021
 - a. COVID testing over the summer will be reduced to once every two weeks for everyone. Protocol for new students arriving will be the same as for Spring 2021. Students will need a negative COVID test before coming.
 - b. The university has not yet required vaccinations, but that announcement may be coming. Right now, we cannot ask if a person is vaccinated, but we can ask what health precautions they are taking before coming to campus.
 - c. International students who have a vaccine that has not been approved by WHO will be permitted to come. They may have to receive a second vaccine upon arrival and will need to show a negative test.
 - d. Requirement to record lectures?
 - i. Some students have wanted recordings, most faculty have been pushing back. What kind of virtual capacities should we keep in place? It may make it easier to bring in guest

- ii. Our retention rates have benefited by students being able to keep up with work even when ill/remote
- iii. Less clear if this has been beneficial for graduate students.
- iv. General opinions about recording lectures:
 1. some merit, but not having the white board has been a challenge – our tech does not adequately replace this.
 2. Should students rely on each other for notes for the occasional missed class as they had in the past?
 3. In a discussion based class, being able to join by Zoom is challenging.
 4. Students are screenshotting lectures and we may want to put a warning about that – it can be for personal use, but not to distribute.
 5. There is a significant difference between an online asynchronous course and recording a live class session. We have courses designed to be online and that may be easier/better to record.
 6. We may have a certain number of online courses, but we are a mainly residential campus. We still probably retain Zoom access so that faculty can teach courses when they are at conferences. Faculty should have a plan in Canvas for what to do when there are weather or other events that prevent in person teaching.
 7. If you do want to make recordings available but not downloadable, you can use Canvas Studio to host it and there are settings to prevent downloading, though we probably can't wholly prevent it. We probably need more trainings about how to incorporate Canvas into teaching
- v. Timing for graduate students could be both a benefit and a curse. PhD students may be able to put off a class by a year if it is offered regularly, but if a small program isn't able to offer courses regularly it could be a challenge.
- vi. Recording live lectures could create FERPA issues by recording students without their permission. We can't make it publicly known who is in courses without their permission
- vii. Incoming graduate students will have new student orientation and TA orientation to make sure they are familiar with Canvas and other course technology
- e. Level of technology available?
- f. Needs for graduate education?
- 8. Audit on centralized graduate services
 - a. One-page resource of current OGPS offerings

- b. Orientation was good to have centralized. Could some of this be done centrally for all graduate and professional students? Use Canvas features to force students to do certain things in order to move on, such as quizzes or forcing students to at least read certain pages
 - c. Off campus housing support. HRL will review leases for students. BMS has a survey that they send out related to housing that they will see if they can share. There are long-term university plans for some grad student accommodations, but we don't know how far out those are
 - d. Company recruitment is going to be changing over the course of the next few years to primarily online processes. Mussafer Hall has interview rooms. Now that career fairs can be online, our students have more exposure. We would like to see more relationship building with recruiters and employers for our grad students – there has been some improvement in this for undergrads and professional students. A graduate career center could help develop these if it was pooled with resources from graduate and professional schools
 - e. Relationship with Financial Aid is challenging. Programs that start in the summer seem to be a particular challenge. Availability of work study for grad/prof students
 - f. Clearly neutral ombudsperson for grad/prof students to bring up issues. We are in communication with Texas A&M about how they are handling this without a graduate school
 - g. Better training/use of Slate, particularly for small programs.
9. International student arrival in Fall 2021
- a. Students from China are struggling to get appointments
 - b. Current students who left during COVID should have no problem coming back, new students may have challenges
 - c. Graduate students who can TA remotely may be able to work even if they are not abroad, but it must go to General Counsel for review
10. One page document of OGPS offerings. Will be sent out after the meeting. Will be good to send out to prospective students to be more clear about offerings from OGPS
11. Plans for GC meetings in Fall 2021 (exclusively online, exclusively in person, mix?)
- a. 8:30 is too early for parents with school aged children to necessarily go on campus
 - b. Alternating may be a good plan, but we will need to be very clear about which meeting is which
12. Ready Prep Teach will be incorporated into new TA orientation
13. Confirmation that the I/ part of a formerly incomplete policy will be removed. Yes, it will be removed for all students, NTC passed it for undergrads as well. In some schools, it seems that Is have been staying on for a long time.
14. Meeting ended at 9:58, motioned by L. Dornier, seconded by T. Albrecht