

## Graduate Council Meeting Minutes

September 9, 2020

**M. Cunningham, D. Blake, J. O'Brien-Brown, S. Hassig, A. Reusch, M. Lewis, R. Koshita, C. Pealer, G. Morris, B. Mohan, A. Childress, L. Dornier, L. Lukkarila, T. Albrecht, K. Adrianopolis, A. Sacramento, V. John, T. Cole, V. Oliveros**

1. Meeting called at 8:30
2. Approval of August Minutes, moved by S. Hassig, seconded by D. Blake, all in favor
3. Grad Council Meeting Dates for Fall 2020
  - a. October 14
  - b. November 11
4. New Graduate Council Members, all introduced
5. Role of OGPS
  - a. Oversees PhD and research based master's programs
  - b. Orientation, graduate TA orientation, workshops for careers and academic development
6. Role of Graduate Council
  - a. Role has changed in the past few years. We mostly focus on PhD and research based master's programs
  - b. Grad Council advises on professional school issues that need provost approval, including program changes, name changes, in all schools. If a change needs the provost's signature, then it should go to GC. Major changes to professional programs should come to GC, smaller changes can/should come to GC as a notification. Smaller changes in research based programs all come to GC
  - c. We conduct periodic reviews of PhD and master's programs. Reviews are formative and involve experts in the field
  - d. All schools are represented, but schools with more PhDs have more representatives
  - e. We will continue to meet remotely this semester
7. Announcements
  - a. Tulane's testing protocol is one of the most aggressive in the country
  - b. CoVid dashboard is up and is dynamic
  - c. Grad students, faculty and staff are tested at least once per month
  - d. Today is the Louisiana census day, which informs resources we receive
  - e. Spring courses are due soon. We don't know what the spring will look like, but we are starting to prepare
  - f. Not all infected students will necessarily be isolating in Tulane properties (they might be at their own homes, etc)

- g. Is there a certain benchmark that Tulane is considering for when we would go online? No specific percentage has been discussed at Academic Affairs Council
  - h. New to Tulane, new to US international students could not be paid this semester because they do not have a valid visa or US bank account. Continuing international students who were outside the country were potentially able to perform work for a stipend. All cases were individually reviewed by General Counsel. Most TAs were approved, RAs presented more challenges due to international data exportation laws.
  - i. Are there still emergency funds available for international students? We know funds were running low at the end of the summer, but we will check
  - j. International students are subjected to different tax rates, which can be a major source of frustration for students
8. OGPS Orientation was online this year
9. OGPS Canvas Course
- a. Based substantially on the online orientation
  - b. Our hope is that this will be a good continuing resource for students and postdocs
  - c. It is a non-credit course
  - d. Appointments with all of us can be scheduled through Canvas
10. OGPS Workshops for September 2020
- a. Career Workshops will be conducted by Briana Mohan
    - i. Mix of traditional workshops and discussions
    - ii. Attendance is usually between 8 and 20 students, but is variable
    - iii. How hard is it to work across disciplines? We do have more students from the natural sciences who come to meetings
    - iv. Very discipline specific questions need to be addressed to people in the field, Briana Mohan is able to help with the big picture, the process of career exploration
    - v. How can we promote this with other colleagues? It will also go up on our external website
    - vi. Meetings with Briana are private
  - b. Academic Resource Workshops will be conducted by Lauren Lukkarila
    - i. A lot of the skills that Lauren has helped international students develop will help all graduate students
    - ii. Group discussions will be held to help find some of the needs for graduate students, since there might be a range of needs.
    - iii. We had a survey through orientation that is informing some of the workshop topics
    - iv. There will be workshops later that may be more relevant to graduate students who are further along in their studies on teaching statements, diversity statements

- v. Lauren can help partner with professional schools, but at this juncture the students she serves will be the students OGPS works with (so not professional students). We can partner with other schools' staff members to help them talk through some of their ideas
  - vi. Lauren will be able to help with students who are less comfortable writing. There will be workshops for students at a variety of levels, including students who need basics
  - c. All workshops will be held via Zoom
11. Bioinformatics program name change
- a. The process: Discuss within the departmental faculty. Then, it needs to be approved by the program/school before it comes to Graduate Council. Following that vote, it should be brought to Grad Council who can bring it to the provost after voting.
  - b. Anything that needs to be in the catalog must be approved. Catalog changes are finalized in January, so anything not finished by that time will not apply for the following year. There may be a transition period for some programs that don't make it into the catalog in time
12. Communication structure that exists between OGPS, graduate programs, and graduate student leadership
- a. How do student leaders make sure that department specific concerns get to where they are supposed to go if it is brought to OGPS?
  - b. We will bring it to the school's associate dean if it is a departmental issue. If it is school specific then we might bring it to Grad Council. GC reps need to take information back to their specific schools.
  - c. Graduate student reps can also bring any concerns to GC
  - d. These are not specific to any one school
  - e. How are students involved in PhD reviews? External reviewers meet with faculty and students. Students escort reviewers so that there are informal conversations as well as established meetings.
  - f. Graduate students can vote on school curriculum committees if the school wants to have them
  - g. Some of the communication issues are school based.
  - h. The Grad Staff Working Group is another way that we are working to try to mitigate some communication gaps
13. Meeting adjourned at 9:52, motioned by L. Dornier, seconded by T. Cole.

Career workshops for September 2020

**CV Workshop** – Wednesday, September 9 at 2 pm

**Career Discussion #2; What does it mean to be a human being and not a**

**machine... and in grad school?** – Wednesday, September 16 at 2 pm

**Establishing, Building, and Maintaining Professional Relationships** – Monday, September 21 at 10 am

**Career Discussion #3; Where goeth the academy and what does that mean for me?** – Wednesday, September 30 at 10 am

Academic Resources and Workshops for September 2020

**One on One appointments** – most Tuesdays, Wednesdays, and Thursdays

**Academic Support Group Discussion** – Wednesday, September 9 at 4 pm

**How do I manage all of this reading?** – Tuesday, September 15 at 11 am

**Academic Support Group Discussion** – Tuesday, September 22 at 11 am

**What is the best way to take notes?** – Tuesday, September 29 at 4 pm