Graduate Council Meeting Minutes
September 9th, 2020– 3:30-5:00 p.m.
ZOOM

X	Jerry McMurtry	X	Kristin Henrich (Library)	X	David Tank (COS)
	Julie Amador (EHHS)	X	Pedram Rezamand (At-Large/CALS)	X	Elowyn Yager (At-Large/ENGR)
X	Linda Chen (CBE)	X	Kelly Quinnett (CLASS)	X	Ata Zadehgol (ENGR)
X	Dan Cronan (CAA)	X	Kerri Vierling (CNR/ENVS)	X	Seth Rose (GPSA)
X	Robert Heinse (At-Large/UWP)	X	Dan Strawn (CALS)		Alexander Blanco (GPSA)

I. Approval of the minutes from April 15th, 2020
    a. Quinnett moves to approves, Heinse seconds
    b. Minutes approved with two abstentions

II. Announcements and Reports
    A. New staff- Lauren, Dondré, Leigh, Amanda
        a. Two new admissions processors, a grad support assistant, and a management assistant just began working in the College of Graduate Studies
    B. Recognize new GC members
        a. Welcome to Linda, Padram, Kerri, Seth, and Alex!
    C. Passing of Roger Wallins
        a. Contributions in his honor can be made to graduate support assistant's endowment online
    D. Application Report
        a. Up 19% in graduate applications with 255 applications total
        b. 15% increase in admitted students, 104 more admitted than last year
    E. Enrollment Report
        a. New students up 4.5% overall
        b. 25 new enrolled students
        c. Continuing students dropped 32 students
        d. Down 7 students overall
    F. Update on expedited admissions
        a. Students with 3.0 or better on campus would be automatically admitted to a graduate degree program
        b. 59 students submitted applications, out of these 51 were admitted and 24 were enrolled
        c. This program also waived the application fee for students
    G. Update on deadlines
        a. Concern about language being used around deadlines- language was revised
        b. 3 sets of deadlines that were confusing; graduate admissions simplified the language and minimized verbiage in application. Deadlines were updated.
        c. Priority application deadlines (COGS), Feb 1st for Fall, Sept 1st for Spring, Feb 1st for Summer (note that some departments have earlier deadlines)
        d. Application deadlines suggested for domestic students are July 25th and Nov 15th
        e. Applications will continue to be processed 10 days past the start of the semester. We are still continuing to admit students this semester.
        f. International deadline has been extended to June 15th to accommodate students.
        g. When a department has concluded their admission process, grad admissions will close the admission for that program and update the website
    H. Update on WRGP
        a. Another round of opportunity opened for programs
        b. Students can enter a masters or doctoral degree and only pay in-state tuition

       c. Brought in 5 more programs in 2020, including: Agricultural Education, Landscape Architecture, Law, and Architecture

       d. MS in Dietetics has been approved for '21

       e. A few programs chose not to move forward this round

I. Graduate handbook

       a. No handbook in place: Animal Vet and Food Science, Agricultural Education, Plant Science (outdated), Landscape Architecture, Biological Engineering, Accounting, MBA, Computer Science, and BSB (outdated)

       b. Geography and Geology are combining programs and will submit a new handbook

J. NSF payment process

       a. NSF payment process flow chart was reviewed

       b. Centralized student payment process to get a few offices out of the mix, things should run more smoothly when the process is initiated by COGS

       c. Suggestion- change language to "NSF/NIH fellowship award process" to avoid confusion

          i. Suggestion implemented and reflected in attached flowchart

K. Update on DGS training and Grad Admissions updates

       a. Students may need training but aren't eligible because they aren't employees (no EPAF)

       b. Students will get an email address sponsored by COGS- email won't expire

       c. McMurtry will meet with departments soon to further discuss this process

       d. More information on this topic shared by Tohaneanu

          i. Departments with access to reports are much more efficient in returning decisions to students

          ii. Reports will be generated and linked in email; you don't need to access SLATE to view them

          iii. Main information included: application status, days out for review, reports and graphics with percentages of students enrolled, admitted, and applications processed

          iv. By the end of next week everyone should have a report. Graduate Admissions (Tohaneanu) can customize to meet department needs

          v. Verification of financial assistantship for international students- an electronic version of verification form and calculation based on type of assistantship, amount, and additional funding offered has been created

          vi. The reader side will look the same, in the future a second portal will be created

          vii. After a student is admitted they receive emails with information on next steps, emails can be customized for each department

          viii. Grad Admissions can assist anyone who needs help accessing SLATE and welcomes feedback on this process

L. Professional development initiatives through COGS

       a. More information will be released soon- all events will be virtual

       b. Notifications will go to students and post docs, but can be sent to faculty as well

       c. Members suggested sending notifications to faculty too

M. NW Research Institution Graduate Recruitment Alliance

       a. OSU, MSU, UM, UW, WSU, and UI are participating

       b. Currently putting together resources so students have information about programs available at each institution. Let's keep students in the NW!

III. New Business

A. Revisit GRAD 710 policy

       a. Approved last year as continuing enrollment policy and graduate finishing status

       b. Problems with 710- we pulled back and are no longer enforcing

       c. 710 was to be applied to all grad students irrespective of program. No issues known with full time students; issues seemed to be with part time students

       d. This policy would impact our enrollment if it was in place

e. Registrar has been approached to see if there is a field in Banner to see if a student is in a full time or part time program- no resolution yet. Students would be coded with admissions and then we could follow through with them this way.
f. Some members suggest this is a good tool to track students, but fees associated caused problems. If fees are removed other problems would be resolved.
g. Fees currently at 25% cost of single in-state credit
h. Warner- Knows two students happy about this option, believes that this supported students because they were able to stay on board. With 710 students remain in Idaho paying less while they try to finish.
i. Issues about cost can be taken back to budget office
j. This fee does allow students to maintain SHIP health insurance once completing forms for supplemental health insurance, and student email accounts and Vandal Cards remain active
k. Zadehgol also received feedback that if they are in need of university service this fee makes sense, but if they aren't interested in university services, they don't want to pay fees
l. Members suggested that there are sizable part time student bodies; distinguishing part time from full time is important
m. Vierling suggested removing the fee
n. We need to track students so we know who is active and involved.
o. Zadehgol suggested that students take 710 for a year or two, after a certain time if they are still enrolled then they must pay a fee
p. 720 was limited, 710 was not. If they don't enroll in regular coursework for two terms they must reapply
q. Zadehgol asked if we should make it so they don't have to reapply but maybe pay a fee
r. McMurtry suggested tabling this discussion until the next meeting. Council agreed.
B. Duolingo continuation
a. Allowed English capacity exam to be considered during COVID crisis with no time limit
b. Big picture: should we continue allowing the test?
c. Tank inquired- this was approved so it coincided with Presidents COVID response. Would this be active as long as the president's response is active?
d. TOEFL and IELTS stepped up and implemented online tests that are more robust than Duolingo and are accessible
e. Rezamand suggested that it may be a good idea to keep using Duolingo because other tests may not be available. It is wise for UI to maintain this as a choice for students; there are many places where embassies and testing centers aren't open. Using Duolingo gives students more options and may increase application numbers.
f. Faculty senate may be suggesting changes, so it may be best to not align with FSH 6990 due to proposal for amended language
g. Members suggest that they are trying to put a time frame on how long this can last before it changes, and there is the possibility that the resolution could change mid-semester and confuse students
h. Tohaneanu created concordance list on how long the test is, what language skills are tested, scoring, and more. She discovered that though there isn't much on Duolingo, it does a better job at testing language and speaking skills. Duolingo is less robust for writing and only requires a paragraph.
i. Student example scores of 7.0-IELTS and 110-Duolingo validate research on test concurrency
j. We have set a higher score than many institutions, and are more in alignment with 1st year institutions
k. From students where English is a language of instruction, they had to take the test quite a few times before they achieved a passing score
l. Out of 11 Duolingo scores submitted, one of these students is enrolled
m. TOEFL and IELTS may not be physically offered in some countries but they are now offered online
n. Duolingo has robust fraud indicator and can ensure students are not cheating more effectively than IELTS

o. Tohaneanu suggests that even students with higher TOEFL or IELTS scores may only improve English literacy when they begin studying in English- test preparation is different than academic preparation

p. Tohaneanu recommendation:
   i. We should keep the Duolingo test as an option. It may not be ideal, but it is the best choice at this time.
   ii. English proficiency is most important for liberal arts colleges, less so for departments with alternative languages (Computer Science, etc.)
   iii. Faculty are encouraged to look at entire application package and not just language scores. Interviews can be more revealing than these tests- SLATE has an interview scheduler if needed.

q. McMurtry suggests that we should we continue accepting Duolingo as an acceptable language proficiency exam

r. Henise moved to continue accepting Duolingo for a one-year period, remove language from FSH 6990, and review again in September '21

s. Rezamand and Zadehgol second

t. Approved unanimously

C. Admissions policy on deferrals
   a. Deferral process is straightforward - catalog language indicates extension to one calendar year of current admission.
   b. We used to allow students to defer one time in one year because students were fishing for assistantships. Students can defer a second time now and the $30 fee has been waived.
   c. Catalog language does not mention how many times students can defer- decision was made internally
   d. Brought to council for discussion and input- McMurtry feels that allowing multiple deferrals is appropriate.
   e. If students have been offered an assistantship and they defer, but they no longer have GA funding, this is up to the department. Funding is not deferred, the application is.

D. Readmission/reenrollment
   a. Students have two years to reenroll after they have attended UI. After two years the record is closed/inactivated. Students must submit a reenrollment app.
   b. The only info that can currently be forwarded to a department to make a reenrollment decision is the student's transcript.
   c. Proposal- ask students to submit a CV, statement of purpose, and one letter of recommendation so departments have more information about students. Students can be asked to provide more information at the department's recommendation.
   d. Questions/concerns:
      i. Students may be trying to come back as grad students in a different program.
      ii. This will not impact students that use 710, they would be continuously reenrolled
      iii. There should be full admission process if they are changing programs
      iv. Language will be cleaned up before it is entered in the catalog
      v. Some programs require a portfolio, this should be department/college specific if necessary
   e. Put on table until next meeting, will come back with prepared language.

E. 500-600 credits assignment to multiple faculty
   a. Nothing in handbook or catalog about this- it happens rarely
   b. Students were asked to take credits from faculty from different colleges
   c. Tank suggested that this is not necessarily a one off for university wide programs. Applies to co-advised graduate students as well. Doesn't care if students take credits with him or another faculty, is this just extra work to dig into this?
   d. McMurtry said that this makes sense with university wide programs, but non-interdisciplinary programs cause more problems. These students were not co-advised and had no major professor.
   e. Questions/concerns:
      i. If it's a case where they go outside the college, do they need the approval of COGS?
      ii. Operational information from Council on how we should proceed in COGS would be helpful

    iii. Do people doing rotations sign up for these credits?
    iv. It is surprising that students would sign up without their major professor- this should be on the major professor's review.
    v. This may be odd for annual review of grad students as well.
  f. McMurtry/COGS will act on these it seems best and inform the Council
 F. Electronic only dissertations
  a. Students are still required to put a paper copy out and bind it, but many institutions are completely moving away from this.
  b. This has been previously brought to council
  c. Questions/Concerns:
    i. Dissertations are held in ProQuest and an institutional repository. Information is accessible- do we need it on paper?
    ii. Print copies can be helpful for students looking for examples of previous work, but they could be redirected to ProQuest.
    iii. Are our repositories open access? Yes, except those with an embargo. These are only published with an abstract in open access. Creative writing thesis embargoed for 20 years at request of English department. Long embargos seem problematic, as they reduce public access. Research is done on public dime; we have a responsibility to put research out to the public.
  d. Support shown for continuing to move towards electronic only processes development

Meeting adjourned at 4:55

Update on deadlines:

- Priority application deadlines remain the same.
- New graduate application deadlines can be found on COGS page:

Dates and Deadlines

Important Dates

Application deadlines for each academic program can be found on the application information page. Some programs have **deadlines earlier** than those listed below or have a rolling admission process, which always takes precedence.

Recommended Submission Dates

Applications submitted before this date will receive full consideration of financial support or assistantships.

- Fall semester (August to December) - Feb. 1

- Spring semester (January to May) - Sept. 1

- Summer session (Begins mid May) - Feb. 1

General Application Deadlines

Domestic Students

To ensure applications are reviewed in time, submit no later than the dates listed below. Some programs may accept applications closer to the start of the semester. If unsure, please contact the Graduate Admissions Office for confirmation.

- Fall semester (August to December) - July 30

- Spring semester (January to May) - Dec. 1

- Summer session (Begins mid May) - April 15

International Students

To provide sufficient time for application evaluation and for US Immigration student visa, submit applications no later than these dates.

- Fall semester (August to December) - May 15

- Spring semester (January to May) - Oct. 15

- Summer session (Begins mid May) - March 15

GRAD 710 policy update (pulled from 2021-2022 Catalog):

Continuous Registration
Students admitted to a graduate program at the University of Idaho are required to be continuously registered in the Fall and Spring semester through their degree programs. GRAD 710 Continuous Enrollment is a special course for which graduate students may register in place of credit-bearing courses any semester they are not attending the University of Idaho in order to remain admitted to their degree program. Students may request a Leave of Absence for a situation which, temporarily, will not allow them to continue in their program. A student may petition for a Leave of Absence for up to one year. Leave of Absence petitions are submitted to the College of Graduate Studies.

To meet the continuous enrollment requirement, students may register for any academic credit-bearing course(s) or in a Continuous Enrollment course. Continuous Enrollment registration carries a reduced fee which is 25% of the cost of a regular academic credit. Registration in a Continuous Enrollment course does not carry academic credit and therefore does not defer student loans.

Registration in a Continuous Enrollment course does maintain graduate student status and allows for the purchase of student health insurance (SHIP). Contact the SHIP office for details on enrollment while in continuous registration status. Registration in a Continuous Enrollment course allows the student access to the library, laboratory, campus computer services, etc. Registration in a Continuous Enrollment course does not allow students access to any campus function or activity which is paid for by student fees (e.g., Rec Center). TA and RA positions are not available to students who are registered in a Continuous Enrollment course.

Students who do not maintain continuous enrollment by registering for regular courses or a Continuous Enrollment course will be required to apply for re-enrollment into their previous academic program. If a student does not enroll in either regular coursework or a Continuous Enrollment course for two consecutive terms (excluding Summer) they will be required to apply for re-admission to their previous graduate program if they wish to continue their studies. Re-admission and re-enrollment decisions are made at the program level and forwarded to the College of Graduate Studies. Students are allowed a maximum of two consecutive semesters of Continuous Enrollment course registration. Beyond two semesters, the student must register for regular credit-bearing courses or petition for a Leave of Absence through the College of Graduate Studies. Students who wish to register for a Continuous Enrollment course must follow the same procedures and rules that apply to regular registration.

Graduate Finishing Status
It is expected that all graduate students using university facilities or faculty time be registered in an appropriate number of credits which reflects the amount of effort expected by the student and the faculty. Master's degree candidates who have completed their study plan and doctoral degree candidates who have completed their study plan and passed their preliminary examination but have yet to finish their research/project/performance may register in the GRAD 720 Finishing Status course. Finishing Status registration carries a reduced fee which is 25% of the cost of a regular academic credit. Students can register for a Finishing Status course for up to two semesters. Beyond two semesters, the Finishing Status course is not available and the student must register for at least one credit of regular course work per term through graduation. Graduate degree candidates must be either enrolled for at least one regular academic credit or must register in a Finishing Status course during the term (Fall, Spring, or Summer) they will complete their degree requirements.

Registration in a Finishing Status course does not carry academic credit and therefore does not defer student loans. International students who wish to remain in the country are not eligible to register in a finishing status course and must register for a regular research credit.

Registration in a Finishing Status course does maintain graduate student status and allows for the purchase of student health insurance (SHIP). Contact the SHIP office for details on enrollment while in graduate finishing status. Registration in a Finishing Status course allows the student access to the library, laboratory, campus computer services, etc. Registration in a Finishing Status course does not allow students access to any campus function or activity which is paid for by student fees (e.g., Campus Rec). TA and RA positions are not available to students registering in a Finishing Status course.

Student who wish to register for a Finishing Status course must follow the same procedures and rules that apply to regular registration.

Duolingo continuation:

- The Duolingo English Test has been temporarily approved for admission to graduate school with the minimum general score of 110 (considered to be the equivalent of a TOEFL 79 and IELTS 6.5).
- Duolingo started reporting individual subscores for each language skill back in July.
- We received ten (10) eligible Duolingo Score reports with only one student enrolled
- At this time, we do not have more concrete results of the efficacity of this English proficiency test.
- To measure language proficiency, we have an example of a student who submitted both the IELTS and the Duolingo (tests taken around the same time) and their equivalency for this student is pretty good: IELTS 7.0 and Duolingo 110 (examples can be provided).
- IELTS and TOEFL have started opening their testing centers while also offering online (take home) testing. IELTS Indicator (online) is now open on more than 80 countries, including China and Iran. TOEFL iBT Special Home Edition (online) – with the exception of China and Iran.

Admissions policy on deferrals:

We are not planning on changing the catalog language for Deferred Admission but would like to make the Grad Council aware of the fact that students may need to defer two times within one year of their initial admission due to COVID-19 related delays. Before COVID, we would only allow students to defer their admission one time only in order to prevent insistent requests for assistantship.

Language from the 2021-2022 Catalog:

The College of Graduate Studies will, on the recommendation of the department/program Director of Graduate Studies (DGS) allow a student to defer their admission for up to one year or for cohort programs to the start of the next admission cycle.

To defer admission to a new term, students must complete a deferred admission application. To gain access to the deferral application, students will need to email the Graduate Admissions Office (graduateadmissions@uidaho.edu) and request the active link. A non-refundable $30 processing fee will be required when the application to defer is submitted. *Note: Additional documents may be required to process the deferred admission application.*

Readmission/Re-enrollment:

The readmission/re-enrollment application is required when students have not been enrolled in their graduate program for the last two years and are now seeking to:
1. Return to the same major/degree
   or
2. Change to a different major/degree

Currently, the only requirements for the readmission application are the online readmission application and the $30.00 application fee. Since no other supporting materials are required, it often happens that faculty reviewing the re-admission application may not have sufficient information for making a decision, especially if the student has been out of their program for more than 5 years. Limited application materials (especially the resume) is also detrimental to making a conclusive eligibility determination for Idaho Residency for Tuition Purposes.

Proposal:
1. Require Statement of Purpose and Resume/CV for **all** readmission applications
2. Require letters of recommendation for students seeking to start a new graduate program, especially a Ph.D. *Example:* The Education Ph.D. and Athletic Training D.A.T. have been requiring a new graduate application for all UofI students. This has worked very well for their program and for our processes.