

**Graduate Council Minutes**

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**Meeting Date:** May 16, 2017 | Old Main 340, 12:00 p.m.

**Members Present:** Bob Mitchell, Elizabeth Boland, Roger Anderson, Darian Dixon, Eric Hervol, David Hooper, Wayne Landis, Misa Shimono, Sarah McDaniel, Ruth Sofield, Nick Stanger, Bertil Van Boer

**Excused:** Michael Fraas, Kathleen Kitto, Yudong Liu, Kristin Mahoney, Karen So, Clint Spiegel, Mark Staton

**Ex-Officio:** Michael Barr

**Minutes prepared by:** Mia Yakawich, Graduate School

**Meeting called to order by Chair Mitchell at 12:03**

**I. Graduate Council discussed the following items:**

1. Program Review Updates
2. History Program Review Update
3. Update on Search for Vice Provost for Research / Dean of the Graduate School

**Program Review Updates**

Mitchell reported that the review committee has completed interviews for the Environmental Science Program Review. He generated a survey that went out to 40 alumni and received 28 responses. This survey will be embedded in the Appendix. The committee will meet to discuss and finalize the written rough draft.

A reminder that drafts of the program reviews are due May 23. The Council will meet June 6 to review the findings, with a primary focus on the recommendations. The approved reviews will be sent to the pertinent programs. Hooper asked, do you want the comments to be incorporated by June 6, or do you just want comments in by June 6? Mitchell suggested that all comments should be in by June 6 so the committees can look at them, make appropriate changes, and send them off to the programs.

Hervol and McDaniel stated that the Literacy Program Review Committee needs to complete student interviews before they write the rough draft. Mitchell recommended grouping the findings into sections that summarize program strengths and weaknesses. This will help to consolidate consistent findings across different interviewees.

Mitchell said that Spiegel sent in a draft of the Geology Program Review. The committee looks to be on track.

Van Boer mentioned that the Rehabilitation Counseling Program Review Committee finished scheduling with Dean Rios. Van Boer has started to put the report together, so it should be ready sometime next week.

Mitchell commented that although every program can improve with additional resources, he isn't sure how useful it is as a program recommendation (increase stipends, add tenure lines, etc.) because such determinations are often out of a program's control. The Program Review can emphasize that additional resources are important to maintain and improve the program's quality, but that point should not necessarily be in the recommendation.

Boland stressed that the Program Review should still highlight the resource issue so that the program and dean can use it to advocate for more resources. Mitchell agreed that it can be included in the summary and conclusions.

Anderson said that more information is needed to explain why, in some cases, only a fraction of admitted applicants decide to attend Western. Mitchell proposed the use of a succinct survey to verify why alumni chose Western. As for why top-tier applicants in many science programs don't attend, it's typically because Western is unable to compete with stipends at other institutions.

Van Boer suggested that recommendations should be separate from a "Needs" section. This would be an appropriate place to address resource issues. The two distinct categories can make the review easier to read and more actionable.

**History Program Review Update**

When the Council met with the History Program representatives at the end of Fall Quarter, they requested more time to decide on how to move forward. They recently informed Mitchell that they decided to admit students into both the MA in History and Archives and Records Management programs. However, they didn't comment on any of the other

recommendations. The Council is inviting them next Tuesday to go over the Program's action steps. We want more details on how they will implement the recommendations.

Hooper asked if there is a deadline for the program to submit action items and a corresponding timeline for implementation. Mitchell responded that that was supposed to have been outlined in their rebuttal. If not, the Council will ask for a timeline.

**Update on Search for Vice Provost for Research / Dean of the Graduate School**

The Search Committee met with Provost Brent Carbajal last Wednesday to recommend one candidate who rose to the top. The review committee did reference checks on all of the finalists. Carbajal said that his office would conduct a further investigation, then make an offer to the lead candidate. If he/she declines, then the search committee will meet again with the Provost to talk about whether to offer the position to the next lead candidate or conduct another search.

**Curricular items**—see *May 16, 2017 Graduate Council Minutes curricular version*.