February 21, 2019
3:30-5 pm Smith Lab 4012
Theme: Aligning Program Handbooks with the Graduate School Handbook

Guests: Samuel Jordan, Matt Page, Shari Speer, Tim Watson

Attendance: 19

Welcome/mingling (10 min)
Graduate school representatives highlight Graduate School Handbook changes (Samuel Jordan, Matt Page, Shari Speer, Tim Watson) (approximately 60 minutes):

- Matt Page (Assistant Dean, Graduate School): Changes to the Graduate School Handbook
    o Many changes this year, and this will be the new normal (regular changes)
    o Discussed everyone's role in Handbook
    o New Dean in Graduate School (Alicia Bertone), will be a year in the role soon, spurred some changes. She is forward-thinking and brings an outside perspective (previously in Vet Med).
    o He reviewed the Handbook line by line, and also noted input from Graduate Studies committee chairs, Council of Graduate Students, and program coordinators.
    o Ended up with a better document, and should be useful for programs looking to revise their own handbooks
- Shari Speer (Associate Dean, Graduate School)
    o Notes the Fellowship competition differs from Admission re: GRE/GMAT and faculty should make arguments for relevant things to student's fellowship application; undergraduate cumulative GPA will be considered re: fellowship
- Samuel Jordan (Registration Services Director/College Secretary), various
    o GRE/GMAT no longer required by Graduate School for Admission
    o They reviewed the 3.0 rule and have shifted to a 3.0 gpa required for last degree earned
    o Discusses Bridge program, which allows students up to a year of work, has a heavy mentorship component, doesn't have to work like a conditional admit
        ▪ Coursework determined with faculty mentor
        ▪ Program has two options: Either student receives certificate at end of one year Bridge Program or student moves into program.
        ▪ Bridge students are allowed to take more hours than Grad Non-Degree students
        ▪ Discussion of financial aid eligibility
        ▪ Response to question about effects on conditional admits: faculty members will need to determine the level of support
        ▪ They are discussing the Bridge program with OIA: it is a long process to get approval for a visa document for non-degree program
        ▪ Students not eligible for recruiting if previously admitted to Graduate School
        ▪ Students will get NOA specifying Bridge program acceptance (not confused with regular admit)
        ▪ Caution at number of undergraduate numbers during Bridge year

- o In revised Handbook, students who slip below a 3.0 GPA will have remediation and won't go immediately on probation. This will add a semester onto the number of terms they can be on probation (section 5.3)
    - o This doesn't apply to conditional admits
- Tim Watson (Director, Graduation Services)
    - o Changes to Graduate Faculty Representatives' roles on Dissertation committees
    - o Will now only be there to make sure the exam follows Graduate School rules, is rigorous; now GFR only allowed one question unless advisor allows more.
    - o GFR no longer there to rate dissertation (response to issues)
    - o GFR still signs off as satisfactory/un in Grad Forms (Handbook section 7.10)
    - o They are working on developing a response to faculty about the policy change
    - o The Graduate School immediately reviews any case where only the GFR marks the exam unsatisfactory
    - o Changes to committees for professional graduate doctorates
        - ▪ Specifies number of people and petition process if a non-grad faculty member (i.e. professional in the field) is going to serve
        - ▪ Addresses issues facing these programs and role in graduate school, as these programs are practice-based rather than research based
- Shari Speer (Associate Dean, Graduate School)
    - o Fellowships and changes
    - o New Engie-Axium sustainability fellowships ($5000 signing bonus in first year for those working in sustainability (broadly defined). This is a recruitment tool for students already with funding, and programs can decide how to award it (i.e. as part of stipend)
    - o Discusses programs' funding of students between fellowship years; notes programs can add allocated funds to stipends
    - o Discusses different scoring criteria for fellowships (i.e. University Fellowship v Graduate Enrichment Fellowship)
        - ▪ UF is strong merit-based
        - ▪ GE has three-part criteria and in letters nominators should note why the applicant increases diversity in program/field/school/university. Diversity helps all students, and intersectional diversity can be considered.
    - o Responds to question about feedback on students that don't get fellowships: currently no feedback process, 3 reviewers look at the student's fellowship application, review committee makes arguments in support of students to break ties between students (rated on 1-5 scale).
    - o She notes programs should consider fellowship fluctuations over a larger window than one year (5 years or so).
    - o The Grad School received more fellowship nominations this year than last and Grad Enrichment competition was especially tough
- Question from Scott Miller (GP Admissions) about the second bachelor's degree and 3.0 GPA; Samuel Jordan/Matt Page note ½ of the hours must be completed at second institution for Grad School to consider the last degree earned GPA over the low GPA on first bachelor degree
- Discussion of grade systems and petitions: narrative, non-graded and unaccredited institutions.

- o Typically students admitted regularly except students from non-accredited universities (conditional admits typically)
- GAs that are leaving mid-semester, who are finished with their degree and their GA may keep their fee authorization but stop their stipend.
- Question/discussion about policies that should be in both Grad School and program handbooks: university-wide policies would be useful in program handbooks; many now mention Counseling & Consultation Services and Office of Disability Services
- Shari Speer: notes best practices for graduate-level syllabi are in the pipeline

Writing a Graduate Handbook from Square One (Ana Casado, Grad Program Coordinator & Grants Coordinator in Dept. of Engineering Education) and **Rewriting a Graduate Handbook** (Jackie Stotlar, Grad Program Coordinator in Women's Gender and Sexuality Studies) (20 minutes):

- Ana Casado: her department's handbook was recently approved. She created a curriculum map to determine its content. She also completed audits of other departments' handbooks.
- Jackie Stotlar: created handbook, incorporated design. Her program recently redid its curriculum. She provided a Word document for editing/approval to faculty, and created a physical document (final handbook for the year) with UniPrint and a .pdf on the department web site.
  - o She reprints the handbook yearly and distributes it to incoming students
  - o Suggests referencing out (i.e. using links rather than language from university policies) to ensure is referencing most recent policy
  - o Her handbook includes some fun Columbus suggestions from students
- Most programs update handbook yearly, and students are bound by policies when they entered

Upcoming Events/Calendar
March 21, 3:30-5, Cunz Hall 330
Building Relationships with Faculty to get things done, with Brian Orefice (College of Arts & Sciences)

April 18, 3:30-5, Smith Lab 4012
Recruitment and Retention of Diverse Graduate Students, with La'Tonia Stiner-Jones (College of Engineering)

May 16, Time & Location TBD
AGPA Social Event

June 20, Time & Location TBD
Implicit Bias with Lena Tenney (Kirwan Institute for the Study of Race and Ethnicity)

July 11
AGPA 2019 Conference

- *For more information and resources from the Association of Graduate & Professional Administrators, visit http://u.osu.edu/agpa/*
- *To join the email listserv, visit www.go.osu.edu/joinagpa*