The University of Kansas  
College of Liberal Arts & Sciences  
COMMITTEE ON GRADUATE STUDIES  

MINUTES  
August 23, 2012, 11:00AM  
STRONG HALL – ROOM 210  

Members Present: Ed Morris (Chair), Danny Anderson (Dean), Omofolabo Ajayi-Soyinka, Byron Caminero-Santangelo, Pauly Cartwright, Chris Elles, Allison Gabriele, Tanya Hart, Paul Johnson, Eve Levin, Milena Stanislavova, Stephanie Meador (Graduate Student), Kristine Latta (Director, COGA)  

Others in attendance: Cindy Lynn (COGA), Jim Mielke (ex officio), and Lea Smith (COGA)  

The meeting was called to order by Dr. Morris at 11:05 a.m.  

Introductions and Welcome  
Dr. Morris welcomed the committee members and self-introductions were made.  

Dean’s Charges for the 2012-2013 Academic Year  
Dean Anderson charged the CGS members with the following items:  

Background  
Goal Two of Bold Aspirations focuses on the preparation of doctoral students and includes specific strategies related to funding, academic program standards, recruitment, and the size of graduate programs. Underlying this goal and the four strategies is a concern, shared by our peer institutions, of how to best support timely completion of the doctoral degree.  

In 2010-2011, the CGS was charged with encouraging departments to review time to degree and degree completion impediments. Their work identified a series of KU best practices, including the use of graduate student handbooks and annual graduate student reviews and evaluations.  

Building upon this work, the Dean of the CLAS charges the CGS with the following:  

Charges  
1. Identify best practices that, based upon national data and current departmental practices, hold the most promise for reducing doctoral student time to degree and improving doctoral completion rates at KU. (Due 3/1/2013)  

2. Recommend approaches (e.g., pilot initiatives, incentives, policy, monitoring) to speed the adoption of these best practices or other promising innovations by College departments. (Due 5/3/2013)  

Carryover Charge from 2011-2012  
Define a series of best practices and learning outcomes for the graduate teaching and research experiences (e.g., GTAs and GRAs) of graduate students that can be shared with CLAS graduate programs. Graduate programs will be outlining a series of learning outcomes for graduate student training, and they would potentially benefit from a series of best practices or examples of learning outcomes for the teaching and research training we are providing to our students in the CLAS. Finally, the GTA Evaluation Policy will be implemented over this academic year, and a clear set of learning outcomes may inform the evaluation process such that it is more integrated into the overall training plan for each graduate student with this opportunity in the CLAS. The Dean is seeking a set of guidelines and best practices for learning outcomes that specifically pertain to the GTA/GRA experiences of our students. (Due 11/16/2012)  

Status: In 2011-2012 the PPA began work on this charge by developing and administering a survey of all Graduate Teaching Assistants and Directors of Graduate Study in the College. The results of these surveys will be made available to the 2012-2013 PPA sub-committee for their analysis. In addition, the Director of COGA will provide
the committee with a summary of findings from her research on practices at peer institutions that relate to GTA & GRA Learner Outcomes.

Approval of the Minutes
A motion was made and seconded to approve the May 10, 2012, minutes of the Committee on Graduate Studies, as written. The motion was approved unanimously.

The CGS 2010-2011 Annual Report
Dr. Morris and Dr. Latta gave a brief overview of the annual report. It will be presented at the College Academic Council meeting on September 13, 2012.

CGS Chair Elections
Dr. Levin expressed interest in chairing the 2012-2013 CGS. The committee voted to approve Dr. Levin as nominated.

Sub-committee Responsibilities & Member Elections
Dr. Latta provided a review of the subcommittees’ responsibilities which were discussed by the membership. Member Elections were held.

Curricular Changes Subcommittee: Chris Elles, Paul Johnson, and Milena Stanislavova. Cindy Lynn serves as COGA Liaison.

Petitions & Program Changes Subcommittee: Allison Gabriele, Byron Caminero-Santangelo, and Tanya Hart. Lea Smith serves as COGA Liaison.

Policies, Procedures and Awards Subcommittee: Stephanie Meador (Graduate Student), Omofolabo Ajayi-Soyinka, Paulyn Cartwright, and Ed Morris. Kristine Latta serves as COGA Liaison.

New Business
CGS Submission Deadlines Calendar (2012-2013) was presented and was also posted to BlackBoard.

Dr. Latta requested to table discussion of the process for handling CLAS policies subsequently adopted by Graduate Studies. The topic was tabled for a later date.

Dr. Latta provided a review of Department Nominations for Graduate Scholarships. Nominees for the Allen S. Wilber Scholarship and the Kate Stephens Fellowship will be reviewed by the PPA Subcommittee.

Dr. Latta thanked Dr. Morris for his leadership, service and dedication to CGS.

There being no further business, the meeting was adjourned by Dr. Morris at 12:30.

Lunch was served in appreciation of the CGS members’ service.

The next meeting of the Committee on Graduate Studies is Thursday, September 13, 2011, 11:00 AM, 210 Strong Hall.

Respectfully submitted by Cynthia Lynn, COGA