10.4.24 Graduate Committee Meeting

Called to order 10am

**Present**: Sean Cote, Leonardo Pinheiro, Natasha Feinberg, Joan Walsh, Aswood Bousseau, Kara P. Misto, Charlie Boisvert, Anita Duneer, Julie Horwitz, Laura Stambaugh, Leslie Schuster, Gabriela Torres

**1) Call to Order**

**2) Voting on Proposal**

* NURS 703 Advanced Epidemiology & Biostatistics course revision
  + Vote: unanimous yes
* HPE 507 Epidemiology & Biostatistics course revision
  + Vote: unanimous yes

**3) Voting on Minutes**

* September 2024
  + Vote: unanimous yes.

**4) Report of the Chair**

* IGP committee update
  + Close to being updating (Leslie)

**5) Open Discussion**

* Grad Expo:
  + bad day of the week
  + Grad committee was not consulted.
  + Not sure of the target goals
  + Administrative assistant for graduate studies: Allie Ledoux
* Any upcoming proposals?
  + Music updating MMED
  + School of ed has some proposals in the works (next month)

**6) Vice Provost Update (Gabriela Torres)**

* Provost’s office took on responsibilities of the dean (formerly Dave Blanchette)
* Duties transferred to Gabriela Torres sept 2024
* Mapped out all offices that interact with grad studies, i.e. administrative supports, to see which functions are not being done. Concluded that serious work needs to be done on grad governance before appointing new dean/leadership.
* Gabriela understands the administrative end of things, but does not know how grad works from day to day; needs input from the grad committee.
* Not a lot of administrative support for grad right now
* Needs to look at policies of grad and how they interrelate with undergrad policies
* Budget sits with Gabriela, Allie helps with communication

**7) Discussion:**

* What are the current responsibilities of professional studies?
  + Clerical administration - initial processing of forms, batch send for signatures
  + Administrative management of College Net
  + Imminent change (~6 months) from College Net to Slate as portal for grad applications - slate has some integrated marketing aspects to it (like sending email reminders to prospective students who have started applications.)
  + Grad expo operating pro forma/canned operation. Prof. studies does not want to take it on, which may explain little effort to communicate with faculty.
* President’s executive team decides on positions for faculty, dean, etc.
* Gabriela would like to have leadership resolved as quickly as possible. Grad committee or subcommittee can be provided with pre-work i.e. models, job descriptions, what is being done at other institutions. We need to look at other models and decide what’s best for RIC.
* Julie proposes that we lead as a committee
* Gabriela will send the following next week:
  + Environment of grad studies as she understands it
  + Where functions now reside
  + 4 examples of regional masters comprehensives are structured
  + Sample job descriptions for a director description and a dean description
  + Questions that you can use to think through the documents.
* Leslie advocated against a dean when she was the dean. No one listened, the position was never really integrated into the college.
  + How do we design the position so that it has enough heft to be integrated into the college. Maybe located in the provost’s office?
  + Leonardo: this has been a conversation for a long time. Grad studies sits in a limbo - we all recognize how important they are, but they are unappreciated and ad hoc..
  + Gabriela wants to rebuild trust - that is a central issue that has made things difficult
* Slate recap
  + Different iteration than undergrad
  + If working on college net now to make important changes for next year, continue updating, everything will be moved from college net to slate.
  + Administrative assistants should be included in training/development
  + Can we get ahead of the change with some research? Gabriela will look into it.
* The biggest profit for RIC is in grad studies. How do we use those numbers to advocate for more resources?

**8) Adjournment**

Meeting adjourned at 11:20

Minutes submitted by Lucia Perluck