April 16, 2012

To: Graduate Faculty Members

From: Karen Colley
Dean

Subject: Graduate College Annual Faculty Meeting

Date: April 18, 2012
Time: 2:00 P.M. – 4:00 P.M.
Place: Student Services Building – Conference Room A

AGENDA

I. Welcome and Staff Introductions

II. Approval of the April 14, 2011 meeting minutes

III. Annual Report of the Dean

IV. Business Meeting

A. Nominations for the Executive Committee

B. Nominations for the Awards Committee

C. Approval of Ballots for the Executive and Awards Committees

D. Bylaws Revision: Graduate Faculty Responsibilities and Resignations, Sanctions and Removal

V. Ethics Training – Background; Faculty Panel; Discussion

VI. Old Business

VII. New Business
AY 2012-2013
SAMPLE BALLOT

Ballot for the Executive Committee

**Behavioral and Social Sciences**  One (1) to be elected

Vote for one (1)

()  Benet DeBerry-Spence, Business Administration
()  Christopher Mitchell, Social Work

**Engineering, Mathematics and Physical Sciences**  One (1) to be elected

Vote for one (1)

()  Danilo Erricolo, Electrical and Computer Engineering

**Fine Arts and Humanities**  One (1) to be elected

Vote for one (1)

()  Sharon Haar, Architecture
()  Nick Huggett, Philosophy
()  Dianna Niebylski, Hispanic and Italian Studies

**Life Sciences**  One (1) to be elected

Vote for one (1)

()  Marlene Bouvier, Microbiology and Immunology
()  Jesus Garcia-Martinez, Physiology and Biophysics
()  Richard Gemeinhart, Pharmacy
()  Brian Kay, Biology
GRADUATE COLLEGE 
EXECUTIVE COMMITTEE 
2011-2012

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BEHAVIORAL AND SOCIAL SCIENCES

*KEVIN BARNHURST   COMMUNICATION   2011-2013
@ARTIN GONCU   EDUCATION    2010-2012
*JACK PROST   ANTHROPOLOGY   2010-2012
@MICHAEL RAGOZZINO  PSYCHOLOGY    2010-2012
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ENGINEERING, MATH AND PHYSICAL SCIENCES

@ROBERT KENYON  COMPUTER SCIENCE  2011-2013
*ANDREAS SCHROEDER  PHYSICS    2011-2013
@LEWIS WEDGEWOOD  CHEMICAL ENGINEERING  2010-2012
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FINE ARTS AND HUMANITIES

*JENNIFER BRIER   GENDER & WOMEN’S STUDIES  2010-2012
*ELIZABETH LOENTZ  GERMANIC STUDIES     2011-2013
@CRISTIAN ROA   LATIN AMER & LATINO ST  2011-2013
@BRUCE THARP   INDUSTRIAL DESIGN     2011-2013
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LIFE SCIENCES

*SERAP ERDAL   ENV & OCCUP HEALTH SC   2011-2013
@SHAHRBANOO FADAVI  PEDIATRIC DENTISTRY  2011-2013
*JIM UNNERSTALL  ANATOMY & CELL BIOLOGY  2010-2012
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*= Elected
@ = Appointed
AY 2012-2013
SAMPLE BALLOT

Ballot for the Awards Committee

**Behavioral and Social Sciences** None (0) to be elected

No vacancy

**Engineering, Mathematics and Physical Sciences** Two (2) to be elected

Vote for two (2)

- Suresh Aggarwal, Mechanical and Industrial Engineering
- Michael Cho, Bioengineering
- David Eddington, Bioengineering
- Cecilia Gerber, Physics

**Fine Arts and Humanities** Three (3) to be elected

Vote for three (3)

- Hannah Higgins, Art History
- Connie Meinwald, Philosophy
- Diana Niebylski, Hispanic and Italian Studies
- Jennifer Reeder, Art and Design
- James (Jim) Searing, History (African American Studies)

**Life Sciences** Two (2) to be elected

Vote for two (2)

- Yogesh Dwivedi, Neuroscience
- Michael Federle, Pharmacognosy
- Seungpyo Hong, Biopharmaceutical Sciences
- Guochang Hu, Pharmacology
- Chiayeng Wang, Dentistry
- Jim Wang, Pharmacology
GRADUATE COLLEGE
AWARDS COMMITTEE
2011-2012

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BEHAVIORAL AND SOCIAL SCIENCES

SOPHIA MARINOVA   MANAGERIAL STUDIES    2011-2014
PAM POPIELARZ    SOCIOLOGY             2010-2013
ANDREW ROJECKI   COMMUNICATION         2010-2013
ANNA ROOSEVELT   ANTHROPOLOGY          2011-2014

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ENGINEERING, MATHEMATICS, AND PHYSICAL SCIENCES

CARMEN LILLEY    MECHANICAL ENGINEERING  2009-2012
SERDAR OGUT      PHYSICS                  2009-2012
BROOKE SHIPLEY   MATHEMATICS, STAT & COMP SCI  2010-2013
DUNCAN WARDROP   CHEMISTRY               2011-2014

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FINE ARTS AND HUMANITIES

ANTHONY LADEN     PHILOSOPHY              2009-2012
MARGARET MINER    FRENCH & FANCOPHONE     2010-2013
MICHAEL PERMAN    HISTORY                 2009-2012
TONY TASSET       ART AND DESIGN          2009-2012

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LIFE SCIENCES

MARLENE BOUVIER   MICROBIOLOGY & IMMUNOLOGY  2009-2012
JOANNA BURDETTE   MED CHEM & PHARMACOGNOSY  2010-2013
SERAP ERDAL      ENVIR & OCCUP HEALTH SC    2011-2014
CARROL SMITH     NURSING                  2009-2012

All Awards Committee members are elected
Date: April 13, 2012

To: Graduate College Faculty

From: Karen Colley
Dean

Re: Amendment to By-laws of the Graduate College

The Graduate College is proposing the following changes to the by-laws, as approved at the Executive Committee Meeting of April 13, 2012:

- Article I Section 2 – addition of a paragraph on the standards of excellence
- Article II - addition of a section on the responsibilities of Graduate Faculty. This is being added as Section 2, resulting in the current Sections 2 and 3 to be renumbered as Sections 3 and 4.
- Article II Section 4 (old Section 3) Number 4 – editorial correction to current by-laws by making the last paragraph Number 5. This was an editing error
- Article II Section 5 – addition of Section 5, Changes in Graduate College Membership on resignations, sanctions and removal.

The proposed changes listed above are placed within the by-laws (as follow), bolded and yellow highlight.
BYLAWS OF THE GRADUATE COLLEGE

UNIVERSITY OF ILLINOIS AT CHICAGO


Article I: Name and Object.

Section 1. The name of this college is the University of Illinois at Chicago Graduate College herein called Graduate College.

Section 2. The objectives of the Graduate College are prescribed by the University of Illinois Statutes. These Statutes state that “it is the responsibility of the Graduate College to develop and safeguard standards of graduate work and to promote and assist in the advancement of research in all fields.”

The Graduate College recognizes that the standards of academic excellence must remain at the highest level consistent with individual unit standards. Standards will be maintained without discriminating against a faculty member on unlawful grounds and without limiting the University of Illinois' guarantee of academic freedom and equal opportunity.

Article II: Membership.

Section 1. The faculty of the Graduate College shall be prescribed by the University of Illinois Statutes. Ex officio members include the President, the Chancellor, the Vice Chancellor for Academic Affairs, and the Dean. Faculty membership in the Graduate College is granted by the Dean of the Graduate College or his/her designee on behalf of the Executive Committee of the Graduate College. Standards for admission to membership in the Faculty of the Graduate College shall be determined jointly by the Dean and the Executive Committee subject to Graduate Faculty review. Full and Associate membership may be granted for the term of employment by the University to faculty members at the rank of Assistant Professor and above who meet the standards for admission. Members need not hold appointments in departments with Graduate College programs. Members vote in the division of the Graduate College which the unit of their primary academic appointment selects as its primary affiliation. (See Article III, Section 2 for a description of the four divisions.) Members may affiliate with additional divisions at their option. Only Full members may vote.
Section 2. Responsibilities of the Graduate Faculty include (1) establishing and maintaining high quality graduate education and research programs within the academic units of the University, (2) developing and teaching of graduate level courses and curricula, (3) advising graduate students, (4) serving on examination committees as a member, director of research, or chair, (5) electing members of the Graduate College Executive Committee, (6) serving on Graduate College committees, and (7) providing advice to the Dean and the Executive Committee.

Section 3. Nominations for Membership. In departments or other equivalent units with a graduate program, nominations for membership shall be made by the Executive Officer of the unit.

Section 4. Categories of Membership. There are four categories of faculty membership in the Graduate College:

1) Full Membership: Full Membership is granted for the term of employment to tenured or tenure track faculty in a UIC department that houses a program under the umbrella of the Graduate College who have been recommended by the department or other teaching or research divisions and approved by the Dean. In the College of Medicine recommendations for full membership are limited to appointments in the Research Track.

2) Associate Membership: Associate members are typically clinical track or non-tenure system faculty whose program wishes to grant them the right to serve as primary advisors to students in that program. Once appointed, Associate members retain their memberships so long as they continue to meet the criteria. Associate Membership is granted upon recommendation to the Dean by the Executive Officer of the department or equivalent unit. The nominating department must take a vote of the Full members of the Graduate Faculty on the question of the candidate’s membership. The results of that vote must accompany the membership request. In exceptional circumstances, distinguished individuals without a UIC appointment may be proposed for Associate membership and approved for a fixed term.

3) Adjunct Membership: Adjunct members are typically UIC faculty or other employees who possess expertise that makes it likely and desirable for them to serve repeatedly on graduate student committees. Adjunct members must be UIC employees. They are appointed for three-year (renewable) terms through a recommendation to the Graduate Dean from the Executive Officer of the department or equivalent unit.

4) Courtesy Membership: Courtesy members are typically non-UIC employees who possess some expertise that makes them desirable
members of a particular graduate student committee. Courtesy members are appointed to sit on a specific committee, and need to be reappointed for each committee. Courtesy members are appointed through a recommendation to the Graduate Dean from the Executive Officer of the department or equivalent unit.

5) Retired faculty with Full or Associate membership automatically retain their memberships at the same level for three years after retirement. In special cases membership can be extended upon request to the Graduate Dean by the Executive Officer attesting to the fact that the nominated faculty is still active in graduate education.

Section 5. Changes in Graduate College Membership:

1) A Graduate Faculty member may resign from the Graduate Faculty voluntarily by submitting a letter of resignation to the Dean of the Graduate College.

2) A faculty member who resigns from the University is automatically terminated from membership in the Graduate Faculty unless the unit asks that the faculty member continue for a specified period of time.

3) A member may be removed from the Graduate Faculty if the member has been grossly neglectful of, or grossly inefficient in, the performance of responsibilities as a Graduate Faculty member as enumerated under Article II section 2. A motion for sanction or removal may be made by the unit executive officer, or may be initiated by the Dean of the Graduate College, and must state reasons for the action. The faculty member under consideration for sanction or removal will be given the opportunity to provide a written statement in response to the motion. The motion and the faculty statement will be considered by the Graduate College Executive Committee and the Dean of the Graduate College. The Dean shall make the decision on sanction or removal, which may be appealed to the Provost and Vice Chancellor for Academic Affairs.

Article III: Definition of Graduate Programs.

Section 1. The Graduate College shall have jurisdiction over all programs leading to Doctoral and Masters degree programs, as determined by Senate action and approved by the Board of Trustees. The Senate and the Board of Trustees shall have the advice of the Graduate College Executive Committee regarding a change in status with regard to Graduate College jurisdiction for any post-baccalaureate program.

Section 2. Program Areas Within the Graduate College. Programs under Graduate College jurisdiction are divided into the following four groups: 1) Arts
and Humanities, 2) Engineering, Mathematics, and Physical Sciences, 3) Life Sciences, and 4) Social Sciences. Programs which bridge two or more of the divisions may request oversight by all relevant divisions, but must choose a voting affiliation.

**Article IV: Administration.**

**Section 1.** As prescribed by the University Statutes, “the college shall be governed in its internal administration by the faculty.” The responsibilities of the Graduate Faculty and the Graduate College Executive Committee are described in Articles V and VI.

**Section 2.** The Dean. The Dean of the Graduate College is the principal administrative officer of the Graduate College. The duties of the Dean include those of chief executive officer of the Graduate College; the Dean shall preside at meetings of the Executive Committee and of the Faculty, and call meetings of these bodies as is deemed proper. The Dean shall appoint members to standing subcommittees of the Executive Committee and any ad hoc committees. The Dean shall formulate and present policies to the Executive Committee and the Faculty for their consideration and shall perform other appropriate duties prescribed in the University of Illinois Statutes.

**Section 3.** The Dean may delegate the duties described in these bylaws to a senior staff member.

**Article V: The Executive Committee.**

**Section 1.** There shall be an Executive Committee of the Graduate College as prescribed by the University of Illinois Statutes. The Executive Committee shall be the agency of formulation of Graduate College policies and shall act for the Faculty of the Graduate College in all matters, subject to final approval by the Faculty. It shall advise the Dean on all matters brought before it. These matters include but are not limited to policies relating to graduate education, approval and review of graduate courses, curricula, programs and their interrelation, faculty membership and other personnel matters, and issues affecting the relationship between graduate education and research. The Executive Committee has the responsibility to take initiative to foster the development and insure the quality of graduate education.

**Section 2.** Executive Committee Membership. The Executive Committee shall consist of the Dean of the Graduate College, or his/her designee, and fourteen Full Members of the Graduate Faculty who have achieved the
rank of Associate Professor or Professor, eight elected and six appointed. Members serve for two years, with seven members chosen each year. Four new members shall be elected by the Graduate Faculty each spring, one from each of the divisions. Three members shall be appointed by the Chancellor on the recommendation of the Dean, arrived at in consultation with the current and newly elected members. Members shall not serve more than two terms in succession, and no more than one Members from a single department or equivalent degree granting unit may serve.

Section 3. Nomination and Election Procedures. Each year, at the beginning of the Spring Semester, a notice will be mailed to all tenured full members, asking whether they would be willing to serve on the Executive Committee. A secret ballot for each division consisting of all those who respond positively to the notice will be mailed to all full members in the division. The two candidates receiving the most votes from each division (and additional names in the event of tie votes) will be placed on the sample ballot mailed to the entire graduate faculty with the agenda for the annual spring meeting. Nominations from the floor must be supported by a petition for nomination signed by at least ten (10) persons holding a graduate faculty appointment and by a statement of the candidate’s willingness to serve. After the faculty meeting a final secret ballot will be mailed to the graduate faculty. All members are entitled to a single vote for candidates in each of the four divisions.

Section 4. Vacancies. Should an elected member of the Executive Committee resign, the Dean shall appoint as his/her replacement to fill out the unexpired term the person from the relevant division who received the next highest vote total in the previous election. If there is no available candidate, the Dean shall appoint a qualified replacement to fill out the unexpired term.

Article VI: Graduate Faculty Meetings.

Section 1. On regular meeting of the Graduate Faculty shall be held each Spring. Special meetings of the Graduate Faculty may be called at the Dean’s instance or at the instance of the Executive Committee, or upon written request signed by twenty-five Members. Business at such a meeting shall be limited to items specified in the call for the meeting.

Section 2. A written notice of any regular meeting or special meetings of the Graduate Faculty shall be sent to all Graduate Faculty at least two weeks prior to the date of the meeting.

Section 3. A quorum for any duly called meeting of the Graduate Faculty shall consist of those members present and voting.
Section 4. Faculty meetings shall be conducted according to Roberts Rules of Order, Newly Revised.

Article VII: The Awards Committee.

Section 1. There shall be a Graduate College Awards Committee. The Committee shall advise the Dean on the selection of graduate fellows and on other graduate student financial support issues.

Section 2. Awards Committee Membership. The Graduate College Awards Committee shall be composed of the Dean or his/her designee and sixteen elected members [four per division] who shall serve three year staggered terms. Awards Committee members must be Full Members of the Graduate Faculty. Two members of the same department or unit may not serve simultaneously.

Section 3. Nomination and Election Procedures. Nomination and election procedures shall parallel those for the Executive Committee. Notices shall go to all full members, and the number of votes to be cast in each division on the general ballot shall be determined on the proportional principle stated in Article V, Section 3.

Article VIII: Amendments.

Section 1. Any proposal for amendment or amendments of these bylaws may be made by the Executive Committee or by written request signed by twentyfive Members. Such a proposal shall be submitted to all members at least two weeks before a meeting of the Graduate Faculty. For adoption, bylaw amendments must receive a two-thirds majority of the votes cast by Members present at a Graduate Faculty Meeting.
GRADUATE COLLEGE DIVISIONAL COMMITTEES

BEHAVIORAL AND SOCIAL SCIENCES
Accounting [Gender & Women’s Studies]
[African-American Studies] [Latin American Studies]
Anthropology Medical Education
Business Administration Political Science
Communication Psychology
Criminal Justice Public Administration
Economics Social Work
Education Sociology
Environmental & Urban Geography Urban Planning & Policy

ENGINEERING, MATHEMATICS AND PHYSICAL SCIENCES
Bioengineering Electrical & Computer Engineering
Chemical Engineering Industrial Engineering
Chemistry Information & Decision Sciences (MIS)
Civil & Materials Engineering Mathematics, Statistics, & Computer Science
Computer Science Mechanical Engineering
Earth & Environmental Sciences Physics

FINE ARTS AND HUMANITIES
Architecture Hispanic Studies
Art & Design [Library]
Art History Linguistics
[Classics] [Music]
English Philosophy
French Slavic & Baltic Languages & Literatures
German Theatre
History

LIFE SCIENCES
Anatomy & Cell Biology Nursing Sciences
Biochemistry & Molecular Biology Occupational Therapy
Biological Sciences Oral Pathology
Biomedical Visualization Oral Sciences
Disability & Human Development Orthodontics
Disability Studies Pathology
Forensic Sciences Pediatric Dentistry
Health Informatics Pharmacognosy
Human Nutrition Pharmacology
Kinesiology Pharmacy
Medical Laboratory Sciences Physical Therapy
Medicinal Chemistry Physiology & Biophysics
Microbiology Immunology Public Health Sciences
Molecular Genetics Surgery

[ ] = Programs
Graduate College Policy on Conflicts of Interest in the Admissions Process

http://grad.uic.edu/cms/?pid=1001027

The Graduate College recognizes that the graduate admissions process does not, and should not, operate “blindly.” Programs and faculty members frequently recruit students of whom they have direct knowledge. Furthermore, the admission process for a doctoral program will frequently take into account the “fit” between a prospective graduate student’s interests and those of the faculty in the program. However, the admissions process should, and should be seen to, take into account only academic and programmatic considerations when admitting and recruiting students.

Policy*

Program faculty participating in the graduate admissions process shall recuse themselves in any case where they have, or appear to have, a conflict of interest concerning the applicant. A conflict of interest is present if the faculty may have an interest in the outcome (admission or rejection) other than the recruitment of the most qualified applicants. This includes, in particular, any situation where there is the possibility that a faculty member might employ a prospective graduate student in a non-university activity, such as a consulting firm, biotechnology company, etc. Particular care must be taken when voting on the admission of students whose qualifications are in any fashion marginal.

Commentary:

A conflict of interest could also be caused by faculty seeking to recruit students to work on grant supported projects, with the possibility that students would be recruited on the basis of their suitability to carry out a given function or functions on the project. This also falls under the heading “faculty may have an interest in the outcome (admission or rejection) other than the recruitment of the most qualified applicants”. To exclude principal investigators on grant supported projects would exclude the faculty with the most interest in the recruitment of excellent students. Nonetheless, faculty should be aware of the potential conflicts when evaluating students. One fundamental difference between the case of students being employed on campus and off campus is that the Graduate College has an ability to manage on campus relationships that it does not with off campus relationships.

*Approved by the Graduate College Executive Committee, December 2, 2011
Chicago Metropolitan Exchange Program

http://grad.uic.edu/cms/?pid=1000979

The Chicago Metropolitan Exchange Program (CMEP) allows graduate students in a doctoral program, or in a participating training program that is jointly supported by the Exchange Scholar’s home and host institutions, to enroll at one of the three participating institutions to take advantage of academic courses at any of the other participating institutions that are not available at their home institution. The three institutions in the program are the University of Chicago, Northwestern University and the University of Illinois at Chicago.

Through the Summer 2011 term, UIC graduate students were able to participate in the CIC Traveling Scholar Program. This program allowed doctoral students to enroll in courses at other CIC institutions that were relevant to the student’s degree and not available on the student’s home campus. Since UIC is no longer a member of the CIC, the Chicago Metropolitan Exchange Program was developed to allow similar collaborations to occur with the host institutions used by the great majority of UIC students.

The Chicago Metropolitan Exchange Program is in effect immediately for courses that will occur Fall 2011 and forward.

UIC students who would like to take courses at the University of Illinois at Urbana-Champaign or the University of Illinois at Springfield may do so as a concurrent registrant through the UIC Registrar’s Office, and would not be part of this program.

Approved applicants for the Chicago Metropolitan Exchange Program will be referred to as Exchange Scholars. Exchange Scholars pay for class(es) taken at the host institution at the home university, and at the home university rates. Students show proof of payment they made at the home campus, or bill from the home campus, to the host campus liaison. A graduate student who is approved as an Exchange Scholar will register for a CMEP course(s) (in the equivalent hours of the actual host course(s)) at their home institution, and the actual course(s) at the host institution. The student will pay the usual tuition and fees to their home institution, with the tuition and most fees waived at the host institution. Exchange Scholars going to the University of Chicago will pay the U of C health fee even though a similar fee is charged at the home institution - neither can be waived.

UIC students who are Exchange Scholars will register for the appropriate section(s) of GC 500 at UIC and the actual course(s) at the host institution. Registration hours for the UIC GC 500 course should be the equivalent of the hours taken at the host institution, using the same number of sections of GC 500 as courses registered for at the host institution. Students from other institutions who are coming to UIC as an Exchange Scholar will register for the actual course(s) at UIC and holding course(s) at their home institution. Since the participating schools have different term structures and start-times for their courses (U of C and NU use the quarter system), it is important to stay in contact with the liaisons on both campuses in order to avoid any registration issues.
Graduate College Policy on Annual Assessment of Doctoral Students

During the Academic Year 2010-2011 the UIC Graduate College carried out two surveys on doctoral student annual assessment, one survey for students and the other for Directors of Graduate Studies (DGS). We learned a number of important things from the surveys. Some of the highlights follow.

- All 2,593 UIC doctoral students (Fall 2010) were sent the link to the student survey. 41% at least partially completed the survey, and 33% completed the survey in its entirety. In response to the last question of the student survey, over 400 doctoral students wanted to participate in a focus group (which is over 50% of those who completed the survey).
- Due to scheduling, timing and other constraints, the Graduate College was able to conduct a focus group session on one date only. On April 20th, almost 50 students participated in a focus group session, despite being near the end of the semester.
- From the data in the student survey and information obtained during the focus group session:
  - Many doctoral programs at UIC do not have, or the students are not aware of, annual assessments.
  - Generally, in many programs, students responded that they do not know their status in the program in terms of satisfactory progress (it is assumed that no news is good news, etc.).
  - Students overwhelming want to know about expectations and want feedback on performance to allow for growth and to correct deficiencies. For the students in programs that do not currently have an annual assessment (i.e., students responded their program does not have an annual assessment), 74% of the students answered that an annual assessment would be beneficial.
  - In a number of programs there is disagreement with the survey responses from students and DGS as to whether assessments occur in those programs (leading one to question their effectiveness, if they actually are occurring).
  - There are a number of doctoral programs that have effective annual assessments, according to student responses, including two programs where there was a 100% match with the DGS responses regarding assessments.

The Graduate College, in conjunction with the Graduate College Executive Committee, developed a policy for annual assessments of doctoral students. Effective for Academic Year 2013-2014, all doctoral programs within the Graduate College must hold annual assessments of all registered doctoral students in the program.

Graduate College Web Page: [http://grad.uic.edu/cms/?pid=1001054](http://grad.uic.edu/cms/?pid=1001054)

Effective Fall 2013, Graduate College policy requires doctoral programs to conduct an annual assessment of their doctoral students.

Many programs/departments already have academic reviews of their doctoral students. An analysis of their content reveals some commonality mixed with program specific assessment items. It is clear that “one size does not fit all.” For example, in some disciplines (e.g., the STEM disciplines), doctorate students may only have an adviser after two (or more) years due to other requirements such as course work. Further, admission to doctorate candidacy (passing the Ph.D. Preliminary Exam) occurs at different times in different disciplines. For uniformity and the sake of good practice, the policy requires annual assessment of all doctoral students. In addition, care has been taken to ensure that the policy guards against potential conflicts of interest by requiring that the assessment of doctoral students contains an independent element.
POLICY

Programs must conduct annual academic progress reviews for all enrolled doctoral students at least once every academic year, beginning in the students’ first year. Students who are registered under a doctoral program code are considered doctoral students for the purpose of this policy. Annual assessments are encouraged, though not required, for master’s students.

All annual assessments should include:

1. A student self-assessment of academic progress, and an opportunity for the student to provide evidence of his/her progress.
2. An assessment of the student’s academic progress from his/her doctorate adviser (if he/she has one).
3. A written review prepared by an individual or group different from the adviser (e.g., the Director of Graduate Studies (DGS), Department Head/Chair, or group of faculty) that will focus on the student’s degree progress, including completion of milestones and student strengths and weaknesses. A copy of the review, that includes items (1) and (2), must be provided to the student.
4. A timely opportunity for the student to discuss this review in person with the DGS (and adviser, when appropriate), if requested by the student. In the event that the student’s adviser is the DGS a suitable third party (e.g. the department chair/head or other senior professor) should lead the discussion.
5. An opportunity for written student feedback to the formal review.
6. All of the above are to be retained in the student’s academic file in the program/department.

The requirements listed above represent minimum actions, and programs may further develop reviews to incorporate additional items.

GUIDELINES

- The student’s self-assessment may consist of an updated list of publication, presentations, academic honors and fellowships, etc. The student may include academic goals for the upcoming year, and in the first year or two the self-assessment may mainly consist of plans and goals.
- In early years, typically before research has begun, the assessment meeting should focus on advising, bringing into the discussion the student’s preliminary research topics, so that specific background courses or prerequisites can be tailored to the individual student early enough so as not to delay research in later years (e.g. specific statistics courses that may be needed for the intended area of research, above what may be required; etc.).
- Although assessment in the early years has an advising focus, deficiencies or weaknesses that have been uncovered should be addressed so that the student can take corrective action.
- Students who have been assessed and are still not meeting required standards should be mentored out of the program within the first few years, unless the program is attempting to work on deficiencies and provide the student with specific requirements, with stated deadlines, for the student to correct weaknesses.

IMPLEMENTATION

The policy is effective for the Academic Year 2013-14, for all registered doctoral students.

It is recommended that programs without a current student assessment implement part, or all, of the requirements, and those programs with assessments that do not have all of the required components incorporate the remainder, for Academic Year 2012-13, in order to have an full and effective assessment by AY 2013-14.

BACKGROUND

During the Spring Semester 2011, the Graduate College surveyed doctoral students and Directors of Graduate Studies (DGS) about current annual assessment practices in their programs. There were several motivations for conducting this survey, including continued issues related to the mentor/student relationship. The results of a
similar UIUC survey\textsuperscript{2} showed a lack of agreement between students and DGSs as to whether certain programs were conducting annual reviews. In a focus group the Graduate College held on assessment after the survey was completed, and in various recent discussions, students clearly and explicitly indicated a lack of clarity in regards to expectations within their programs, and a desire for early and annual assessments.

The following are results from the UIC survey and resultant focus group that informed a recommendation to institute an annual assessment policy:

- All 2,593 UIC doctoral students (based on Spring 2011 registration) were sent the link to the student survey. 41% at least partially completed the survey, and 33% completed the survey in its entirety. In response to the last question of the student survey, over 400 doctoral students wanted to participate in a focus group (which is over 50% of those who completed the survey).
- Due to scheduling, timing and other constraints, the Graduate College was able to conduct a focus group session on one date only. On April 20th, almost 50 students participated in a focus group session, despite being near the end of the semester.
- While 67% of DGSs indicated that their programs conducted annual assessments of their doctoral students, only 41% of students were certain that their program conducted such reviews.
- In some programs where the DGS indicated that there was a review process, the aggregate response of students indicated that there was not one.
- Many doctoral programs at UIC do not have, or the students are not aware of, annual assessments.
- Generally, in many programs, students responded that they do not know their status in the program in terms of satisfactory progress (it is assumed that no news is good news, etc.).
- For most programs with annual reviews, there was significant disagreement among students and DGSs about whether results were communicated to students. The only two programs where there was 100% agreement are also the two programs known to the Graduate College to have highly effective assessment procedures.
- Students who agreed that they were being reviewed were more likely to agree that they had a good understanding of program expectations.
- Students overwhelming want to know about expectations and want feedback on performance to allow for growth and to correct deficiencies. For the students in programs that do not currently have an annual assessment (i.e. students responded their program does not have an annual assessment), 74% of the students answered that an annual assessment would be beneficial.

**BENEFITS**

1. From the University of Illinois at Urbana-Champaign Graduate College website:

   - “Clarity of expectations” can reduce attrition and increase completion

     “Our findings suggest that the GEI (Graduate Education Initiative, a 10-year Mellon Foundation project) reduced attrition rates and improved graduation rates primarily through the routes of improving clarity of expectations and encouraging students to finish their dissertations as quickly as possible”—Ronald G. Ehrenberg, et al., “Inside the Black Box of Doctoral Education”

     “Research suggests that formal annual evaluations tend to increase the numbers of students who complete, and are therefore preferable to sporadic and informal reviews . . . Some form of progress-tracking, annually or each semester, allows the student and supervisor to meet and establish objectives for the year. This ensures that both students and advisors be held accountable for timely progress and for constructive feedback”—Council of Graduate Schools, "Ph.D. Completion and Attrition"

   - Reviews may prevent more serious problems from developing later

     “Pre-empting conflict is possible only if we make the implicit explicit. We need to overcome information that is incorrect or not universally shared or understood; the lack of commonly shared and agreed-upon expectations; the lack of specific expectations between individual faculty and individual students regarding possible areas of conflict and their resolution”—John P. Beck, Michigan State University
• Reviews can help departments see their programs from the student’s perspective

“It would be valuable for departments to regularly engage enrolled students in conversation about their goals and their experiences in the program, and about how the department and faculty might help students”—Chris M. Golde, "Should I Stay or Should I Go?"

• Regular reviews can be an indicator of program quality

The new National Research Council assessment of research doctorate programs will feature a student survey of admitted-to-candidacy students in five disciplines (Chemical Engineering, Economics, English, Microbiology, and Physics). The first question under “Program Environment” asks “Does your program provide an annual or more frequent assessment of your progress?” and the second, “Do you receive timely feedback on your research?”

2. In the words of UIC students from the survey conducted by the Graduate College, the benefits of annual assessments are:

• “Helps me stay connected to my degree plan"
• “It motivates students since they know that the department cares about them and is aware of our progress. In that sense, we don’t feel isolated.”
• “Preparing the professional development plan helps me to evaluate my own progress and keeps my documentation (CV, etc.) updated.”
• “Provides an opportunity to handle criticism.”
• “Important milestones of my program are discussed during the review - the approximate timing of getting certain things accomplished.”

1Approved at the Graduate College Executive Committee meeting, January 27, 2012.
2The Graduate College at UIUC provided the survey to UIC and the Graduate College at UIC made minor modifications. UIC’s Graduate College would like to acknowledge and thank UIUC’s Graduate College for aiding with this policy and process.
Graduate College Fall 2011 Events

New Graduate Student Orientation
On Wednesday August 17, 2011 the Graduate College hosted a very successful New Graduate Student Orientation. There were approximately 500 students who attended this orientation which was an increase of 100 students from the previous year. Dr. Henri Gillet, Interim Dean of the Graduate College and Dr. Paula Allen Meares, UIC Chancellor provided a warm welcome to the new Graduate Students and Dr. George W. Crabtree UIC Professor of Physics and Associate Director at the Argonne National Laboratory gave an informative keynote address. Other speakers and panelists included representatives from UIC Customer Service, Student Affairs, Financial Aid, Women’s Leadership Resource Center, UIC Police and the University Library. Students also found the final panel of current UIC graduate students to be very useful. After the main presentations students had to choose to visit the Resource Fair which included various UIC organizations and departments or take a campus tour of East/West campus during lunch. Feedback about the orientation was generally very positive and approximately 80 percent of students who filled out evaluations said they found the Orientation useful.

Date: Wednesday, August 17, 2011, Time: 8:00 a.m. – 2:00 p.m.
Location: Student Center East Illinois Rooms A&B
Attendance: 500

The PHD Movie Screening and Q & A with Jorge Cham
On Saturday October 8, 2011 400 UIC graduate students as well as a number of faculty and staff came out for the highly anticipated screening of PHD The Movie and Q&A session with the film’s creator Jorge Cham. Cham well known for his graduate student comic strip Piled Higher and Deeper answered students questions and talked about his experiences of graduate student life, procrastination, and the characters of his film and comic strip. Students thoroughly enjoyed the film laughing at a number of jokes that were geared towards the grad student audience and they were also pleased with the movie snacks of the fresh popped popcorn and candy. After the film and Q&A Cham did a book signing and students were able to have short one on one conversations with him. Feedback for this event was extremely positive students were very pleased and asked for more events like this one.

Date: October 8, 2011, Time: 10:30 a.m. – 1:30 p.m.
Location: Student Center East Illinois Rooms A&B
Attendance: 400

The PHD Movie Screening #2
Many students were unable to attend the October 8, 2011 screening of The PHD Movie and requested that the Graduate College do a second showing of the film. Due to the overwhelming response the film was re-screened on the evening of October 26, 2011 to 150 students. At the end of this screening students applauded and cheered for the film. At this showing attendees also had the chance to win five autographed and framed copies of Cham’s comic strip. There was a very positive response from students who were happy we showed the movie a second time.

Date: Wednesday, October 26, 2011, Time: 6:00-7:15 p.m.
Location: Science & Engineering South Room 250
Attendance: 150

Thesis/Dissertation Requirements for Graduation
Workshop prepares students for the submission of their Thesis/Dissertations. Jim Kollenbroich the Thesis/Dissertation Specialist for the Graduate College guides students through the electronic
submission process and discusses important deadlines and requirements. There was a huge response to this workshop offering, the RSVP capacity filled up on the first day of registration. Students asked many questions and they found the presentation to be very informative. Evaluations for this workshop were overwhelmingly positive. The students said that they were very grateful for this workshop and they really appreciated the presentation.

Date: Thursday November 17, 2011, Time: 3:00 p.m.
Location: EPASW 2417
Attendance: 50

Thesis/Dissertation Requirements for Graduation
Workshop prepares students for the submission of their Thesis/Dissertations. Jim Kollenbroich, the Thesis/Dissertation Specialist for the Graduate College guides students through the electronic submission process and discusses important deadlines and requirements.

Date: Thursday December 1, 2011, Time: 3:30 p.m.
Location: Lecture Center C 1
Attendance: 55

Graduate College Spring 2012 Events

Fellowship Reception
Speakers were Associate Dean Laura Junker and Provost Lon Kaufman. Reception was for current internal and external fellowship recipients.

Date: February 1, 2012, 2:00 - 4:00 PM
Location: Conference Rooms B & C, Student Services Building (SSB)

Thesis/Dissertation Requirements for Graduation
Workshop prepares students for the submission of their Thesis/Dissertations. Jim Kollenbroich, the Thesis/Dissertation Specialist for the Graduate College guides students through the electronic submission process and discusses important deadlines and requirements.

Date: February 2, 2012, Time: 3:00 p.m.
Location: Lecture Center D 1
Attendance: 70

Getting In Shape Financially I Workshop
Sophia Bamiagis from the Student Money Management Center presented an interactive budgeting workshop specifically for graduate students. The workshop focused on financial health, budgeting skills, borrowing and credit issues, also students participated in an exercise where they came up with ways to increase income and decrease expenses. From the evaluations students enjoyed the interactive exercises as well as the resource sheet for “Resources for fun on a limited income.”

Date: February 22, 2012, Time: 4:00 p.m.
Location: Douglas Hall Room 202
Attendance: 22

Personal Career/Professional Development Workshop
The Graduate College and the Office of Career Services at UIC hosted an extensive professional development workshop to help graduate students develop a plan for reaching their professional goals. The workshop was led by Dr. Rebecca Bryant, Assistant Dean and Director of Career Services in the Graduate College at the University of Illinois - Urbana Champaign.
The Personal Career/Professional Development program helped students think strategically about how to make the most of their graduate experience as they transition from graduate school to the next stage in their careers. The workshop accommodated students in diverse fields and various stages in their graduate programs. The focus was to help students identify a comprehensive, well rounded set of skills that enhances their career potential and to give students the tools to prioritize and achieve their goals.

*Date: March 9, 2012, Time: 1:00 p.m.*
*Location: SSB Conference Room A*
*Attendance: 30*

**The Versatile PhD Keynote by Dr. Paula Chambers and Small Group Discussions**

Dr. Paula Chambers is the founder of The Versatile PhD, LLC. The Versatile PhD is an online resource for PhD students, post-docs and graduate students from all disciplines seeking information on academic and non-academic careers.

In her keynote address, Dr. Chambers discussed how even though the market for tenure-track positions is shrinking, graduate students have many possibilities for future employment. Despite the fact that PhD student training is very specialized, graduate students accumulate a variety of skills that make them versatile in the non-academic job market. The address inspired students to think about the numerous possibilities for employment beyond traditional academic routes. A number of students asked questions in the Q&A portion of the morning session and a select number of students were able to meet with Dr. Chambers in the afternoon session small group format.

*Date: March 16, 2012, Keynote Time: 10:00 a.m.*
*Location: Illinois Room A and B, Student Center East*
*Afternoon Session Time: 2:30- 4:30 p.m.*
*Location: University Hall Room 401*
*Attendance: Morning Keynote 100, Small Group Discussions 31*

**DFI / IALHEA Conference and Diversity Research Forum**

*Date: April 12, 2012, 8:00 AM to 6:00 PM*
*Location: Illinois Room, Student Center East (SCE), 750 S Halsted St, Chicago, IL 60607*

**Image of Research**

Winners of the following awards will be honored:
- Image of Research
- Outstanding Thesis/Dissertation Awards
- Graduate Mentoring Awards

*Date: April 19, 2012, 2:00 PM*
*Location: Daley Library (East Campus), Reserve Reading Room*

**Graduate College 2012 Workshops In Progress**

**Conflict Management Workshop**

Workshop to help graduate students identify their conflict style and what approaches they should take to dealing with conflict issues that may arise with students and advisors

*Date: TBA*
*Location: TBA*
Improv-e Your Way to a Better Research Presentation
This three hour long workshop will use Improv exercises to help graduate students with their communication skills in explaining their research. Students will participate in various exercises coordinated by the facilitation team. For the exercises to be successful the students will be pushed out of their comfort zone and challenged as a group.
Date: May 15, 2012, Time: 2:00 – 5:00 p.m. (TBA)
Location: TBA (SSB)

Getting In Shape Financially II Workshop
This workshop will focus on saving habits and approaches to investment. It will also involve a financial planning clinic for 20 plus students to get 1 on 1 financial advice from certified financial planners. This workshop is a program in collaboration with the Student Money Management Center and city wide money smart week events.
Date: September, 2012, Time: 2:00-4:00 p.m.
Location: TBA

2012 McNair Day @ UIC
Date: July 12, 2012, 9:00 AM Registration; (9:00 AM - 4:00 PM),
Location: Molecular Biology Research Building MBRB), 900 S Ashland, Chicago
### Graduate Mentor Award 2012

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### University Fellowship 2011-2012

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### University Fellowship 2011 – 2012 Renewals

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## Dean's Scholar 2011 - 2012

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## Provost /Deiss Award (Spring and Fall 2011)

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Kauder Elizabeth Germanic Studies
Koronkiewicz Bryan Hispanic Studies
Langer Elizabeth Biological Sciences
Lott Dylan Anthropology
Meierhoff James Anthropology
Nussbaum-Barberena Laura Anthropology
Parada MaryAnn Hispanic and Italian Studies
Pearson Ryan Biopharmaceutical Sciences
Peng Ying Mechanical Engineering
Peoples Damian Anthropology
Ritzema Maria History
Robinson Christine Mathematics
Sahni Sumit Medicinal Chemistry and Pharmacognosy
Sunoqrot Suhair Biopharmaceutical Sciences
Tiffen Jennifer Nursing
Tyrakowski Christina Chemistry
Wisneski Daniel Psychology
Zambrano Jenny Biological Sciences

**Chancellor's Research Award Fall 2011**

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**Chancellor's Research 2011 (Renewals)**

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Outstanding Thesis Award Winners Fall 2012

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Image of Research 2012

- **1st Place:** Thomas Marrinan, Computer Science and Ian Gould, Bioengineering
  Artificially created cortical functional blood unit (collaborative entry between two students working in the Laboratory for Product and Process Design)
- **2nd Place:** Meg Corcoran, Earth and Environmental Sciences
  Into the Deep
- **3rd Place:** Paul Bick, Anthropology
  Building Coffins at Depo Krann, Cayes, Haiti, January 2010
- **Honorable Mention:** Jennifer Nguyen, Architecture
  PANGAEA: Return to the Supercontinent
- **Honorable Mention:** Rasika S. Phansalkar and Karina Kszymulanska-Ramamurthy, Medicinal Chemistry and Pharmacognosy
  Colors of Curcuma (collaborative entry)
- **Honorable Mention:** Patrick Callahan, Urban Planning
  Kilmainhaim Gaol, East Wing
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External Funding Sources

The Graduate College External Fellowship Office-- Marie Khan, Coordinator
312-355-3456; mkhanj@uic.edu
http://grad.uic.edu/cms/?pid=1000079

The External Fellowship Office at UIC is a resource for three main populations: graduate students, graduate faculty and staff, and fellowship agencies including the National Science Foundation, IIE/Fulbright, and the Department of Education. The Fellowship Coordinator assists graduate students in finding, applying for, and managing graduate funding. To that end, she meets with graduate students individually by appointment, presents to departments and larger cohorts of students, and to the UIC campus community as requested.

Students can find assistance in developing applications and proposals through the External Fellowship Office, ranging from feedback on essays to institutional endorsements. Often a major fellowship application will require certification of UIC’s financial support in the event a student wins the award, and this office generates that letter. International students coming to Chicago to attend UIC through a fellowship especially often work closely with this office. Various fellowships require review by campus committee, such as the U.S. Fulbright Program competition, and that process is coordinated by the External Fellowship Office. (Any interested faculty in assisting with the review process should contact Marie.)

The Fellowship Coordinator works with funding agencies in two ways: first, she serves as the official contact for a number of awards including the National Science Foundation’s Graduate Research Fellowship Program and the U.S. Fulbright Program. Second, the Fellowship Coordinator is a member of the National Association of Fellowships Advisor (NAFA), a professional association that provides resources to fellowship advisors and holds annual conferences. By this mechanism and through others, the Fellowship Coordinator becomes aware of funding opportunities across disciplines, which she alerts students to through posted announcements and emailed listserv solicitations.

The External Fellowship Office also coordinates the distribution and award of all three types of Graduate College waivers: allocated, fellowship, and training grant. A full explanation behind these methods of funding can be found online in the Waiver Handbook, updated annually. The Fellowship Coordinator works with specific contacts in departments across campus and liaises with Financial Aid to ensure that all waivers are properly processed each semester.

All reported graduate student awards are noted in the Fellowship Office Annual Report, available on the Graduate College website. According to records, in 2002-2003, UIC graduate students won 53 major awards; by 2009-2010, they won 123 major awards, representing more than a 200% increase over eight years. Most importantly, the Fellowship Office keeps a running total of external stipend funding won by UIC graduate students each academic year. Complete lists of these awards and highlights of student winners are included in the Annual Report.

There is close interaction between the Graduate College’s External and Internal Fellowship Coordinators, and both should be approached and utilized by students as a valuable resource for funding information and insights.
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UIC’s Summer Research Opportunities Program SROP is designed to prepare talented undergraduate students for the pursuit of post baccalaureate degrees and careers in research. Scholars participating in UIC's SROP come from campuses all over the country majoring in Social Science and Humanities fields; as well as Science Technology Engineering and Mathematics fields. During their nine week stay at UIC, forty to forty-three students will work with UIC faculty on various research projects. In addition, they develop skill sets in research, as well as receiving training in writing and research presentation. UIC’s Summer Research Opportunities Program (SROP) welcomes its 2012 summer cohort Wednesday May 30th at the SROP Welcome & Move in at Thomas Beckham Hall. Other Notable activity dates for SROP are as follows:

* May 31, 2012 SROP Orientation and Student Faculty Mentor Reception  
* June 1-3 2012 SROP Leadership Retreat:  
* July 26-28, 2012 Illinois Summer Research Symposium (University of Illinois at Urbana)  
* August 2, 2012 SROP at UIC Annual SROP Scholars Research Symposium
# University of Illinois at Chicago Graduate College Graduate Pathways to Success

## 2010-2011-2012 Student Participants and Faculty Mentors

<table>
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<th>Students</th>
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<th>Faculty Mentor</th>
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<tr>
<td>Noimot Bakare*</td>
<td>Economics</td>
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<td>Omar Cardens*</td>
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<td>Joshua Jones</td>
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* Students Graduating in December 2010
The Graduate Pathways to Success Program was developed to facilitate the academic and social transition of underrepresented students to graduate degree program (PhD) at the University of Illinois at Chicago and to ensure their success in those programs. The GPS program operates during the academic year. All GPS participants are underrepresented minority UIC students and are required to complete graduate degree applications prior to completion of their baccalaureate degrees. The GPS program builds on our experiences from our SROP program and The Ronald E. McNair Post Baccalaureate, both of which have had excellent graduate placement records over the last years. The GPS program began in September 2008 with 17 underrepresented minority UIC students as the successor to our McNair Program.

Service currently provided is:

* Faculty mentoring and undergraduate research experiences
* A series of 5 workshops on research-oriented and graduate-school oriented topics conducted by faculty.
* Advisement on research and graduate admission assignments.

February 17th, Group Meeting Time (3:30pm-5:30pm) SSB room 2788
February 24th, Seminar #1 Time (3:30pm-5:30pm) SSB room 2788
February 18th 23rd, 25th 6:00-8:30pm Kaplan GRE Prep Course SSB room 2788
March 1st, 3rd 8th 10th 15th 6:00-8:30pm Kaplan GRE Prep Course SSB room 2788
March 9th Group Meeting Time (3:30-5:30pm) SSB room 2788
March 16th Seminar #2 Time (3:30-5:30pm) SSB room 2788
April 06 Seminar #3 Time (3:30-5:30pm) SSB room 2788
April 12, DFI/IALHEA Conference and Diversity Research Forum
April 27th Cultural Event (TBA)
MINUTES

ANNUAL MEETING OF THE GRADUATE FACULTY

APRIL 14, 2011

The meeting was called to order at 2:00 PM

I. The minutes of the April 8, 2010 meeting were approved as submitted.

II. Annual Report of the Dean

Interim Dean Gillet welcomed the faculty and commenced the meeting and introduced the staff of the Graduate College that was present. Dean Gillet stated that this meeting was moved from a start time of 2pm to 1pm due to Board of Trustees Chairman Christopher Kennedy’s address to the campus at the UIC Forum. Dean Gillet encouraged everyone to attend.

Dean Gillet also noted that the DFI Research Forum was also being held today. The Graduate College is a sponsor of the event.

Dean Gillet reported on recent staffing changes in the Graduate College, including Executive Associate Dean Amy Levant leaving to become Interim Vice Provost of Enrollment Management, Steven Kragon assuming many of the responsibilities from Amy Levant and being named Executive Assistant Dean. Professor Aixa Alfonso has joined the Graduate College as a part-time Associate Dean to oversee the Diversity Affairs office. Associate Dean Laura Junker had been overseeing the office after Assistant Dean Jose Perales left the university and Amy Levant left the College.

Dean Gillet reported on the current university budget scenarios, with no clear resolution at this time due to the state’s financial problems. Dean Gillet provided a general overview on how the University is funded.

Dean Gillet reported on a number of initiatives from the Graduate College, including another successful new student orientation, a survey on entering new students, and a dual survey (student and Directors of Graduate Studies) currently underway on doctoral student assessment.

Dean Gillet discussed issues of graduate student support. The belief is that the funding for internal fellowships will again remain held harmless, but will not be increased. It was reported that the Graduate College office that helps students find external support, run by Lisa Knepsield, provided an annual report of over two million dollars students received this past year in external funding. The
annual reports are available on the Graduate College website.

Dean Gillet informed the Graduate Faculty of the success of the new Chancellor’s Research Fellowship Program. The Chancellor provided the funding for this program in an effort to increase support for multi-disciplinary research. There were many qualified applicants who were not funded, due to the number of nominations. The Chancellor has agreed to continue support.

Dean Gillet reported that the UIC Graduate College was allowed to participate in the National Name Exchange. Associate Dean Aixa Alfonso provided background and additional information.

III. Business Meeting

A. Nominations for the Executive Committee – no new nominations were made. The ballot was approved.
B. Nominations for the Awards Committee – no new nominations were made. The ballot was approved.

IV. New Business

There was no old business.

V. Old Business

There was no old business.

The meeting adjourned at 3:15 pm
Minutes of the Graduate College  
Executive Committee Meeting  
February 18, 2011


Guests: Stephen Wiberly (SCEP), Jack Zwanziger (SPH), Barbara Berger (Nursing), Tracy Bartholomew (Nursing), Connie Zak (Nursing)

Staff: Jonathan Art, Laura Junker, Steve Kragon, Yolanda Rodriguez

Absent: Z. Jim Wang

I. Program Proposals

   A. Proposal to Amend the Existing Joint Programs Policy Statement: Sharing of Course Credits in Joint Bachelor’s/Master’s Degrees

   Assistant Dean Kragon provided background for the proposal. The Executive Committee and SCEP had previously reviewed a proposal for a joint baccalaureate/master’s program and voiced concerns over the amount of shared coursework and the dilution of choice for elective courses outside of the undergraduate major field. SCEP formed a subcommittee to amend the existing joint program policy, which mainly addresses joint programs between graduate programs, to address baccalaureate/master’s joint programs. After input from UIC colleges and a review of CIC joint programs, the present proposal was developed. The proposal caps the maximum shared hours between any joint baccalaureate/master’s program at nine (9) semester hours, which preserves the integrity of the undergraduate degree and allows some flexibility for such joint programs to be developed.

   There was extensive discussion on the proposal. Discussion focused on the amount of hours and the expectations of students registered for 400-level courses where undergraduates receive three hours and graduates receive four hours. While it is believed that the shared 400-level courses in any such joint program would be taken in the final year when the student would be coded as a graduate student, and hence receive four hours of credit, in the absence of an actual program proposal the committee wanted to ensure that this area becomes part of any review process for such joint programs.

   After further discussion, the proposal was passed unanimously.
B. Proposal to Revise the Master of Science in Clinical and Translational Science (MS)

Dean Art provided a summary of the proposal and Dr. Zwanziger provided additional comments. Discussion centered on the change in the statistics course.

C. Proposal to Revise the Doctor of Nursing Practice (DNP) Program

Dean Art gave an overview of the justification for this proposal. It is in response to a four year activity at a national level trying to align the expectations on DNP programs. Further clarification was provided by the three guests representing this proposal.

D. Proposal to Revise, Rename, and Eliminate Several Concentration within the Master of Science (MS) and Doctor of Nursing Practice (DNP) Programs

Dean Art explained that because of IPRN regulations Nursing is trying to make all programs compliant. All the specialties are adding 1000 minimum hours which refers to practicum only. At UIC, all masters practicum had at least 500 hours and the DNP practicum 360. In order to bring everyone up to the minimum 1000, practicum hours in the concentrations were added. Other changes in name and program titles were discussed as well. Further clarification was provided by the three guests representing this proposal.

E. Proposal to Establish the Nurse-Midwifery/Women’s Health Nurse Practitioner Concentration within the Master of Science (MS) and Doctor of Nursing Practice (DNP) Programs

A review of the details on this proposal to establish a concentration within the programs at UIC was provided by Dean Art. Further clarification was provided by the three guests representing this proposal. Currently, student can complete it in the DNP program but they are in two different programs. Because of the increase in demand and to streamline the students’ education it is best to offer a program in both specialties. Current students are trying to do both. The program is already in place and this proposal is to make it easier for students to do both: practitioner and midwife.

There was discussion on the relation between this concentration proposal and its relation to the existing Women’s Health concentration. Because this proposal is for nurse practitioners and specific to treating and diagnosing, they have a very separate curriculum from the Women’s Health concentration.

A motion was made to approve proposals B. through E (four) as a block. All four
proposals were approved unanimously.

II. Approval of the January 28, 2011 Minutes

A minor correction to Dean Gillet’s name in the second paragraph of the Dean’s Report section was noted. As amended, the minutes were unanimously approved.

III. Dean’s Report

As was noted at a previous meeting, UIC can no longer participate in CIC functions. These include the CIC Traveling Scholar Program, which is heavily used by UIC students, specifically to take courses at the University of Chicago and Northwestern University. Dean Gillet has been investigating establishing an agreement similar to the Traveling Scholar Program between the three institutions and noted the positive response of the Deputy Provost at U of C, as well as the Dean of the Graduate College at NU.

Dean Gillet updated the committee on the survey of doctoral students and DGS about annual student assessments by the program. It was noted that on the student survey there has been a good response rate and that there are a large number of students who have volunteered to be in focus groups.

The Graduate College Diversity Planning Committee (Dean Gillet will send a copy of the thinking document to the Executive Committee) developed a “thinking” document that also looks at plans on how to implement the “thinking” and go to the stage of moving/planning. The Graduate College will obtain data on completion and time to degree. The planning committee will report to the executive committee on its progress at some future point.

Dean Gillet announced that as of Wednesday February 16th, 2011 Dr. Aixa Alfonso is officially a 25% Associate Dean of the Graduate College to provide leadership for the Graduate College Office of Minority Affairs. Dean Gillet noted that faculty leadership will benefit the office as it assesses goals in recruitment and other functions.

Dean Gillet provided a short update on the search for a Dean of the Graduate College. Continuing Education and OIA will no longer be under the Graduate College Dean. Because of this change a new Dean search will occur.

IV. Old Business

No old business.

V. New Business
No new business.

At 3:00pm Interim Vice Chancellor for Academic Affairs and Provost (Designate) Jerry Bauman met with the Graduate College Executive Committee, Associate and Assistant Deans about the status of the Graduate College and the search for a Dean.
Minutes of the Graduate College  
Executive Committee Meeting  
March 18, 2011

Present: Henri Gillet (Interim Chair), Jennifer Brier, Artin Goncu, Elizabeth Loentz, Jack Prost, Michael Ragozzino, James Sack, W. Andreas Schroeder

Guest: Patricia Lewis (Nursing)

Staff: Jonathan Art, Laura Junker, Steve Kragon


I. Program Proposals

   A. Proposal to Establish the Neonatal Nurse Practitioner Concentration within the Doctor of Nursing Practice (DNP) Program

   Associate Dean Art provided an overview of the proposal and Patricia Lewis provided additional comments and answered questions form the Committee.

   After brief discussion the proposal was approved unanimously.

   B. Associate Dean Junker summarized the informational item to add the Department of Sociology as a sponsoring unit of the Interdepartmental Concentration in Women’s Health and brief discussion occurred.

II. Non-English Language Theses and Dissertations

   Assistant Dean Kragon provided background on the issue of non-English theses and dissertations. Current Graduate College practice is to allow non-English theses with the approval of the Dean. Clarification on if an when this should occur was brought to the Executive Committee for discussion. Issues ranged from why an English speaking institution should allow non-English theses to access and plagiarism. Dean Junker provided a policy statement from the University of Michigan to use as a guide. After extensive discussion it was decided that the Graduate College would develop a policy statement proposal for review at the next meeting.

III. Approval of the February 18, 2011 Minutes

   The February 18, 2011 minutes were not available, so approval was deferred until the next meeting.
IV. Doctoral Student Assessment Survey

Dean Gillet provided information on the Doctoral Student Assessment Survey. The Graduate College surveyed doctoral students and then Directors of Graduate Studies of doctoral programs about their program’s assessments of students. The Graduate College is still in the process of analyzing the date submitted, but early review provided some illuminating information, specifically related to completion and time to degree. Further, over 270 students volunteered to participate in a focus group on the subject. When analysis is completed a report will be provided to Directors of Graduate Studies and the Executive Committee.

V. Dean’s Report

Dean Gillet reported on developments pertaining to the withholding of taxation of Graduate Assistants tuition and fee waiver benefit over $5250. In the fall, this resulted in some GAs receiving paychecks of $0, or greatly reduced amounts, for up to two consecutive months, causing great hardship on the students. As a result of numerous discussions, the Graduate College has established an Emergency Grant Fund for all degree-seeking graduate students registered for eight or more hours. This will be an ongoing fund.

Dean Gillet reported that the Diversity Planning Committee is making good progress.

Dean Gillet provided information on a survey of Fall 2011 entering graduate students administered by the Graduate College and developed by Patricia Inman and the Graduate College. Although analysis of the data is not fully completed, a number of somewhat surprising information, specifically related to URMs was obtained. The report will eventually be shared with the Directors of Graduate Studies and the Executive Committee.

VI. Old Business

Earlier in the academic year, a sub-committee was formed to look at issues pertaining to Graduate College faculty membership, specifically on rescinding membership. Dean Art described some recent mentoring issues that have arisen and stated the necessity to develop Best Practices documents and ability to rebuke faculty or rescind membership. The sub-committee will provide information at the next meeting.

VII. New Business

No new business.
Minutes of the Graduate College
Executive Committee Meeting
April 15, 2011

Present: Henri Gillet (Interim Chair), Shahrbanoo Fadavi, Elizabeth Loentz, Chris Messenger, Jack Prost, Michael Ragozzino, James Sack, W. Andreas Schroeder, Lewis Wedgewood

Guests: none

Staff: Jonathan Art, Steve Kragon, Laura Junker, Yolanda Rodriguez

Absent: Jennifer Brier, Steve Forman, Artin Goncu, Christopher Mitchell, James Unnerstall, Z. Jim Wang

I. Approval of the February 18, 2011 and March 18, 2011 Minutes

Both minutes approved as submitted

II. Dean's Report

Dean Gillet reported on the Image of Research reception. The Image of Research Awards, Outstanding Thesis Awards, and Graduate Mentoring Awards were presented at the reception. Attendance was good and the event was well received. The research behind the winning Image of Research submission was covered by the media, locally and nationally. The Interim Provost attended the reception and talked with a number of the students who had won awards.

The Dean reported on the Annual Graduate Faculty meeting. Turnout was low, possibly due to other events on campus the same day (the African American and Latino Research Forum and Board Member Kennedy’s speech at the UIC Forum).

The African American and Latino Research Forum, co-sponsored by the Graduate College, was well attended and many faculty members commented on the high quality of student research that was presented. Skip Garcia was the keynote speaker and was very effective and compelling.

Board member Christopher Kennedy gave a lengthy speech at the UIC Forum, attended by many administrators and faculty. In the speech he made the case for U of I, and UIC specifically, to become an essential economic engine in the state.
Dean Gillet encouraged committee members to make their opinions known to the Chancellor regarding provost candidates. Deans have already provided input.

III. Non-English Theses and Dissertations Policy Proposal

After extensive discussion on the wording used in the proposed policy, it was agreed to make the following changes:

- Delete the sentence that reads “If a reasonably broad English-speaking community of scholars is actively pursuing the thesis/dissertation’s general topic, the thesis/dissertation should be written in English.”
- Change the sentence that reads “. . . provided that all committee members speak and read the language . . .” to “. . . provided that all committee members read the language . . .”

The committee agreed that under almost all circumstances the defense (a public event) should be in English and agreed that the department can make the decision about exceptions. There was also support for having the proposal posted as general policy to codify current practice.

The document was unanimously approved pending the two suggested changes and will be put on the Graduate College website.

IV. Discussion on Thesis/Dissertation Plagiarism Issues

Dean Gillet spoke about the dissertation plagiarism case that occurred last year so as to provide background and introduce discussion of a new pending case. Dean Art introduced a current situation in which there was failure by the student to give a citation for the introduction, literature review, and some images in the introduction. The original author discovered the problem and wants the document changed to show the true author of those parts of the work. The original author also stated that the rest of the document is original and important research. The Graduate College had the dissertation embargoed. The question on the table is to determine the level of the violation and possible remedies.

A lengthy discussion occurred on “levels” of plagiarism and what actions should occur for different levels. The Committee also discussed online resources/tools that could be offered to departments and students to help prevent these issues. However, it was also felt that software alone will not totally alleviate the problem, and that the Graduate College needs to provide guidance to advisors and students to help find ways to catch these situations before a defense would be held.
The committee agreed on the following:

- Explore what can be done for this case, possibly without revoking the degree (aware that there may be no other option).
- If there is no other option, explore if there can be new guidelines/rules set to avoid degree revocation for less severe cases.
- Explore the option of leasing software for students and/or faculty to scan documents, as a preventative measure.

The Graduate College will form a sub-committee to review this specific case and make a recommendation on what actions should occur.

V. Old Business - Graduate Faculty Membership

Dean Art provided an overview of the issue of what sometimes occurs regarding inappropriate behavior towards research and student advising. Since the Graduate College By-Laws do not have a removal clause for graduate faculty, advice is being requested from the Committee. Dean Art reviewed what a number of other universities state on their websites about behaviors that might lead to expulsion from graduate faculty membership. About 50% of those reviewed include a removal mechanism for “other” behavior.

Discussion occurred and the following suggestions were made:

1. Faculty affairs should provide workshops for junior faculty partnering with the Graduate College/Executive Committee.
2. Whatever decisions about removal criteria are eventually developed, there should be some flexibility to allow for degrees of not-suitable behavior (for example, sanctions, all the way to expulsion).
3. How a complaint is reviewed needs to be developed. The most likely scenario is for the Dean and Associate Deans of the Graduate College to review and present to the Executive Committee for action.
4. If future discussion warrants it, an amendment to the by-laws will be necessary. The Committee stated that the by-laws should also mention why/how someone could be removed from Graduate College faculty membership.

Dr. Schroeder provided a document that could be used as a starting point for discussion.

VI. New Business

No new business

Meeting adjourned
Minutes of the Graduate College  
Executive Committee Meeting  
of 
September 30, 2011

Present: Henri Gillet (Chair), Kevin Barnhurst, Jennifer Brier, Serap Erdal, Bob Kenyon, Jack Prost, Cristian Roa, W. Andreas Schroeder, Bruce Tharp, James Unnerstall

Guests: Laxman Saggere, Department of Mechanical and Industrial Engineering

Staff: Aixa Alfonso, Jonathan Art, Cheryl Johnson, Laura Junker, Steve Kragon, Yolanda Rodriguez, Benn Williams

Absent: Shahrbanoo Fadavi, Elizabeth Loentz, Michael Ragozzino, Lewis Wedgewood

I. Program Proposals

A. Proposal to Revise the Master of Science in Mechanical Engineering and the Doctor of Philosophy in Mechanical Engineering

B. Proposal to Revise the Master of Science in Industrial Engineering and the Doctor of Philosophy in Industrial Engineering and Operations Research

Dean Art gave a bundled overview of both proposals since the changes and justifications were identical for both. Dr. Saggere provided additional comments.

Changes to PhD programs: The proposals were a request to reduce the coursework credit hours by 8 hours (from 56 to 48 for the Direct PhD program and from 32 hours to 24 hours for post-MS PhD), of which 4 hours will be reduced from 500-level requirements and the other 4 hours from 400- or 500-level requirements.

Increase the ME 599 thesis credit hours by 8 hours (from 52 hours to 60 hours for the Direct PhD program and from 44 hours to 52 hours for post-MS PhD)

Justification: Reduction of coursework hours and increasing thesis hours would allow PhD students to take the Preliminary Exam earlier and focus more on their research work and also reducing time to degree.

Changes to Master of Science programs: Remove the ME & IE 595 Seminar (0 hours) requirements for both thesis option and coursework-only option.
Justification: The IE 595 seminar requirement is not serving its intended purpose well for coursework-only master’s students.

The Committee asked numerous questions related specifically to how PhD students are trained and mentored in these programs, and what occurs if a student/mentor relationship is not going well. The issue of student assessment was also raised.

The Committee also had concerns about the lack of core course requirements (no core curriculum), which could result with faculty having too much power or students and not enough interaction with the students directly to see if they exhibit the knowledge needed for completion.

After extensive discussion, the Committee felt that although there are larger unanswered issues, the proposal itself does not bring those issues directly under the review of the Committee. The Committee requested the Dean to provide comments to the department, separate from the outcome of the proposal.

The Committee voted to approve both proposals. The vote to approve was seven (7) yes, one (1) opposed, and one (1) abstention.

II. Approval of the Minutes of the April 15, 2011 meeting.

The minutes were approved as submitted.

III. Dean’s Report

The Dean announced that the Graduate College is sponsoring the Jorge Cham PhD movie on Saturday, October 8. Jorge Cham will be present for a live Q & A.

The Dean announced that the Graduate College received over 170 letters of intent for the Chancellor’s Graduate Research Award. There is funding for only twenty awards, but the Chancellor has agreed to increase funding to thirty awards, and the Graduate College will add an addition ten (total forty awards).

IV. GC Recruitment (Information)

Dean Alfonso (Associate Dean in charge of the Graduate College Office for Recruitment and Diversity Affairs) reported on Graduate College recruitment efforts and initiatives to make them more effective. Some of the initiatives and ideas are to:

- Utilize the National Name Exchange list which lists underrepresented students in specific areas that have a 3.0 and higher GPA. The list includes students from the 50 Top Research Universities and HBCUs. UIC recently was approved as a member.

- Visit institutions that have good students in the targeted fields.
• Present data to the Directors of Graduate Studies via the Graduate College website.

V. Student Defenses

Due to time constraints this item will be delayed to a future meeting.

VI. Plagiarism

Dean Gillet presented scenarios that have taken place in the last 2 years related to student plagiarism in dissertations. Dean Gillet suggested instituting training for the faculty and students (similar to the GC401 training), and/or online training. A number of Committee members did not feel that such training would be effective. Other members thought that if the requirements and consequences are clearly displayed on the Graduate College website and in other publications, it would serve as a deterrent. Software to review documents is still being reviewed by the Graduate College and could be used by programs and faculty as a pre-emptive measure. There was some agreement that multiple approaches may be needed.

VII. Graduate Admissions: Conflicts of Interest

Dean Gillet presented allegations of a recruitment that was done so that the student could afterwards be hired for a faculty outside business. The Dean suggested a proposed policy be developed that addresses faculty conflicts of interests and recruiting.

Some ambiguous areas were discussed, such as how the situation described can be differentiated from one where a faculty is recruiting for their specific lab or research. The Committee provided the suggestion that faculty should not be involved in the admission evaluation process in cases of possible conflict of interest.

VIII. Time to Degree and Attrition for Doctoral Programs

Due to time constraints this item will be delayed to a future meeting.

IX. Old Business

There was no old business

XI. New Business

There was no new business

The Committee approved a motion to adjourn.
Minutes of the Graduate College  
Executive Committee  
October 28, 2011

Minutes of the Graduate College  
Executive Committee Meeting  
Of  
October 28, 2011

Present: Jonathan Art (Acting Chair), Kevin Barnhurst, Jennifer Brier, Serap Erdal, Bob Kenyon, Jack Prost, Cristian Roa, W. Andreas Schroeder, Bruce Tharp, James Unnerstall

Guests: Rosie Hernandez (Slavics), Colleen McQuillen (Slavics), Karen Patena (HI), Liz Peterson (OT)

Staff: Aixa Alfonso, Cheryl Johnson, Laura Junker, Steve Kragon, Kevin Monahan, Meridel Trimble, Benn Williams

Absent: Henri Gillet (Chair), Artin Goncu, Elizabeth Loentz

I. Program Proposals

A. Proposal to Reactivate, and Revise the Master of Arts in Slavic Studies.

B. Proposal to Reactivate, Revise and Rename the Doctor of Philosophy in Slavic Languages and Literatures as the Doctor of Philosophy in Slavic Studies

Dean Junker presented overviews of the proposals. The programs are presently suspended and proposals address current strengths in the department, as well as to better meet student interest and demand. Concentrations in Polish Literature and Culture and Russian Literature and Culture were added due to the current faculty. Dr. Hernandez answered a number of questions from the committee, including whether there are enough faculty to teach the 500 level courses and the rationale for the increase in the admission GPA requirement.

After further discussion, the committee voted unanimously to approve both proposals.

C. Proposal to Revise the Professional Master of Science in Occupational Therapy. (Entry Level Degree)

Dean Art presented an overview of the proposal which requests that the thesis and project options be eliminated. The Committee questioned the wisdom of only a coursework master’s degree. Prof. Peterson explained that the three options currently exist and that with new certification requirements and the OTD, none of the master’s students were choosing the project or thesis options. Students interested in research would instead apply to the OTD program.

After some discussion the proposal was approved unanimously.

D. Proposal to Revise the Professional Master of Science in Occupational Therapy. (Entry Level Degree Proposal to Revise the IBHE Post Baccalaureate Certification in Health Information Management (Information)
Dean Art presented this informational item to the committee. No concerns were voiced by the Committee.

II. Approval of the Minutes of the September 30, 2011 meeting.

The minutes were asked to be changed regarding section of MIE proposal on wording that should have stated that the change appears to give too much power over students. The amended minutes were approved unanimously.

III. Dean’s Report

Dean Art announced the success of the two Graduate College events with Jorge Cham (the first event included Jorge Cham Q and A before the showing of The PhD Movie while the second was only the showing of the movie). Over 500 graduate students attended the events and the response was extremely positive.

Dean Kragon announced an initiative between the Graduate College and the Office of Student Systems Services (OSSS) which allow electronic uploads of supplementary admission material, including letters of recommendation. Project should be ready by June 2012 for the Fall 2013 application cycle. Included will be an automated application checklist for applicants as well as flexible ways to display the student information for admission committees.

Dean Kragon announced that training is underway by OSSS with graduate programs for the Banner Relationship Management (BRM).

Dean Art gave an update on the plagiarism case. He also mentioned that consideration of different technologies are being studied for possible implementation to allow faculty and students to verify the students’ work before a defense would occur.

IV. Time to Degree and Attrition for Doctoral Programs

Kevin Monahan from the Graduate College presented information on a Graduate College project to study attrition and time-to-degree for UIC PhD programs. Examples of a few PhD programs were presented, as a representation of the study, which will continue until all programs are completed. The Committee asked a number of questions about the data and how it may be used. Further information will be presented at the next meeting.

V. Doctoral Student Assessment (UIUC Proposal – Information Only)

Meridel Trimble presented data from UIC survey in comparison of the UIUC Assessment.

VI. Student Defenses

Dean Junker presented the issue about student defenses being public. She led a short discussion on what some of the issues of concern are and that the Graduate College does not have official policy on defenses. Dean Junker will develop a proposal for review for the next meeting.

VII. Old Business: There was no old business

XI. New Business: There was no new business
The Committee approved a motion to adjourn.
Minutes of the Graduate College  
Executive Committee  
December 2, 2011

Minutes of the Graduate College  
Executive Committee Meeting  
of  
December 2, 2011

Present: Henri Gillet (Interim Dean), Jennifer Brier, Shahrbanoo Fadavi, Jack Prost, Michael Ragozzino, Cristian Roa, W. Andreas Schroeder, Bruce Tharp, James Unnerstall

Guests: Doug Lewandowski (CCVR), J. Michael O’Donnell (CCVR)

Staff: Aixa Alfonso, Jon Art, Cheryl Johnson, Steve Kragon, Meridel Trimble, Benn Williams

Absent: Kevin Barnhurst, Serap Erdal, Artin Goncu, Bob Kenyon, Elizabeth Loentz, Lewis Wedgewood

I. Program Proposals

A. Proposal to Establish an Interdepartmental Concentration in Cardiovascular Science.

Dean Art presented overviews of the proposals and Drs. Lewandowski and O’Donnell provided additional information and responded to questions from the committee.

The vision underlying the Interdepartmental Graduate Concentration in Cardiovascular Science for the PhD degree as conceived by the faculty from various academic units is that it will provide an educational nexus for research, graduate training, and locally and globally engaged scholarship at UIC. The department feels that a PhD graduate concentration in cardiovascular science is needed at UIC to provide students with a set of courses and laboratory research training that introduce them to various aspects of cardiovascular science. This area of study is represented in a variety of disciplines at UIC. It is necessary to bring the courses together into an organized concentration of graduate study to be jointly administered by the Center for Cardiovascular Research and the Department of Physiology and Biophysics.

Concerns:

1. **How will this show on the student’s transcripts?** Dean Kragon stated that once the student is admitted into the Concentration the Graduate College should be notified and it will be coded on the student’s record, or the information can be submitted when the student completes the concentration. Once both the degree and concentration are completed, both appear on the transcript.

2. **Who will be responsible of monitoring the concentration?** The responsibility will be shared but Dr. O’Donnell from Physiology will oversee the administration of the program. All costs will be shared.

3. **Clinical faculty:** The guests emphasized that this will enable students to work in faculty research labs and not only in clinical situations. Dean Art recommended the
faculty involved with graduate students should be members of the Graduate College faculty.

After some discussion, the proposal was approved with seven (7) yes, zero (0) no, and one (1) abstention.

II. Approval of the Minutes of the November 23, 2011 meeting.

The minutes were asked to be corrected to add Shahrbanoo Fadavi as being present at the November meeting. Dr. Fadavi was left off in error. Minutes, as amended, were approved.

III. Dean’s Report

A. The Dean reported that the Graduate College will be subscribing to the Versatile PhD website services, effective January 1, 2012. These services will help PhD students to look for non-academic jobs. The Graduate College, in collaboration with LAS is negotiating to have Paula Chambers, founder and president of Versatile PhD, come to UIC to provide meetings with administrators, faculty and students. The Executive Committee requested time to have her meet with faculty and the Executive Committee.

B. UIC will host Rebecca Bryant from the Urbana Graduate College for a workshop on developing skills for employment either in the academy or outside. The workshop will open to students in every discipline, master’s and doctoral.

C. The Dean reported on a meeting between the graduate units of UIC, University of Chicago and Northwestern, exploring collaborations of ideas and events such as workshops, built on the Chicago Metropolitan Exchange Program. Meetings will continue.

IV. Proposal for Graduate College Campus Ethics Training

A. Dean Gillet discussed recent issues of dissertation plagiarism. The Chancellor and Provost have indicated that this should be considered a priority. Besides looking at software solutions for checking for plagiarism, it is important that students and faculty receive ethics training related to this. Dean Gillet asked the committee to support the Graduate College proposal, and after discussion, it was agreed that a faculty component was also needed. Dr. Brier volunteered to write a draft for a faculty section which the committee can review at a future meeting.

V. Proposal for Graduate College Policy on Conflicts of Interest in the Admissions Process

Dean Gillet provided background, and after brief discussion the proposal was unanimously approved.

VI. Tenured Faculty on Doctoral Student Committees (Information only)

Dean Gillet presented the issues. Doctoral preliminary exam and defense committees require a certain number of tenured faculty. The Graduate College will allow tenured faculty from other institutions to count towards the requirement as long as there is at least one tenured faculty from UIC.
VII. Time to Degree and Attrition for Doctoral Programs (continued from the last meeting)

Dean Gillet discussed the concept behind the study, presented at the last meeting, and that the main purposes are to discover what occurs in each doctoral program in order to provide this information to programs. The programs will be able to use the information internally for strategic planning and the Graduate College Dean may use it for discussions with each program.

VIII. Proposal for Graduate College Policy in Doctoral Student Assessment

The Dean and staff of the Graduate College submitted a formal proposal on doctoral student assessment. The Committee had a number of comments and a lengthy discussion occurred. It was agreed that Dr. Schroeder will draft edits for review for the next meeting.

IX. Proposal for Graduate College Policy on Student Defenses

Due to time constraints this proposal was postponed to the next meeting.

X. Old Business: There was no old business

XI. New Business: There was no new business

The Committee approved a motion to adjourn.
Minutes of the Graduate College
Executive Committee Meeting
of
January 6, 2012

Present: Laura Junker (Acting Chair), Kevin Barnhurst, Shahbanoo Fadavi, Jack Prost, W. Andreas Schroeder, James Unnerstall, Lewis Wedgewood

Guests: Jack Zwanziger, SPH (HPA), Stephanie Crawford (Pharmacy), Nicholas Popovich (Pharmacy), Surrey Walton (Pharmacy), Michael Dieter (BHIS)

Staff: Aixa Alfonso, Cheryl Johnson, Steve Kragon, Benn Williams

Absent: Henri Gillet (Interim Dean), Jennifer Brier, Serap Erdal, Artin Goncu, Bob Kenyon, Elizabeth Loentz, Michael Ragozzion, Cristian Roa, Bruce Tharp

I. Program Proposals

A. Proposal to Revise the Doctor of Dental Medicine (DMD/Master of Science in Clinical and Translational Science - CTS (MS) Joint Degree Program

B. Proposal to Revise the Doctor of Medicine (MD/Master of Science in Clinical and Translational Science - CTS (MS) Joint Degree Program

C. Proposal to Revise the Doctor of Pharmacy (PharmD)/Master of Science in Clinical and Translational Science - CTS (MS) Joint Degree Program.

Assistant Dean Kragon presented the above proposals as a package since the revisions all were the result of the same changes to the MS program, except the name change of the DDS to DMS (previously approved for the stand-alone DDS). The proposed changes to the MS program were previously approved for the stand-alone MS degree and these proposals are to bring the joint programs in line with those changes.

Dr. Zwanziger further elaborated on the proposals and answered questions from the Committee, explaining that the Assoc. of Clinical Research Training, in conjunction with the NIH has developed a set of competencies for MS programs in Clinical Research. This change is to make the names consistent across the country.

After brief discussion the Committee approved the three proposals unanimously.

D. Proposal to Revise the Master of Science and Doctor of Philosophy in Pharmacy.

Associate Dean Junker presented the various components of the proposal. The revision removes the requirement that PhD applicants must have completed a relevant master’s degree prior to matriculation into the doctoral program. Also in lieu of the thesis requirement for the direct master’s degree program, they have
added a project requirement. In addition, there was a reduction of required hours for the MS from 42 to 32 hours, as well as a number of course changes.

Dr. Crawford provided further information and answered questions from the Committee (along with Drs. Popovich and Walton). Dr. Crawford explained that the changes were being made to provide master’s students various options and to reduce time-to-degree for doctoral students without compromising program quality. The department has not changed the required courses for approximately twenty years and many of the courses were no longer being taught or were outdated. The total number requirements for the PhD remain the same at 96 from the baccalaureate or clinical doctorate, or at least 64 hours from the Master’s degree.

Dr. Crawford stated that PhD recruiting becomes more attractive to Masters of Science students. Because of the amount of work, most students did not finish their Master’s program and for those who did, the timeframe made them less interested in obtaining a PhD, resulting in a loss of potential fellowship candidates. This also makes the degrees comparable with similar programs in the CIC.

After discussion the proposal was approved unanimously.

E. Proposal to Revise the Master of Science in Health Informatics. Course: BHIS 593
Title: HI Capstone

Dean Kragon presented a summary of the proposal. The first is to reduce the number of credit hours for BHIS 503 from four to three. This change is contingent to the plan to eliminate the course’s onsite capstone requirement. The second is the addition for the new course BHIS 593 (Health Informatics Capstone Experience, 1 hour) to the MS HI curriculum. The total hours required for the degree will remain the same at 45. Dr. Dieter also answered questions form the Committee.

After very brief discussion the proposal was approved unanimously.

II. Approval of the Minutes of the December 2, 2011 meeting.

Minutes was approved as submitted.

III. Dean’s Report

A. Dean Junker reported that Henri Gillet’s last day with the Graduate College was December 31, 2011, and that the Provost will announce the name of the new Dean within two weeks.

B. Dean Junker announced the Graduate College received a record number of applications for the Chancellor’s Graduate Research Fellowship. The Chancellor has agreed to funding an additional ten awards and the Graduate College will provide finding for another additional ten, for a total of forty awards.

Dean Junker also announced that the Fellowship Reception (for internal and external fellows will be on February 1, 2012 in SSB, Conference Rooms B and C from 2:00 pm – 4:00 pm. The Provost will be in attendance. Dean Junker invited members of the Committee to attend.
IV. Proposal for Graduate College Policy on Student Defenses

A. Dean Junker presented the proposal from the Graduate College and provided background. Due to behavior that seemed not in the spirit of the academy that was witnessed at a dissertation defense the question arose as to the Graduate College policy on defenses. The current policy states only that “The defense must be open to the academic community of the University and be publicly announced one week prior to its occurrence.” Dean Junker reviewed different policies on individual program websites and found many variances with minimal information provided in many cases. Dean Junker recommended that the Graduate College put together a standard policy for Dissertation Defenses to make sure all the programs held defenses that had certain commonalities and minimum requirements.

The committee discussed the issue and there was a wide variance of opinions. Some felt that specific guidelines from Graduate College may cause problems since a discipline’s practice may be different. They recommended that any policy leave some latitude, but have certain basic criteria, and to ensure that all programs treat their individual students the same at the defense. Also recommended:

1. Public attendees should sign a waiver to avoid copyright issues.
2. Final copies of the dissertation are given to the defense committee in a timely manner, at some interval (to be determined) before the defense, to allow the defense committee to review in order to avoid inconsistencies and plagiarism issues.
3. Contact Directors of Graduate Studies to see how the policy would affect their programs and provide their input on best practices for their discipline.

Dean Junker stated that the Graduate College will follow up and provide a revised policy statement proposal at a future meeting.

V. Proposal for Graduate College Policy on Doctoral Student Assessment (revised)

The Graduate College proposal for a Policy on Annual Assessment of Doctoral Students, as revised by Dr. Schroeder, was discussed and reviewed. After much discussion, the committee approved the proposal in principle, and agreed to the requirements of the policy as stated, but wanted the policy section edited for clarity, with guidelines moved to a different section. Dean Kragon agreed to edit the document and post the draft to the Executive Committee listserv for further comments. The Committee also requested that the new Dean of the Graduate College should be in place and provide support for the proposal before a final vote is taken. The proposal, as further amended, will be presented at the next meeting.

VI. Old Business: There was no old business

VII. New Business: There was no new business

The Committee approved a motion to adjourn.
Minutes of the Graduate College
Executive Committee Meeting
of
January 27, 2012

Present: Kevin Barnhurst, Karen Colley (Dean), Artin Goncu, Bob Kenyon, Elizabeth Loentz, Jack Prost, Michael Ragozzino, W. Andreas Schroeder, Bruce Tharp, James Unnerstall

Absent: Jennifer Brier, Serap Erdal, Shahrbanoo Fadavi, Cristian Roa, Lewis Wedgewood

Guests: Loraine Conry (SPH), Carole Mitchener (CI), Claire Grimmenga (Education)

Staff: Aixa Alfonso, Jonathan Art, Cheryl Johnson, Laura Junker, Steve Kragon, Meridel Trimble, Benn Williams

I. Program Proposals

Proposals A – D were summarized by Associate Dean Art.

A. Proposal to Revise the Concentration in Hazardous Substances Management, Master of Science in Public Health.

Revisions: (9) courses totaling 25 semester hours will no longer be required / Some EOHS courses will no longer be taught / (6) courses totaling 21 semester hours (new and existing courses) will be required / Research hours reduced from 16 to 12 / Total minimum credit hours for the program will change from 63 to 58 SH.

Discussion: Dean Colley inquired about why the research requirements for all were decreased? Dr. Conry stated that it was to free up time for the students and that the 12 hours are in line with what is required by other master’s program on campus and other similar programs on other campuses. In addition, the total hours for the degree, while reduced under this proposal, are still well above most master’s programs and satisfactorily meet the academic requirements of the discipline.

B. Proposal to Revise the Concentration in Occupational Safety, Master of Science in Public Health.

Revisions: (4) courses totaling 10 SH will no longer required / (2) EOHS 400-level courses will no longer be taught / (2) courses totaling 6 SH of new courses will be required / Change to selective list from which students will required to take 3-4 hours: (3) elective courses will no longer be taught / Research hours will be reduced from 16 to 12 SH / Total minimum credit hours for the program will be changed from 63 to 54 SH.

Discussion: Dr. Conroy stated that evaluations found that there is a shift of interest towards the work arena in the U.S. Social issues are becoming more important, e.g. physical and chemical Agents, shift hours, night work, and stress, etc.
C. Proposal to Revise the Concentration in Industrial Hygiene, Master of Science in Public Health.

**Revisions:** (7) courses totaling 19 SH will no longer be required / (6) courses totaling 21 SH of new and existing courses will be required / The minimum 4 SH of selective will be eliminated and recommended electives are now suggested / Research hours will be reduced from 16 to 12 SH / Total minimum credit hours for the program will change from 58 to 52 SH.

D. Proposal to Revise the Concentration in Occupational and Environmental Epidemiology, Master of Science in Public Health and Revise the Concentration in Occupational and Environmental Epidemiology, Doctor of Philosophy in Public Health.

**Revisions:** Revise curriculum to reduce the number of required course hours for the MS program by 4 to 7 credit hours thereby allowing students to choose 4 to 7 credit hours of electives to reach the minimum of 53 SH instead of the minimum range of 53-56.

**Discussion:** Dr. Conry stated that this change was in response from a review committee that came to the conclusion that there were too many required courses and not enough flexibility. They felt that there should be a decrease in required courses and an increase in electives to allow students to work on their specific concentration.

After brief discussion, a motion was seconded to vote on proposals A – D as a bundle, as the committee did not have any issues. Proposals A – D were unanimously approved.

Proposal E was presented by Associate Dean Junker.

E. Proposal to Establish a New Concentration in Science Education, Master of Education (M.Ed.) in Instructional Leadership.

**Revisions:** Purpose for establishing the new concentration is three-fold. First, to create opportunities for graduate students with science backgrounds to earn secondary science certification at UIC; second, to provide opportunities for practicing teachers with an interest and background in science across P-12, as well as to allow science working professionals to have access to advanced studies in science education; third, to seek to extend the College of Education’s urban mission and its partnership with CPS by educating future and practicing science teachers to challenge deeply rooted educational inequities and deliver a quality science education that addresses the diverse learning needs of students from different backgrounds and experiences.

**Discussion:** Dr. Mitchener proved further information on the proposal and emphasized that there is a growing demand for sciences in the STEM government programs. There are two areas of focus regarding the concentration – Secondary Science, and higher level courses in Science Education.
Dr. Mitchener explanation that the strands are separate and that students would not be doing both as they serve a different cohort of students.

A question was raised about the wording on allowable credit to transfer for courses taken while the student is an undergraduate, and Dr. Mitchener agreed that the proposal will be edited to state that up to 25% of the total hours required for the master’s degree will be allowed to transfer.

After brief discussion the committee unanimous approved the proposal with the stipulation of the edit described above.

II. Approval of the Minutes of the January 6, 2012 meeting.

Dean Junker stated the minutes should be amended under the section on the Graduate College Policy on Student Defenses to allow exceptions for copyrights and patent-pending material.

Minutes as amended were approved: six (6) approve, three (3) abstain (due to non-attendance).

III. Dean’s Report

A. Dean Colley announced that President Hogan and the BOT have proposed possible program cuts. Initial discussion has focused on undergraduate programs but there was also mention of graduate programs. There is question among campus leadership on how much savings these actions would realize as the tenured faculty will remain.

B. The Dean stated that a BOT Dean’s Retreat occurred in January and dashboard data was presented. Departments are put in cohorts – looking at enrollment, etc. Most slides were on undergraduate data; however, a few slides were on graduate data. Dean Colley must and the Provost are preparing information on one slide that shows an above national average for time-to-degree for PhD programs (all programs combined). It was noted that review of the data show it was incomplete and internal data does not support what was presented.

C. Dean Colley announced that discussed with the Provost the Graduate College Proposal on Annual Assessment for Doctoral Students. The Provost thought that assessment was a good idea and important.

IV. Proposal for Graduate College Policy on Doctoral Student Assessment (revised)

The revised proposal was presented by Dean Kragon and endorsed by Dean Colley. The policy will be effective for students registered in doctoral programs AY 13-14.

The policy was unanimously approved.

V. Old Business: There was no old business

VI. New Business: There was no new business

The Committee approved a motion to adjourn.
Minutes of the Graduate College Executive Committee Meeting of February 17, 2012

Present: Kevin Barnhurst, Karen Colley (Chair), Jennifer Brier, Artin Goncu, Bob Kenyon, Elizabeth Loentz, Jack Prost, Cristian Roa, W. Andreas Schroeder, Bruce Tharp

Absent: Serap Erdal, Shahrbanoo Fadavi, Michael Ragozzio, James Unnerstall, Lewis Wedgewood

Guests: Milly Crespo (Architecture), David Brown (Architecture), Marcia Lausen (Art & Design)

Staff: Aixa Alfonso, Jonathan Art, Cheryl Johnson, Laura Junker, Steve Kragon, Benn Williams

I. Issues/Discussion on the Development of a Proposal for Graduate College Campus Ethics Training – Faculty (Jennifer Brier)

Overview: Dean Colley summarized the current status of initiatives on education for students and faculty ethics and plagiarism issues. Interim Dean Henri Gillet had presented a proposal on Graduate College Ethics Training at the December 2, 2011 meeting. The proposal addressed the student component and the committee had felt that a faculty component needed to be added. After several discussions at subsequent meetings, Dr. Jennifer Brier volunteered to do further research on the faculty component. Dr. Brier presented various scenarios and provided examples from websites of other institutions and from several UIC departments.

After discussion, the committee concluded that the Graduate College should post information on ethics and that a faculty committee should be formed to address the issues. In addition, the committee should review the content of GC 401 so that elements from that course could potentially be modularized to provide ethics training for all graduate students across disciplines. The Dean agreed to form and charge a committee consisting of members from various disciplines, and to also look into collaboration with the OVCR pertaining to faculty training.

II. Program Proposals

A. Proposal to Reorganize and Rename the College of Architecture and the Arts as the College of Architecture, Design and the Arts

B. Proposal to Establish Two New Course Subjects (Rubrics) in the College of Architecture and the Arts: Design (DES) and Art (ART), and Elimination of the Existing Course Subject for Art and Design (AD)

C. Proposal to Revise and Redesignate the Master of the Fine Arts in Graphic Design as the Master of Design in Graphic Design
D. Proposal to Revise and Redesignate the Master of the Fine Arts in Industrial Design as the Master of Design in Industrial Design

E. Proposal to Establish a Master of Architecture/Master of Arts in Design Criticism Joint Degree

Associate Dean Junker presented the proposals as a package and summarized each for the Committee. The reorganization among all of the above proposals is as follows:
- College name change to College of Architecture, Design and the Arts
- Separation of departments
- Reorganization of the existing units (two schools and two departments) into four schools (two of which will contain formal departments)
- Separation of the existing Art and Design (AD) course subject into two new subjects – Design (DES) and Art (ART). This is being done to emphasize Design as distinct from Art.
- Degrees and curricular revisions to meet the stated goals of this reorganization

The proposal representative (Marcia Lausen) explained that these changes create financial savings by better utilizing college and faculty resources. It strengthens the organization also at the unit level and opens interest across disciplines.

There was much discussion on the area of design within Art and Design and the Art History programs. Marcia Lausen provided background on the polarization of opinions within the college but emphasized that there is now consensus, as shown in the faculty vote in the proposal.

After discussion, a motion was made to combine the vote for all of the above proposals. The committee voted unanimously to approve all of the proposals with the addition of the following comment for the benefit of SCEP, the Senate, and the College of Architecture and the Arts:

The Graduate College Executive Committee is pleased to note that the College of Architecture and the Arts reorganization proposal preserves the integrity of the Department of Art History, which has historically had an international reputation in the history of art and history of design, is credited with the founding of the most important journal in design history, published by MIT Press, and has been the home for major figures leading the discipline of art history and its expansion into design history for some time. The proposal maintains the faculty strength of a department that has long been a 'spire of excellence' establishing the high standing of UIC and retains its highly regarded Ph.D. program, continuing and expanding a tradition of interdisciplinary collaboration in visual design, culture, and history.

F. Change in Admissions GPA for the Master of Science in Electrical and Computer Engineering (Information Only)

Dean Junker presented thin information item, changing the admissions GPA from
3.5 to 3.0.

III. The January 27, 2012 Minutes were approved as submitted.

IV. Dean’s Report

Dean Colley reported on a number of recent student outreach events and workshops developed by the Graduate College:

2/1/12 – Annual Fellowship Reception was held. Attendance was close to 100 people, including a number of faculty. Associate Dean Laura Junker proved comments on the various fellowships and Provost Lon Kaufmann also addressed the gathering.

2/2/12 - James Kollenbroich, Theses Coordinator, held a thesis formatting workshop where over 150 students attended. He also held two of these workshops in the fall and will be scheduling another in the spring.

3/9/12 – Create Your Personal Career/Professional Development Plan Workshop – Rebecca Bryant – Assistant Dean and Director of Career Services in the Graduate College at UIUC will hold a two hour workshop.

3/16/12 – The Versatile PhD Workshop – The Graduate College purchased an institutional subscription to the website (for use by the whole UIC community) and will co-sponsor (with LAS) an all day visit by Paula Chambers, founder and director. She will met with several student and faculty groups, including the first part of the Executive Committee’s meeting on this day.

3/12/12 – UIC Diversity Research Forum – Associate Dean Aixa Alfonso explained that this was an entire day of presentations by students and other professionals. Registration required.

4/1/12 – Annual Faculty Meeting

4/19/12 – Image of Research Reception (for Winners of Image of Research, Outstanding Thesis, and Mentoring Awards

Dean Colley announced that we will be having an informal reception to honor former Interim Henri Gillet and that the Executive Committee will be receiving an invitation soon.

Dean Colley provided information on the Tuition Waiver taxation changes for Graduate Assistants (GA). Teaching (TA) and Research (RA) Assistantship tuition waivers are not taxed and for those groups there are no changes.

VI. Old Business - None

VII. New Business – None

Meeting Adjourned
Minutes of the Graduate College
Executive Committee Meeting
of
March 16, 2012

Present: Karen Colley (Chair), Shahranoo Fadavi, Artin Goncu, Bob Kenyon, Elizabeth Loentz, Jack Prost, Michael Ragozzio, Cristian Roa, W. Andreas Schroeder, Bruce Tharp, James Unnerstall, Lewis Wedgewood

Absent: Kevin Barnhurst, Jennifer Brier, Serap Erdal,

Guests: Paula Chambers (The Versatile PhD, LLC)

Staff: Laura Junker, Steve Kragon, Benn Williams

I. The February 17, 2012 Minutes were approved as submitted.

II. Dean’s Report

Dean Colley reminded the Committee on Image of Research event on April 19, 2012, 2:00 p.m., in the Daley Library. Besides the Image of Research winners, the Outstanding Thesis and Mentoring Awards will be presented. The Committee is invited and a reminder will be sent. The Dean informed the Committee that the Provost would like for the Graduate College to take leadership on campus-wide TA training, with the International TA training reporting to the Dean. Dean Colley stated that the Graduate College will be surveying departments to collect information on what is currently being done at the department level, so that the Graduate College can better plan on needs and commonalities.

The Dean noted that there have been a number of student complaints related to their CampusCare coverage. The Chancellor had submitted a number of correspondences from students to the Dean related to the new GEO contract negotiations and there were also a few CampusCare requests included. The Graduate College will be meeting with the UIC bargaining team soon to be briefed on the negotiation issues and timing of the beginning of bargaining.

III. Dr. Paula Chambers, The Versatile PhD, LLC – guest speaker

Guest speaker Dr. Paula Chambers, founder and director of The Versatile PhD, LLC, was invited to speak to the Committee. The Graduate College recently purchased a subscription to The Versatile PhD, a website resource for PhD students. The focus of the website is to allow students to learn about various career options outside of the academy, mainly for students in the Humanities and Social Sciences, but now expanded for other disciplines, with a completed expansion to be finalized in 2013. The subscription allows any UIC person with a valid netid (student, staff, faculty, postdoc, and alumni for up to one year post-graduation) access to the premium content of the site, free of charge. Access to
the premium content is available via the login though the Graduate College website.

The Graduate College, along with the College of Liberal Arts and Sciences, brought Dr. Chambers to the UIC campus on March 16 to meet with graduate students, faculty and the Graduate College. She held a keynote speech for approximately 90 doctoral student in the morning, had lunch with the Graduate College, Career Services and LAS, met with the Graduate College Executive Committee for 45 minutes, and then held three small group (approx. 12 students each) sessions and a fourth small group sessions for postdocs.

Dr. Chambers first provided background and underlying concepts of The Versatile PhD to the Committee. She provided some statistics and evidence of the need for this type of career service function. She then provided a quick tour of the website and the premium content. A number of questions were raised by the Committee and discussion occurred before she had to leave to conduct the first small-group session. The Committee continued the discussion with the Dean after Dr. Chambers had left. The Dean expressed the need for the Graduate College to continue and expand these types of student outreach programs.

The previous week, the Graduate College brought Dr. Rebecca Bryant, Assistant Dean and Director of Career Services at the Graduate College at UIUC, to direct a workshop she holds at UIUC about six times a year called CareerStart.

IV. The February 17, 2012 Minutes were approved as submitted.

V. Old Business

Dean Colley informed the Committee that the Ethics Training Committee membership was almost complete, and will include Associate Deans Jonathan Art and Laura Junker, among other faculty members. They will be charged with advising on a course based upon GC 401, Scientific Integrity and Ethics, that may be modularized in order to fit the needs of all graduate students. The issue of plagiarism will be addressed, as well as the faculty training component.

VII. New Business – None

Meeting Adjourned