

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

**MINUTES**

August 24, 2017, 11:00AM  
STRONG HALL – ROOM 210

Members Present: Mark Joslyn, Dave Mechem, Kris Pedersen, Jon Tunge, Eric Vernberg, Margot Versteeg, Tony Walton, Peter Welsh

Others in attendance: Kristine Latta (COGA), Rachel Schwien (COGA), Paul Atchley (*ex-officio*), Carl Lejuez (Dean)

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

**Introductions and Welcome**

Dr. Mechem welcomed the new and returning members to the 2017-2018 CGS committee and self-introductions were made.

**Approval of the Minutes**

A motion was made and seconded to approve the May 11, 2017, minutes of the Committee on Graduate Studies. The motion was approved unanimously.

**Dean's Charges for the 2017-2018 Academic Year**

Dean Lejuez presented the following charges to this year's committee:

**1. Practice and Evaluation of Graduate Student Mentoring**

a. Develop a College "Position Statement" on graduate mentoring

The statement should:

- Draw upon departmental best practices, previous work of the CGS on the mentoring of GTAs and GRAs, and policy, guidelines, and position statements from other institutions;
- Provide a point of reference for any future policy or programs related to graduate mentoring;
- Be general enough to speak to the practice of mentoring across a range of disciplines, for both master's and doctoral students;
- Clearly communicate the contribution that good mentoring makes to individual students, disciplines, and the College;
- Address the contributions of both mentor and mentee to a positive mentoring relationship.

b. Develop a set of recommendations for the evaluation of graduate mentoring in the College.

The guidelines should:

- Be grounded in an understanding of current practice in the evaluation of graduate mentoring at KU and the resources and information available through other KU units (e.g., CTE, Office of the VP of DEI)
- Incorporate finding from research on mentoring and innovative practices from other institutions
- Outline a set of specific steps that the College could take to improve the mentoring of graduate students

## **2. Changing Graduate Advisors**

Develop guidance for departments to facilitate the creation of department-specific policy on changing graduate advisors, and determine whether or not such policy should be required of departments by the College or only recommended.

The guidance should:

- Provide an explanation of the need for such policy and the kinds of scenarios that a department may encounter in the absence of such policy;
- Outline a range of policy options, ideally drawing from existing College department policy or practice;
- Specify the key elements that should be included in the policy (e.g., the policy should make it clear to the student how to initiate the process).

### **The CGS 2015-2016 Annual Report to CAC**

Dr. Mechem presented the 2016-2017 CGS Annual Report to CAC. A motion was made and seconded to approve the Annual Report. The motion was approved unanimously.

The Annual Report will be presented by the 2017-2018 CGS Chair, Dr. Mechem, at the College Academic Council meeting on September 12, 2017.

### **Subcommittee Organization & Responsibilities**

Dr. Latta provided a review of the subcommittees' responsibilities which were discussed by the membership. Members were asked to submit their subcommittee preferences. Subcommittee assignments will be made early next week and members will be informed.

### **CGS Deadlines Calendar 2017-2018 & Subcommittee workflow**

Rachel Schwien provided an overview of the CGS Submission Deadlines Calendar (2017-2018) which is posted online on the governance website.

### **New Business**

Dr. Latta shared that with the subcommittee reorganization approved by the 2016-2017 CGS, awards will now be reviewed by ad-hoc committees. More information regarding the structure of these committees will be shared at the next meeting.

There being no further business, the meeting was adjourned by Dr. Mechem at 11:44 a.m.

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

**Upcoming Meetings**

The next meetings of the CGS Subcommittees will be **Thursday, September 7, 2017.**

The next meeting of the Committee on Graduate Studies is **Thursday, September 14, 2017  
11:00 a.m., 210 Strong Hall.**

*Respectfully submitted by Rachel Schwien, COGA*