University Council on Graduate Study  
November 20, 2012  
Minutes  
3:30-5:00 p.m.  
817 CL

Attending (* indicates substitute for a Council member)
Karen Arndt (Arts and Sciences), Kathleen Blee (Arts and Sciences), Stephen Carr (Arts and Sciences), *Thomas Cunningham (Graduate and Professional Student Government), Vivian Curran (Law), Heidi Donovan (Nursing), Mahmoud El Nokali (Engineering), Bill Federspiel (Engineering), Eleanor Feingold (Public Health), Dennis Galletta (Business), Michael Gunzenhauser (Education), Stephanie Hoogendoorn (Provost’s Office), *Michael Rizzi (Public and International Affairs), Lisa Rohan (Pharmacy), Alberta Sbragia (Provost’s Office and Arts and Sciences, Chair), Chandralekha Singh (Arts and Sciences) Heiko Spallek (Dental Medicine), Michael Thompson (Arts and Sciences), Travis Wisor (Registrar’s Office)

Guests
Alan Juffs, Director of the English Language Institute

Introductions
Alberta Sbragia welcomed the new members, and Council members introduced themselves.

Approval of the Minutes and the 2011-2012 Annual Report of UCGS
The minutes and the report were distributed and members are requested to submit corrections by email. The Annual Report will be posted to the UCGS website at the following url: [http://www.pitt.edu/~graduate/reports.html](http://www.pitt.edu/~graduate/reports.html).

Proposal to Terminate a Graduate Certificate from the School of Law
The School would like to terminate the Certificate of Advanced Study in Environmental Law, Science and Policy. The School’s faculty has initiated a plan to convert some of their certificate programs into areas of concentration, and this proposal is the first. The last students who will be allowed to matriculate into the certificate program will be those who enter the JD program in fall 2013. The school has decided to keep the certificate available to these students because it is being advertised on their website during the application process. A new Area of Concentration in Energy and Environmental Law in the Juris Doctor degree program was approved in October 2012 to replace this certificate program, effective for students enrolling in Spring 2013.

Council briefly discussed the proposed program. It was clarified that an area of concentration is intended to provide a discipline-specific focus within a broad major, and a certificate is typically intended to be an interdisciplinary program available to students pursuing different degree programs. Council asked what input students and alumni had about the proposal, and how the profession views certificates versus concentrations. Vivian Curran stated that she would inquire and provide a response to Dr. Sbragia.

A motion was made and seconded to approve to terminate the Graduate Certificate program. All members who voted did so in favor of the terminating the program.
Proposal to Terminate Three Certificates from the School of Social Work
The School would like to terminate the following certificate programs:

- Certificate of Advanced Study in Family and Marital Therapy,
- Certificate of Advanced Study in Employee Assistance Program, and

The certificate programs have not been offered in the past several years. It has been many years since students have enrolled in these programs. Council needs to review the request in order to satisfy the Guidelines for the Review of Academic Planning Proposals.

A motion was made and seconded to approve to terminate the three certificate programs. All members who voted did so in favor of the terminating the programs.

Announcements from Dr. Sbragia
Note that the first four announcements require your action, as underlined below.

Council will have two subcommittees, Student Affairs and Graduate Procedures. The Graduate Procedures subcommittee will review a request from Arts and Sciences to establish a new academic appointment type for a graduate research assistant. Please contact Paula Janikowski at plj5@pitt.edu or by phone (x4-0790) indicate which subcommittee you would like to join by the end of the semester.

The online enrollment process for health insurance is currently under review with the goal to improve the process for the 2013-2014 enrollment. If you have not already discussed any problems that you have encountered with our office, please contact Stephanie Hoogendoorn at hoogen@pitt.edu. As a reminder, all full-time international students at the University of Pittsburgh are required to purchase and maintain health insurance while they are enrolled at the University. In addition, students in J-1 status are required by federal regulation to have health insurance for themselves and any accompanying J-2 dependents at all times while in the United States, see http://www.ois.pitt.edu/immigration-related-stuff/health-insurance/#student. International students need to report to the University via the portal that they have health insurance coverage. Note that students are not required to purchase one of the UMPC Student Health Plans.

Gateway Clipper Orientation for new international graduate students will be held on Thursday afternoon on August 15, 2013. The event is sponsored by the Office of International Services, with support from the Office of the Provost. Please hold the date on your calendar and consider encouraging your new international students to attend. Typically, one faculty member from each school is asked to attend to meet their students. The orientation will be held on a larger boat, so that more students can attend.

Every couple of years, the Office of the Provost requests copies of the school’s academic appointment letters for teaching assistants, graduate student assistants, and graduate research assistants for review. Please ask your dean’s office to send to examples by the end of the semester to Stephanie at hoogen@pitt.edu.
The Dissertation Writing Room in 401 Hillman Library recently opened. The purpose of this room is to provide a place for students in the Provost-area schools who have passed their comprehensive exams, are currently taking dissertation credits, and are pursuing dissertation research and/or the writing phase of their program to work in a quiet environment. A secondary effect is that the room is providing a sense of community for these dissertation students. More information can be found online at http://www.library.pitt.edu/grad/phdcarrels.html.

As a reminder, doctoral programs are to undergo an annual, external review every ten years, as stated in the Guidelines for Conducting Evaluations of Academic Programs http://www.pitt.edu/~provost/guidelines.pdf.

On the national graduate scene, the issue of tracking student placement beyond the initial first placement is becoming more important. Currently, there do not seem to be any requirements for reporting second, third, and later placements. However, there will likely be trend to do this. Schools should start to think about how they will report these placements. As available, updates will be provided, and Council can discuss this topic further.

Council members are encouraged to submit suggestions of speakers who should be invited to attend Council meetings to address general topics relevant to our graduate and professional students.

**Graduate and Professional Student Government (GPSC)**

Thomas Cunningham gave an overview of their plan to host a University–wide student activities orientation for new students in either late August or early September of 2013. Their initial benchmarking indicated that a majority of schools offer similar orientations. GPSG would invite student services, such as the library, campus transportation, computing resources, health services, and others, and other student organizations to set-up booths to provide information to new students. A raffle could be held to encourage students to visit all the booths. The program would be a short welcome by a university administrator, such as Dr. Sbragia and the GPSG President. Currently, GPSG sends representatives to the various school and program orientations. A university-wide orientation would consolidate the efforts of both the GPSG and the individual schools.

Council was supportive the University–wide student activities orientation, including holding the event in either the first or second week of the academic year. GPSG will provide more updates, including the date, as the planning progresses.

**Presentation by Dr. Alan Juffs, Director of the English Language Institute**

Dr. Juffs discussed the following:

- Mission of the English Language Institute;
- Recent developments in language assessment;
- Understanding scores on the iBT, MTELP, and IELTS exams; and
- Placement of students tested in fall 2011.

To address concerns about the lack of space available for incoming new students in the English
To be approved at the next meeting of UCGS

Language Institute, it would be helpful if schools could provide advance notice of admits who they anticipate will need ELI courses to Alan Juffs by April 30 for the coming year. This may not guarantee space, but could help their planning for the next fall semester.

The presentation was circulated to members with the draft minutes.

The meeting was adjourned at 4:55 p.m.