Rackham Student Government
Board Meeting: October 2, 2013

Agenda

I. Call To Order
II. Approval of Agenda
III. Approval of Previous Minutes
   a. September 25, 2013
IV. Officer Reports
   a. Graduate Student Body President, Phil
   b. Graduate Student Body Vice President, Kaitlin
   c. Graduate Student Body Treasurer, Chuky
      i. Finance update
V. Committee Reports
   a. Academic Affairs
   b. Budgetary
   c. Legislative Affairs
   d. Student Life
VI. Open Discussion
VII. Adjournment

Included in packet:
RSG Board Minutes September 25, 2013
AAC Minutes October 1, 2013
I. **CALL TO ORDER:** 7:08pm
a. **Present:** Representatives Mike Hand, Michael Lang, Julian Bahr, Yiting Zhang, David Malewski, Ryan Roberts, Brooke Hornton, Chris Tom, David Barton, Michael Benson, Vice President Flynn, Treasurer Mbagwu
   
b. **Absent:**
   
c. **Excused:** Phil Saccone

II. **APPROVAL OF THE AGENDA**
Moved by Dave. Second by Julian. Approved Unanimously.

III. **APPROVAL OF THE PREVIOUS MINUTES**
Minutes of Sep 18th found on page 2 of the agenda. **Approval moved by Michael B. seconded by Michael H. Approved Unanimously.**

IV. **OFFICER REPORTS**
   a. **President Saccone** – Married on Friday. Honeymooning today.

   b. **Vice President Kaitlin Flynn** – Would like to Recognize Kiridhika (kirirha) who has attended three consecutive Board members. **Michael B. moves to appoint Kiridhika ___ to serve as an associate representative for the Fall term.**

   "Krithidika: Doing a masters program in applied econ. Wants to promote RSG within her masters program. According to her, RSG has done a pretty good job but there is room for improvement.

   The motion is approved unanimously."

   c. **Treasurer Chuky** – Both of my update will be later in the agenda. We have $28k in the account. After debits we will have $12k in the account.

   **MB** asks about student group funding from the summer.

   **Chucky:** 2 of the 4 funded groups have been completed. Another 2 have not hit their post-event deadline to submit their receipts and funding reports.
V. Fall 2013 Budget

Chuky: Budget is found on pg. 13. I hope you all had a chance to review it. The justification is found on the individual committee budget requests.

We have a surplus of ~ $1500 from the budget left over from the

Kaitlin: To be clear, we have $28k?

Chuky: We have $28k in the account. We have been given $11,800 in student fees for the Fall thus far. We allocated $10k for the summer. Of the summer fees, we allocated $1500 via the budgetary committee.

MB: So, Chuky, I think I’m clear but could you make sure that I have this right? We collect $1.50/student/term. We have ~ $25k in our account. Of that some amount is currently encumbered, from prior Board authorizations, and another amount is about to be encumbered pending the Board’s vote on the Fall 2013 budget.

MB continued to provide budget information to which Chuky agreed.

Committee Budgets:

Brooke (AAC): WE have two separate types of events that AAC would like to host in the fall. We’ve requested $1200 for the annual lunches with the deans. We’re anticipating $500 for food for each event with an overall $200 buffer. The second event we’re looking to host is a forum on women’s issues. We’re requesting $200 for this coffee / tea.

Ram: How many people are you expecting?

Brooke: Town Halls ~ 100 apiece for North Campus and Central Campus.

Michael: Moves to approve Chris and Brooke to serve as co-chairs of the AAC for this term. Second by Ram. Approved unanimously.

Michael (LAC): Move to appoint myself as Phil’s LAC co-chair. Seconded by MH. Approved unanimously.

MH: Discussed the committee’s plans as they appear in the minutes.

MB: I move to confirm the Student Life Committee’s selection of Michael Hand to serve as the SLC chair for the current term. Seconded by ML. Approved with one abstention (MH).

General Admin (Kaitlin): There are $300 dollars allocated for general administration. $400 was allocated for the Munger forum and we spent $150. We’re also spending $100 for promoting facebook.

Julian: How much is it per facebook status boost?
Brooke: The lowest cost is $5/day for a status and $20 per day for a page itself.

**Chuky:** On page 13 is the list of main events on each committee as well as top line budgets. Ignore the “approved” budget column. I’d ask for your approval. **Motion to approve the treasurers proposed budget and to authorize the committees to carryout the included events and activities.** Seconded by **Michael Benson.** Approved Unanimously.

**VI. COMMITTEE UPDATES**

**a. Academic Affairs Committee**
Brooke: We meet biweekly. So we didn’t meet last week. We have the final set of edits to the GSBOR ready to present to the

Ram: We have other points too. We’re also working on course evaluations. I’ve emailed the committee. We’re expecting to go to the final version next week. One that goes to the committee it will also go to the Board for approval too. We’re also trying to make an experiment.

Michael: Is this ready for the Board?

Brooke: No, this is still an internal discussion in the committee… More to come shortly.

**b. Budgetary Committee**

Minutes from the last two electronic meetings from the BC are included in your packet. One is from the summer and the 2nd is from the fall. **Chuky:** Moves to approve both sets of BC minutes. Seconded by Dave M. Approved with one Abstention.

c. Elections Committee
d. Legislative Affairs Committee

**MB:** Lots going on. The committee met today at 6pm. We will have an election forum and lease signing fora. Check the minutes when they come out for more information and/or come to the next committee meeting (in 2 weeks). Also, Dave M. will be emailing you shortly asking for suggested questions for the candidates’ forum. Please send them in by Monday at 6pm.

e. Student Life Committee

**Kaitlin:** Last Thursday The president of the SPH graduate student government and I spoke at the Regents Meeting. President Coleman spoke first and spoke to
the attempts to keep the costs down for Munger. I spoke first and said essentially what Phil said in his letter; that the design was non-optimal, that the anticipated monthly cost was so high, and that students were excluded from the process. Later during the meeting the Regents announced that the fellows would be called the Coleman-Munger fellows after President Coleman. The diagrams of the proposed building were shown to the regents just before the design was approved Unanimously. We received a fair amount of press after the regents’ meeting including inside higher ed. This massive building is already under construction. For those that will be here in 2015, we should be able to take a tour.

A presidential search update. Michael Lang attended more of the recent meetings. Michael Hand: All of you should have seen publicity for the event tomorrow. It’s a forum for people to go and interface with the regents and to explain what we’re looking to see in the next president. Michael Proppe, CSG President, will be introducing the representative comments that CSG received from its survey. Other people from the committee, myself included, will likely be speaking to other issues and themes from the survey results.

Brooke: Can I get some of that for facebook?

MH: Sure. Email me to remind me. Also, there will be an open mic time for people who have signed up in advance to give up to 1min speech about what they want to see in the next President of the University of Michigan.

Julian: I’ll be attending and speaking tomorrow.

MH: I move to receive and approve the minutes from the student life committee. Seconded by MLB. Approved unanimously.

VII. OPEN DISCUSSION

Erin: Engaging as diverse as possible the amount of graduate students.
Mike Hand: Making substantive progress on our ongoing issues.
Michael Benson:
Julian: The two previously approved AAC proposals. BOR and the Course Bank.
Ryne: Implementing the approved.
Ben:
Krithika: Promoting RSG more. None of my friends are
Ryan: Work as hard as we can to cooperate with other student orgs and governments. Particularly with regard to funding policies.
Alex: THE BOR!
Chuky: the GSBOR, and allocating more funds and using them!
David: Student Housing both on and off campus. And Seccesion
**Ram:** Work with the executive to make sure that passed resolutions are implemented. Also engage north campus more.

**Dave:** Keep involved with local community, and keep the student body abreast of how the university is working with the community to make things better (hopefully). Also to reiterate the course evaluations and getting everyone on board with that.

**Brooke:** I’d like to bring more womens’ issues into the Board and to create more fora on womens’ issues and to make more resources. Secondly,

**Kaitlin:** I agree with everyone. I think everyone’s priorities are great. I really want to see the BOR and the new website. And I want to continue to engage with students. Yiting had a great idea about having a lounge.

**Kaitlin:** We’re going to have a happy hour. IT will be soon. There will be more notice too. While we’re talking about the newsletter, there will be one next week. If you have something for a committee, please send it to Julian ASAP.

**Julian:** If you have a special interest item for the newsletter, please send it to me.

**VIII. ADJOURNMENT** at 8:09pm.
RACKHAM STUDENT GOVERNMENT  
ACADEMIC AFFAIRS COMMITTEE  
10/1/2013, 7:00 PM  
RACKHAM GRADUATE BUILDING  
2ND FLOOR WEST CONFERENCE ROOM, NORTH ALCOVE

I. CALL TO ORDER: 7:12pm

II. ROLL CALL OF MEMBERS

Members: Chris Tom, Phil Saccone, Janakiraman Balachandran, Alexander Gutierrez, Kaitlin Flynn, Brooke Horton, Erin Sullivan, Julian Bahr

Present: Chris Tom, Kaitlin Flynn, Brooke Horton, Julian Bahr

Excused: Janakiraman Balachandran, Alexander Gutierrez, Erin Sullivan, Phil Saccone

Unexcused:

III. OUTSTANDING ACTION ITEMS

a. Update from Chris about scheduling with the deans for the town hall/lunch with the deans.
   i. Dates are confirmed with the deans. Oct. 29th for North Campus with Weiss, Blair Hitchcock. Oct. 31st for central campus with Weiss, Hitchcock and Solomon. A room is not yet booked (talk to Mary) and catering needs to be worked out with North Campus because they only accept particular vendors.

b. Thanks for GS BOR comments!

c. Thanks for everyone liking our FB page!

IV. BUDGET REQUEST UPDATE

a. Lunch with the Deans
   i. Approved for $1200 ($200 is a buffer) for food, soda and utensils

b. Forum on Women’s Issues
   i. Approved for $275 ($65 is a buffer); $95 for coffee/tea, $72 for pastries, $40 for advertising

V. ESTABLISH PROJECT LEADS

a. Project leads established. See Attachment 1.

b. Goals and deadlines need to be in by Tues. Oct. 8th. An email will be sent out with specifics.
VI. FINALIZE GRAD STUDENT BILL OF RIGHTS DRAFT

a. Discussion of the most recent version. See attachment 2.
   i. JB wants to know the intention of the document; if it’s a best practices document or something enforceable.
   ii. CT comments that it is more like a best practices document, but that portions are enforceable, such as the discrimination clause. He comments further that it is a document to point to in times of conflict.
   iii. JB asks if we want enforceable and non-enforceable items in the same document.
   iv. CT comments that he thinks it is fine because stronger language is used on enforceable items and suggestions are given for non-enforceable ones.
   v. BH comments that she thinks this is more of a “slow play”, in that she sees a best practices document being approved by faculty and then a document of rights for the obvious items. And finally a shuffle of the best practices onto a document about rights.
   vi. CT comments that this needs to go to the board so that we can debate the larger issues there.
   vii. All are in agreement that the content of the document is good, but the title may need to be changed.

b. It is put to a vote to send it to the board. CT, BH, JB, KF vote yea. AG, ES and RB vote yea via electronic vote. PS abstained.

VII. COURSE EVALUATION BANK RESOLUTION

a. Discussion of the latest version ensues.
   i. CT recommends that the last “whereas” item be removed. BH, JB & KF agree.

b. JB, KF, CT & BH agree that there are very few changes need, but references need to be put into the document

c. KF comments that this resolution will likely go through and it really needs to get to the board soon
   i. BH recommends that we request that RB have the document finalized and put to an AAC vote this week. It should go to board next Tues.

VIII. ORPHANED AGENDA ITEM?

a. Students with disabilities / Assistive Technology – follow up on progress; potentially get Laura Patterson to speak
   i. KF explains that this was an agenda item last year that needs to be followed up on. The university switched to the Google suite, but in doing so they decreased accessibility to disabled students. She suggests we talk to Laura Patterson to see what they need help with from RSG.

IX. OPEN DISCUSSION

a. KF- the conflict resolution chart needs to go on the website under the AAC. PS is sending this to BH.
b. CT- next week (Oct. 11th) AAC co-chairs are meeting with SACUA to talk about what we are doing in AAC, as well as understand what they are working on. The primary goal of this meeting is feedback. SACUA advises the provost on academic issues.

X. ADJOURNMENT: 7:43pm
ATTACHMENT 1
Project leads

Academic Affairs Committee Agenda Items 2013-2014
Chris Tom, Phil Saccone, Janakiraman Balachandran, Alexander Gutierrez, Kaitlin Flynn, Brooke Horton, Ryan Roberts, Erin Sullivan, Julian Bahr, Chuky Mbgawu

Below are the agreed upon agenda items for the AAC during the 2013-14 academic year. Project managers are not to bear the brunt of the entire project, but rather are in charge of the delegation of tasks, bi-weekly presentation of progress to the AAC, as well as, ensuring that all deadlines are met.

Project leads will be in contact with the AAC co-chairs (Chris Tom and Brooke Horton) to set project goals and deadlines by Tuesday, October 8th.

Agenda Items:

1. Journal of Visualized Experiments (JoVE) seminar
   a. Project Lead: Alex Gutierrez

2. Graduate Student Bill of Rights to Faculty Board
   a. Project Lead: Brooke Horton

3. Lunch with the Deans
   a. Project Lead: Julian Bahr

4. Forum on Women’s Issues
   a. Project Lead: Erin Sullivan

5. Expansion of non-discrimination policy
   a. Project Lead: Chris Tom

6. Course Bank
   a. Project Lead: Ram Balachandran
Preamble

Graduate education is a crucial stage of training for advanced fields. It focuses on the discovery of new knowledge, the generation of new ideas, and the development of future leaders. As junior colleagues, graduate students critically contribute to the mission of the University of Michigan through their research, teaching and extracurricular involvement. The success of these contributions relies in part on the relationship between students and faculty, for which both parties share responsibility.

On behalf of all Rackham graduate students, Rackham Student Government offers this document as a beneficial reference for all those involved in graduate education at The University of Michigan.

This document outlines both the responsibilities and expectations of graduate students have for attaining a meaningful and productive educational experience as they transition into fully participating colleagues in their respective fields. It is imperative that students and faculty work together to create an environment that encourages academic inquiry, integrity, mutual respect, and professional development.

Definitions

1. **University**: Refers to the University of Michigan as an institute of higher learning that is authorized to grant academic degrees, and also to faculty, staff and administrators who are associated with this institute.
2. **Rackham**: The Rackham Graduate School is the central administrative unit for most graduate programs at the University.
3. **Program/Department**: An academic unit as defined by the University.
4. **Faculty/Advisor**: An employee appointed by the University who serves in teaching, service and/or research functions.
5. **Graduate Student**: An individual enrolled in an advanced degree program and for whom the University holds academic records.
Rights

1. Graduate students have the right to fair and equal treatment from University administrators, departmental staff and faculty free of discrimination based on gender, race, age, family status, sexual orientation, gender expression, disability, religious or political affiliations, country of origin, and citizenship.

2. Graduate students have the right to specific and concrete requirements for achieving an advanced degree, to be communicated clearly upon entrance to the program. This information should be freely accessible in written form. Modifications to those requirements must be conveyed to the students in a similar manner. Changes to degree requirements should not affect students previously accepted into the graduate program or academic focus, except at the option of the student.

3. All graduate programs should outline non-coursework expectations and the ways in which those expectations can be achieved, such as participation in recruitment events, mandatory meetings, special training. Provisions for when these expectations are in conflict with other requirements or professional commitments should also be outlined.

4. Graduate students have the right to refuse to perform tasks unrelated to either clearly stated degree requirements in their individual academic program(s) or their professional development.

5. Graduate students have the right to change faculty advisor(s), as well as, the right to alternative supervision. If a degree program is to be discontinued, provisions shall be made for students already in the program to complete their course of study.

6. Prospective and currently enrolled graduate students have a right to know the normative and average times to degree within a specific graduate program. These students have a right to know a program’s attrition rate and the predominant reasons for failure of completion, unless providing the information interferes with an individual’s privacy rights.

7. Graduate students have the right to be informed of financial support for their studies prior to entering and throughout the program. Should this support change at any time during the course of study, graduate students have a right to be informed in writing of such changes in a timely manner.

8. Discussion of students between faculty, staff, or other students should be professional in nature and focused on academic performance and professional development.
9. Graduate students have the right to transparent evaluation, regular feedback and guidance concerning their academic performance and progress towards an advanced degree. Evaluations should be factual, clear, and discussed between the student and evaluator. The following should be available to the student in writing: annual progress reports, decisions on qualifying examinations, and unusual or additional program requirements.

10. Graduate students have the right to correct or remedy deficiencies in their academic performance prior to dismissal from a program in a reasonable amount of time. Any intent to dismiss a student from a graduate program or advising relationship must be preceded by specific, written performance evaluation at least one semester prior to completion of dismissal. This document must include specific requirements and concrete timeline that a student should take to rectify unsatisfactory performance and avoid dismissal from his or her program(s).

11. Graduate students have the right to access professional training courses and seminars as needed. This should include but not be limited to: information about professional associations and conferences, mock interviews, job opportunities and publishing articles in journals.

12. Graduate students who are required to teach as a stipulation of obtaining an advanced degree should be afforded a comprehensive training program for their teaching responsibilities. This includes, but is not limited to academic resources, teaching and learning, and sexual harassment training.

13. Graduate students have the right to adequate space and material resources for their work (e.g. printers, telephones, computers etc.)

14. Graduate students should have representatives on all campus-wide administrative committees that affect graduate students, with voting privileges where appropriate. In addition, all departments and graduate programs should include graduate student representatives in committees that make decisions affecting graduate student policies and academic requirements.

15. Graduate students have the right to utilize the support resources on campus, including but not limited to Health Services, Counseling and Psychological Services, the graduate student Ombudsman, University Ombudsman, Sexual Assault and Prevention Awareness Center, Spectrum Center, etc. A graduate student has the right to request a temporary leave of absence for health or mental health reasons.

16. Graduate students have the right to fully participate in University and non-University communities, including student organizations and political processes, with the expectation that involvement not detract from their scholarly work or progress towards degree completion.
17. Graduate students have the right to a non-biased arbitration process if and when seeking to resolve a violation of these rights. Official academic grievance procedures and informal complaint procedures should be clearly defined at the graduate division and at the department or graduate program level. These procedures should be presented to graduate students at the time of entry.

18. Graduate students have a right to be informed of these rights upon enrollment, and to be free of reprisals for exercising these rights.

**Responsibilities**

1. Graduate students have the responsibility to conduct themselves in a manner befitting a junior colleague. Graduate students’ professional behavior should be a credit to themselves, the higher academic unit, and the University.

2. Graduate students have the responsibility to respect and uphold all relevant University policies regarding professional conduct, including but not limited to the Code of Academic Conduct, the University Policy on Nondiscrimination, Sexual Harassment and Student Records and Privacy.

3. The University of Michigan strives to create a diverse working environment; therefore it is the graduate students’ responsibility to work with diverse faculty, staff, and peers regardless of their race, gender, religion, sexual orientation, or national origin.

4. Discussion of faculty, staff, or other students should be professional in nature and focused on issues pertaining to academics and/or mentoring.

5. Graduated students are to uphold ethical norms in research and higher academic pursuits and provide accurate and honest reporting of research results, methodology, and scholarship.

6. Graduate students pursuing an advanced degree at the University of Michigan have the responsibility to uphold the ethical and professional standards of their discipline.

7. Graduate students are expected to devote an appropriate amount of time and energy toward the advanced degree within normative time, unless special circumstances apply. The specifics of this requirement are negotiated in a discussion with the mentor.

8. Graduate students should take the initiative in asking questions that promote their understanding of the academic requirements and the financial particulars of their specific graduate program.
9. Graduate students should investigate and apply for appropriate funding opportunities with discussion and advice from their faculty mentor(s).

10. Graduate students have a responsibility to understand their role in the development of the relationship between faculty mentor and graduate student. This includes, but is not limited to: an awareness of time constraints and other demands imposed on faculty members and program staff; regular communication with faculty mentors and advisors, especially in matters related to research and progress within the graduate program; and timely communication of concerns and difficulties within the program and in life that are preventing them from making progress within their degree, with the appropriate person(s).

11. Graduate students who serve as Graduate Student Instructors have the following responsibilities:
   a. To work cooperatively with supervising faculty and other teaching assistants to accomplish the tasks set out by the GSI assignment.
   b. To give adequate attention to the teaching role by conscientious efforts in planning, preparation, and implementation of GSI assignments.
   c. To achieve an appropriate balance between teaching responsibilities and other essential activities.
   d. To take advantage of whatever orientation and training opportunities are offered as professional development.
   e. To engage in reflective analysis of teaching activities, and to accept constructive criticism from peers and faculty in order to better fulfill these teaching roles.
   f. To proactively seek varied teaching opportunities.

12. Graduate students have the responsibility to seek out a non-biased arbitration process if and when a situation that is hostile or otherwise prevents reasonable degree progress develops with a mentor, staff, faculty, or student.

13. Graduate students have the responsibility to correct or remedy deficiencies in their academic performance prior to dismissal from a program in a reasonable amount of time.

14. Graduate students have the responsibility to discuss their career goals and options with their mentor, as well as track progress towards specific goals they have set for themselves.