



## Graduate Council Agenda General Session

Monday, August 31, 2020

11:50am – 1:20pm, Blackboard

Collaborate Ultra

<https://us.bbcollab.com/guest/892195c3526f4fc7b501be45314a0e5c>

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- I. Welcome and Introductions
- II. Approval of July 20, 2020 minutes (attached)
- III. Announcements and updates
  - A. Grad student election results
  - B. Committee Assignments
  - C. Admissions-Funding Timeline and Process 20-21 (attached)
  - D. Grad Program Snapshot (attached)
  - E. Change to GSSC allocation
  - F. Other
- IV. For discussion or action
  - A. Inclusive teaching and anti-racist pedagogy
  - B. History 701/ proposed History 702 (attached)
  - C. AOF Recruitment
  - D. Longer term plans
  - E. Other

Graduate Council  
**GENERAL SESSION MINUTES**

Monday, August 31, 2020

11:50 a.m. – 1:20 p.m., Blackboard Collaborate (Online)

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Present: Ussishkin (Chair), Houck, Kodesh, Murthy, Rock-Singer; Cerepak, Mall, Walsh, Wathen; Abadie, Normand, Gramer

- I. Welcome and Introductions - Noted
- II. Minutes of July 20, 2020 meeting – Approved
- III. Announcements and updates
  - A. Grad student election results – Announced
    - i. Grad Council: Shatrunjay Mall and Emma Wathen
    - ii. JCOTA: Brianna Lafoon and Isaac Lee
    - iii. Grad Student Faculty Liaison Committee: Zada Ballew, Joshua Doyle-Raso, and Kilian Harrer
    - iv. Undergrad Council: Alice Main
  - B. Committee assignments – Announced (some still pending)
    - i. JCOTA: Judy Houck (Chair)
  - C. Admissions Funding Timeline and Process 20-21 – Noted
  - D. Grad program snapshot – Noted
  - E. Change to GSSC allocation - Noted
- IV. For discussion or action
  - A. Inclusive teaching and anti-racist pedagogy – Report by Gramer
  - B. History 701/ proposed History 702 - Reviewed
  - C. AOF recruitment – Tabled until October meeting
  - D. Longer term plans – Tabled until October meeting
- V. Adjourned to Executive session at 1:00 p.m.

# GRAD ADMISSIONS/FUNDING TIMELINE AND PROCESS

*Benchmarks in 2020-2021 recruitment for Fall 2021 entering class*

Note: Entries in italics are informational only, not part of the admissions/funding process

Date	Task/Event
September	<ul style="list-style-type: none"> <li>Fellowships and Scholarships (F&amp;S) Committee schedules Feb. 2021 meeting</li> <li>Grad Council (GC) schedules Jan. 2021 Executive Session for reviewing admissibility</li> </ul>
Early November	Block fellowship application due (not applicable for this year)
November 2 GC meeting	GC reviews Grad School block fellowship application for History & HSMT (on hold this year)
December 1	Application deadline for Fall 2021 entry
December 7	Faculty review of applications begins: <ul style="list-style-type: none"> <li>Graduate Admissions Coordinator finalizes spreadsheets for faculty review of applications and uploads to UW Box</li> <li>DGS distributes instructions and nomination forms to the faculty</li> <li>DGS requests fields to submit ranked admission nominations by <b>January 18</b> (nominations should include wait-list candidates)</li> </ul>
Early December	<ul style="list-style-type: none"> <li>Results of the Grad School block fellowship competition to be announced; DGS notifies fields of any needed adjustment in admissions targets, based on our allocation of fellowships from the Grad School</li> </ul>
January 18	Deadline for fields' submission of ranked nominations
<i>January 19</i>	<i>Spring 2021 instruction begins</i>
January 19–22	Graduate Admissions Coordinator prepares spreadsheet of nominated applicants for the GC Executive Committee's review
Last week of January	GC Executive Committee meets to confirm nominees' admissibility
February 1	Grad Program Assistant uploads the nomination forms and applicant files to UW Box for F&S review
First week of February	F&S meeting to evaluate nominations in light of targets, to select applicants for funding offers, and to draw up a ranked list of the wait-list candidates across fields (up to 3-hour meeting)
Early February	DGS negotiates with the Graduate School conversion (if any) of "keeper" fellowships to "one-time" fellowships and secures Grad School approval of offer letters
Early February	DGS emails advance notice of acceptance to admitted and waitlisted students
February 11-12	Offer letters of admission/funding emailed to admitted applicants
February 12	Letters emailed to applicants not admitted
February 15	Offer letters of admission/funding mailed to admitted applicants

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Mid-February – April 15	DGS re-extends declined “keeper” fellowships (if any), based on wait-list, or requests conversion to diss. fellowships
March 13 -15	Recruitment Weekend
<i>March 27 – April 4</i>	<i>Spring Recess</i>
April 15	Decision deadline for admitted applicants
April 19	DGS distributes updated degree program profiles (incl. future support obligations) and solicits information on fields’ admission plans for the 2022-2023 cohort
April 22	Deadline for fields’ submission of reports on admission plans for the 2022-2023 cohort
April 26 GC meeting	<ul style="list-style-type: none"> <li>• DGS reports on results of admissions/recruitment of the 2021-2022 cohort</li> <li>• GC reviews field reports on future plans and sets admissions targets for the 2022-2023 cohort</li> </ul>
May 3 Dept. meeting	DGS reports on recruitment of the 2021-2022 cohort and on the targets set for 2022-2023

	A	B	C	D	E	F
1		Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
2	<b>STUDENTS</b>					
		HSMT & History Merged 7/1/17				
3	<b>All Students:</b>	157	150	135	137	132
4	<b>On leave:</b>	4	3	4	2	1
5	<b>Active Students:</b>	153	147	131	135	131
6	<i>Dissertators</i>	96	90	76	73	67
7	<i>Prelims level</i>	25	21	23	24	30
8	<i>MA level</i>	32	36	32	38	34
9	<b>By Program (active students)</b>					
10	<b>Individual Plan of Study</b>	3	6	6	4	4
11	<b>Africa</b>	10	11	8	8	9
12	<b>Central Asia</b>	1	1	1	1	1
13	<b>East Asia</b>	18	17	16	17	13
14	<b>Europe</b>	38	27	25	32	31
15	<b>HSMT</b>	NA	15	17	16	18
16	<b>CWH</b>	1	1	0	0	0
17	<b>Latin America</b>	8	2	1	3	3
18	<b>Middle East</b>	1	1	0	0	0
19	<b>South Asia</b>	2	0	0	0	0
20	<b>Southeast Asia</b>	9	9	8	8	9
21	<b>US</b>	62	57	49	46	43
22	<b>PGWH*</b>	7	6	6	6	6
23	* PGWH students are included in the data above for U.S. and European History.					
24	<b>FUNDING</b>					
25	<b>History TAs</b>	35	40	40	42	47
26	<i>as a % of all students</i>	22%	27%	30%	31%	36%
27	<b>Outside TAs</b>	9	4	5	4	4
28	<i>as a % of all students</i>	6%	3%	4%	3%	3%
29	<b>History PAs</b>	7	12	5	5	9
30	<i>as a % of all students</i>	4%	8%	4%	4%	7%
31	<b>Outside PAs</b>	8	6	2	2	3
32	<i>as a % of all students</i>	5%	4%	1%	1%	2%
33	<b>Dept fellowships</b>	14	14	11	11	11
34	<i>as a % of all students</i>	9%	10%	8%	8%	8%
35	<b>Dept. Other</b>		1			1
36	<i>as a % of all students</i>		1%			1%
37	<b>UW fellowships</b>	25	16	21	25	17
38	<i>as a % of all students</i>	10%	10%	10%	18%	13%
39	<b>External Fellowships:</b>	23	22	20	18	22
40	<i>as a % of all students</i>	15%	15%	15%	13%	17%
41	<i>ACLS, Fulbright, Javits, SSRC</i>	4	6	6	3	2
42	<i>FLAS</i>	2	3	2	5	8
43	<i>Military/employer</i>	3	4	5	3	8
44	<i>Other (e.g., govt, misc. fellowships)</i>	14	9	7	7	4
45	<b>UW Lecturer (tuition remission)</b>	4	6	5	4	4
46	<b>Self-funded:</b>	28	22	22	23	12
47	<i>as a % of all students</i>	18%	15%	16%	17%	9%
48	<i>Dissertators:</i>	28	21	19	21	10
49	<i>Pre-dissertators:</i>	0	1	3	2	2
50	<b>Unknown:</b>	0	0	0	0	1
51	<b>DEGREES AWARDED/TERMINATIONS</b>					
52		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
53	<b>PhDs Awarded:</b>	16	28	20	9	13
54	<b>Dropped:</b>	3	9	6	11	7
55	<i>No degree</i>	0	4	4	2	2
56	<i>Terminal MA</i>	1	1	1	5	3
57	<i>Prelims level</i>	2	0	1	2	0
58	<i>Dissertator</i>	0	4	0	2	2

## HST 701/702

A two-semester sequence introduction to history as a graduate and professional discipline. Comprises practical and intellectual discussions of historical study and research, including questions of how to be a graduate student in the department, how to “do” history, and how to professionalize in the field. Includes talks from department faculty, staff, and outside lecturers. Required for all History graduate students in their first year.

Blue: How to “be” a graduate student

Red: How to “do” history

Green: How tos of professional development

### *701 (Fall Semester)*

#### **Week 1**

Introduction to goals of Fall semester (“being” a grad student and historian, timelines, and codes of conduct)  
AHA professional guidelines, MA and PhD dept. learning goals (Academy “norms”)  
Introduction to “being” a grad student at UWM/cohort introduction  
Cohort-building  
Professional conduct and codes at UWM and in academia

#### **Week 2**

Intro to the administrative networks at UWM  
You and your advisor (introduce Advising Qs as an assignment)

#### **Week 3**

Time management, expectations in seminars, and surviving seminars (guest Speakers: A few second or third-year grads on how to “survive” and what they’d do differently)

Reading and notetaking strategies

How to take notes: For example, have a one-page doc for every book/article you read w/--main points, interesting arguments, an important to know later fact, links to other works/authors, things to

remember – emphasize that this can help with prelims (that’s the only thing to prep for with prelims at this point!)  
Activity: how to take notes/notetaking activity

#### **Week 4**

“Doing history,” history as a discipline, and historical methods  
How to get better at posing historical questions and historiographical questions  
Methodologies of history (guest speaker: faculty member discussing *how* they ask their questions and “do” their history)

#### **Week 5**

General timeline and milestones to degree (Admin guest speaker)  
Five-year plan activity  
Assignment: Read relevant/assigned sections of Grad handbook

#### **Week 6**

Using campus resources: library/UW libraries, Historical Society, rare books, Chazen  
Break into small groups; each does one tour and reports back

#### **Week 7**

Mental health in academia (student panel and someone from UHS?)  
Coping with the first year and imposter syndrome  
Assignment: Check-in with advisor

#### **Week 8**

Conferences – how to find, apply, fund, and present  
How to behave at a conference and/or academic talk  
Assignment: attend an academic talk on campus (ongoing/can be introduced at beginning of semester); do a short write-up or presentation on theme/structure/setup

**(9: Week without class, with attending a talk on campus mandated)**

**Week 10**

Writing a coherent and effective CV *and* resume (talk from faculty and/or staff)

Assignment: writing your CV and resume

**Week 11**

Networking in academia

Using professional networks on and off campus

Using alumni networks/BadgerBridge (Christina Matti as speaker)

Assignment: Find a professional network/affiliation to join; reach out to an alum

**Week 12**

Party and feedback/cohort building

*702 (Spring Semester)*

**Week 1**

Introduction to goals for Spring semester (focus on research, writing, and teaching)

Mock grant applications. Assign students to gather a list of grants specific to their field/topic (due in two weeks)

Play around in/with Grants Information Collection resources.

**Week 2**

Research: how to decide on a topic or change a topic (faculty guest speaker)

Activity: Research elevator pitch

**Week 3**

Summer: What to do and how to apply (should coincide with when people will be applying for summer \$)



Finding hidden money for funding (using online resources to find grants, also)

Discuss mock grant applications

#### **Week 4**

Practical research and writing: Using digital tools (Zotero, Scrivener, etc.)

Other technical skills needed for history

Using digital history (or needs its own week?)

Assignment: Practice using one of these digital research methods

#### **Week 5**

Tackling the archives, Part I

General tips from faculty speakers

How to choose where you go/get most out of them

Assignment: find archives that you may use for research

#### **Week 6**

Tackling the archives, Part II

Grad student tips on being in the archives as a junior researcher

Conducting research tips, what to do if not as expected, how to organize your research when you get back

#### **Week 7**

How to write an article, including finding appropriate journals, editing, and timeline (faculty guest speaker)

#### **Week 8**

Careers in history and looking outside of academia

Guest speaker: someone from Chazen, government, etc. (public history)

Assignment: edit and update CV/resume

#### **Week 9**

CVs and resumes, part II, or careers part II (maybe another guest speaker?)

ImaginePhD, Discover PD, and Aurora introduce as digital resources

Assignment: Explore above online tools

Find a grad school professional development event of interest

**Week 10**

Teaching, Part I (faculty speaker) and working as a TA (TA speaker)

**Week 11**

Teaching, Part II (making a syllabus)

“Bring your syllabi to class” day to discuss the assignments and strategies for approaching them

Q&A with 3<sup>rd</sup> and 4<sup>th</sup> year students

**Week 12**

Teaching, Part III: Antiracism and working as a TA/professor (could also be combined or addressed in week 10 or 11)

**Week 13**

Pizza party and evaluation/feedback