

## University Graduate Council Minutes

Monday, January 24, 2014

9:00 am

Sherrick 114

### Council in Attendance:

Karlene Hoo (The Graduate School)

William Ruff (EHHD)

Yves Idzerda (Sciences –Letters & Sciences)

Sarah Codd (Engineering)

Anne Christensen (Business)

Jean Shreffler-Grant (Nursing)

Alan Dyer (Agriculture)

Mary Murphy (Letters – Letters & Sciences)

Devon Hassa (Student Rep from ARCH)

### Also on Attendance:

Melis Edwards (Graduate School)

Amanda Brown (Graduate School)

Erin Smith (Graduate School)

### Absent:

Josh DeWeese (Arts and Architecture)

Michael Reidy (Ex Officio, Graduate  
Educ.)

- Meeting started at 9:03 am  
Chair: Yves Idzerda
- January 27, 2013 minutes approved with no change
- No comments from campus
- Amendments to Bylaws:
  - Article I: Sections 1 & 2: Name Changes made to reflect: “The Graduate School”
    - Motion Approved
  - Article II: Section 1: Membership Change
    - Changing representation for Arts and Architecture to 2 representatives for the Graduate Committee as well as changing representation for Education, Health and Human Development to 2 representatives for the Graduate Committee
      - Motion Approved
    - Changing graduate student representation from 2 to 1, with option of an alternate
      - Motion Approved
    - Name change from Vice provost of the DOE to the Dean of the Graduate School
      - Motion Approved
    - Wording changed from graduate students to graduate student
      - Motion Approved

- Article II: Organization and Administration Section 3: Amending frequency to scheduled 2 meetings per month
  - There is a need for the UGC Standing Committees, Article IV Section 1 (Curriculum, Governance, and Policy & Procedures) to provide suggestions and recommendation to the Graduate Dean on matters of curriculum, governance, and policy & procedures. The two-week frequency will allow for these standing committees to meet and provide timely feedback.
    - Motion Approved
- Article II: Section 5: Changing the time of reply from the absent member's mail vote to 5 business days instead of 7 days.
  - Allows increased efficiency
    - Motion Approved
- Article III: Section 1: Discussion ensued regarding the Term for Officers
  - Proposal of changing officer term from 1 year to 2 year term
    - Motion Approved
- Article IV: Sections 1 & 2
  - Name changes made from Vice Provost of DOE to the Dean of the Graduate School
    - Motion Approved
- Article V Amendments
  - Discussion ensued over amendment proposals a, b, c, and d
    - Proposal B was chosen
      - These Bylaws may be amended at any regular or special meeting of UGC provided members receive at least **5 working** days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a **two-thirds vote** of the UGC is required.
        - Motion Approved
- Graduate Student Report
- Admissions at Spring Orientation for Spring Enrollment:
  - 433 students (303 Graduate and 130 Non-degree)
  - Spring 2014 Total Enrollment: 1926
  - Fall 2013: 2030
  - Summer 2013: 1043
- Degree Works™ for graduate students: rollout in March
- CollegeNet™: Rollout for admins and potential students March 3rd
  - Customizable Online Application
  - Each department will have a portal for accessing all of their department's applications
    - The current application Royal will be turned off some time with overlap
    - Training will occur in March with the full rollout in May
- Fellowships

- Graduate Travel Grants: a proposal to modify the travel grants was handed out. If ratified the modification would affect the remaining funds (\$24K) for FY2014
  - Recruitment and for existing students (preferentially doctoral) in 3<sup>rd</sup> and 4<sup>th</sup> year to go out and present
  - Committee member Murphy suggested alternative to be address other travel needs
    - Discussion to continue at the next UGC meeting
    - UGC standing committee to provide upgrade to the proposed travel grant proposal
- PhD enhancement funds: a proposal to modify the criteria was handed out
- Meritorious Awards: \$100K for AY 2015-2016, each award is \$5K
- Presidential Awards: \$13K for AY 2015-2016, each award is \$1K (\$500 in 2 semesters)
- Request appropriate UGC Standing committee recommend the distribution of the awards to the Graduate Dean
- Spring 2014 Degree Candidates: 366 Applications (62 PhD, 291 Masters, 12 Certificate)
- Program of Study Deadline Policy
  - Students receive a **Hold** if no program of study is turned in by deadline
- Materials Science Faculty Vacancy Posted and Conducting Phone interviews
  - Need to make sure the new faculty fits well in its home department
- Point brought up regarding an occurrence wherein a probationary message was sent to a newly graduated student. Should be submitted to an appropriate sub-committee (Policy and Procedure).
- Common Recruitment Officer
- Discussion: Loss of Stephanie Cunningham (Program Director of MBSP)
  - What she did for MBSP (recruitment, advising, directing)
  - If applicants didn't fit MBSP she passed them on to other departments
  - Didn't drop the ball--continued with follow through w/ them
  - Stephanie also recruited for College of Engineering
    - Council member Codd stated that her continuous efforts may have identified higher quality students (she mined the GRE database)
  - Proposal- hire a central recruitment person for STEM (CLS, COE, CAG, others)
    - Manage recruiting. E.g., goes to recruitment event, professional society meetings
    - Fits with the strategic plan to increase the student body and recruit quality
  - UGC should provide a recommendation on how to proceed to the Graduate Dean
- Standing Committees

Committees to be reformed and allow the faculty therein more participation in recommendations to the Graduate Dean and the Graduate School

- Curriculum Committee

The Graduate Program Officer will provide to standing committee the course requests

- Deletions, modifications, additions of new graduate courses

- Program Requests: deletions, changes, new programs
- UGC standing committees- Chair Idzerda to send out email requesting UGC members to serve on these committees

- Governance Committee

- 99 hour rule: Maximum # of credits set to graduate. OR “out of state rate”
  - Progression to graduate-unless a major event occurs
  - Maximum timeline (# of years vs. # of credits)
  - Current max for PhD-10 years (is this aligned with the statistics at other peer institutions?)
- Graduate research faculty status
  - Committee member Ruff felt that MSU may not be ready for this. There can be a underdog issue
  - Possibility of inappropriate people maybe on committee that shouldn't be

- Policy and Procedures Committee

The Graduate School will provide a prioritized list of the most pressing issues

- Video Conferencing Policy Review
  - Only 1 person currently allowed on videoconference
  - Students and Faculty are all over and program is growing
  - Policy not keeping up with technology- whole classes are now taught
  - Questions
    - Can more than one member participate via videoconference?
    - Is there a limit to how many people can participate via videoconference?
    - Can the chair participate via videoconference?
    - Is teleconference and videoconference the same thing?
- Graduate Committee: master and doctoral
  - Who can serve (post docs, emeritus? Etc.) on the committee?
- Meeting adjourned at 11:00 am
- Next scheduled meeting- March 24, 2014 9:00-11:00am, Sherrick 103