

University Graduate Council Minutes

Tuesday September 1, 2015

1:00 – 2:00 p.m.

Sherrick 114

Council in Attendance:

Alan Dyer, *Chair* (Agriculture)

Marc Giullian (Business)

Timothy LeCain (Letters)

Christopher Livingston (Architecture)

Ahmed Al-Kaisy (Engineering)

John Borkowski, *Vice Chair* (Sciences)

Ann Ewbank (Education)

John Seifert (Health & Human Development)

Michael Babcock (Faculty Senate)

Karlene Hoo (The Graduate School)

Also in Attendance:

Amanda Brown (The Graduate School)

Lauren Cerretti (The Graduate School)

Absent:

Jean Shreffler-Grant (Nursing)

Meeting started at 1:05 p.m.

- Introduction of new members
- Thank you to past members
- Reminder for council members to update their colleges on UGC activities (Hoo)
- A draft of the workflow for UGC Policy Proposals was distributed. The draft was an attempt to make the process transparent and to complete proposals in a timely and efficient manner.
- UC Subcommittees are necessary to make council activities efficient.
- UGC will post items for review to the KNOX folder. All members will be added as users by Grad School.

April 29, 2015 minutes

- Chair Dyer called for approval, council member LeCain motioned, council member Al-Kaisy second
 - Unanimous approval

Announcements (Dean Hoo)

- MSU Graduate Student Competitive Research Grant: Statistics
 - Received 32 proposals, \$30k to fund. Funded 22 proposals across 4 colleges.
 - Hope to repeat this spring (2016) with contributions from OVPRED and Office of the Provost.
 - Open to all graduate students, not just STEM
- Communication to Campus: *The Scholar's Corner*
 - An emailed newsletter (as needed) prepared by The Graduate School
 - Content: reminder with important dates, deadlines, and updates
 - Chair Dyer suggests a companion faculty newsletter in addition to a student newsletter
 - Content: updates to new forms, policy changes, deadlines, etc.
 - Could help with communication and continuity from UGC meetings/actions
 - Graduate School will consider this suggestion
 - Suggestion: Have news items appear on video screens in departments and offices
- Fall 2015 Graduate Student Summit planning
 - Student committee organizing, with help from The Graduate School
 - Agenda: grant writing, interview skills, CV/resume workshop, networking session

- Special poster session: 40 posters possible, open to all graduate programs.
 - 1st place: up to \$250 for travel, 2nd place: \$100 for scholarly expenses (e.g., lab fees, professional organization dues)
 - GS source of funds: Phone-a-Thon sponsored by the Alumni Foundation
- Annual Review of Academic Progress Form
 - Optional, due each spring, available on GS website
 - Only used for academic progress (GPA, research productivity, exam completion, and so forth)
- New electronic GAAF Process
 - GAAF stands for Graduate Assistantship Appointment Form
 - The Graduate School developed new (Summer 2015) electronic process to streamline appointments for departments
 - Correct student email address listed in MyInfo/Banner extremely important for successful GAAF process as this is how student is contacted to “sign” appointment
- Graduate School Open House; Oct 20th, 108 Montana Hall
 - Aim: timely info about graduation, programs of study, thesis/dissertation formatting, and so forth
 - Informal: drop-in event, refreshments
 - Students, faculty, & staff invited to attend
- Chair Dyer: the information shared today is important. Is there a way to share with faculty at large?
 - Minutes always posted online

Old Business

- Policy Amendment Proposal: Who Can Chair Graduate Committees (Chair Dyer)
 - Issue was raised spring 2015 term, will be discussed at next UGC meeting on Sept 15, 2015.
 - Legal issues (if any) of allowing NTT faculty to chair committees need to be addressed
 - “Graduate faculty status” (GFS) could solve this problem.
 - Chair Dyer stated that this was a prime issue on UGC agenda for this year.
 - GFS has come up in the past, previously drafted document will be revised.
- Guidelines for Level of Review of Curriculum Changes, email vote results (Chair Dyer)
 - Approved, passed with eight votes
- Graduate Course Numbering Guidelines, handout (Chair Dyer)
 - Discussion at next meeting, Sept 15, 2015
 - Numbering can affect external impression of program
 - Seeking consistency in course numbering for graduate courses
 - Not requesting that all programs renumber

New Business

- Graduate Representative Policy (Hoo)
 - Some faculty not interested in serving on doctoral committees
 - Causes bottleneck for Office of Degree Programs & Certificates when trying to assign or replace reps at the last minute on doctoral committees
 - Some major universities nationally have eliminated the graduate representative
 - Dean Hoo proposed that MSU no longer have graduate representatives
 - Issue to be taken up by UGC sub-committee on policy and procedure (chair Borkowski)

Meeting adjourned at 2:00 p.m.