

**UNIVERSITY GRADUATE COUNCIL
MINUTES**

Wednesday April 19, 2017

10:10 – 11:10 a.m.

ABB 145

Council in Attendance:

John Borkowski (Sciences)	Fabian Menalled (Agriculture)
Mary Miles (Health & Human Development)	Tena Versland (Education)
Christopher Livingston (Architecture)	Marc Giullian (Business)
Robert Rydell (Letters)	Dennis Aig (Arts)
Karlene Hoo (The Graduate School)	Kristin Smith (Student Representative)

Also in Attendance:

Lauren Cerretti (The Graduate School)
Robert Maher (Electrical Engineering)
Krista Baziak (The Graduate School)
Donna Negaard (The Graduate School)
Megan Prettyman (International Programs)

Absent:

Jean Shreffler-Grant (Nursing)
Franke Wilmer (Faculty Senate)
Ahmed Al-Kaisy (Engineering)

Meeting started at 10:09am

April 12, 2017 minutes

- Miles moves, Rydell second, unanimous pass

Announcements

- **Thank you and goodbye to Mary Miles and Franke Wilmer**
 - Franke Wilmer new department head for Political Science
- **Welcome to Dr. Aig**
- **Update: Faculty Senate (Hoo)**
 - New member Abigail Richards for next term
- **Update: Degree Programs & Certificates (Brown/Cerretti)**
 - April 18 thesis/dissertation defense/formatting deadline for graduating students
 - Reached out for dissertation titles. Check in with your PhD students.
 - Remind students not finishing to withdraw
 - Counts: 35 Certs, 239 Master's, 19 DNP, 35 + 7 doctoral (PhD + EdD)
 - Last two terms PhD counts: 20 fall 2016, 14 summer 2016
 - (Hoo) Asks Council to consider if April 18 deadline for thesis/dissertation formatting approval and defense is most effective
 - Comment: should be allowed to defend over the summer
 - Graduate School allows summer defenses, depts. may not

- Comment: if DPC does not have concerns about deadline, alleviates concern of Council member
- Comment: later is good
- (Hoo) April 21, 3-5 pm Grad School celebratory event for PhD students, hooding demonstration; fireplace lounge in the SUB

New Business

- **Level II Proposal PhD in Electrical Engineering (Miles)**
 - Guest Dr. Robert Maher, Department Head of EE
 - Proposal sent via email, program is established currently as a common Phd in Engineering with concentrations in EE, ChE, MIE, and CE
 - Proposal is to re-institute a degree MSU used to offer
 - Existed 1962-1996, combined into general PhD in Engineering for budget/capacity reasons
 - Recruiting is an issue with a general PhD Engineering program
 - On average 2 PhDs/year in the last 5 years with an EE concentration
 - Montana Tech has BS and MS EE degree, interested in developing PhD program
 - Faculty at Tech and MSU are in agreement on how to move forward
 - The Grad School does not have any documentation of the cooperative efforts between Montana Tech and MSU; a formal agreement is needed
 - PhD degree is an MSU degree; intent is to establish the PhD degree at MSU
 - Montana Tech is willing to write a letter of support for proposal
 - Comment: proposal sites “no cost” for developing this program, which may raise concern with BOR
 - Comment: if this approved, other Engineering depts. might move to develop own degrees (Chemical, Civil, Mechanical)
 - Curriculum subcommittee chair Miles will write letter with proposal comments to EE, to be approved by Council before communicating to EE
 - Chair Borkowski calls for motion to approve: Giullian moves, Menalled second, unanimous pass; Al-Kaisy voted by email
- **CRM Demo (Krista Baziak, Recruiter, Grad School)**
 - Customer Relations Marketing system called Radius, presentation
 - Undergraduate admissions already uses CRM tool
 - Launch for Graduate School coming; currently still in pilot phase
 - Tool used to reach out and communicate continuously (automated) with students at different frequencies; can also email directly if student asks question
 - Email marketing campaigns can be tailored to the student or group
 - Student completes a contact form indicating interest areas, previous education, if they are an international student, and so forth
 - Eventually, the goal is to have one representative from each department use the system to communicate with prospective students
 - All contact is trackable, which is helpful in understanding what is working as far as recruiting students, timing of communications, types of communications, and so forth
 - Grad School will share survey from Recruitment Day with Council
 - The university would like 100% participation from departments in the use of this tool
 - Q: can depts. supply email lists to target groups? For example, former students?
 - Yes, can import info that way or through Banner or purchased names from GRE/ETS
 - Q: Was this tool communicated to the departments?
 - Yes, info presented at Coffee Talk in fall (2016)
 - Office of International Programs already uses the tool at recruitment fairs

- Q: What does volunteering as a test department entail?
 - Krista invited those interested to email her for information
- **May 2017 Ceremony**
 - Last Friday, Grad School was informed by The Registrar's Office that the attendance at spring ceremony was "full" (meaning, all seats were accounted for)
 - MSU does not provide tickets to the ceremony; they estimate 6 guests for every 1 graduating student but will not prevent all family/guests from participating; hence overcrowding

Old Business

- **Assessment Rubrics**
 - Clarification: Rubric shared at last meeting is not used across campus (as previously stated); suggested to be used by one college but was not required
 - Dean Hoo suggests UGC develop an assessment rubric in fall (2017) because Council represents a knowledgeable cross-section of campus on graduate education

Committee Reports

- **Policy and Procedures Committee**
- **Curriculum Committee**
- **Governance Committee**

Adjourned at 11:15 a.m.

Next scheduled meeting – TBD fall 2017