

**UNIVERSITY GRADUATE COUNCIL  
MINUTES**

April 14, 2021

9:00 a.m. – 10:30 p.m.

WEBEX

Council in Attendance:

Mike Wittie (Engineering)  
Christopher Livingston (Architecture)  
Lisa Davis (Letters & Science)  
Tricia Seifert (Education)  
Bradford Watson (Faculty Senate)  
Marc Giullian (Business)  
Brock Smith (Agriculture)  
Wade Hill (Nursing)  
Catherine Dunlop (Letters & Science)  
Que Vo (International Programs)  
Sara Mannheimer (Library)  
Craig Ogilvie (Dean of The Graduate School)

Also in Attendance:

Lauren Cerretti (Graduate School)  
Emily Peters (Graduate School)  
Kirk Lubick (Office of Research Compliance Director)  
Liz Shanahan (Associate VP for Research Development)

Absent:

Maureen Kessler (Student Representative)  
Dawn Tarabochia (Health & Human Development)  
Dennis Aig (Arts)

Meeting started at 9:03 am on WebEx

**March 31, 2021 minutes**

- Motion to approve by Dunlop, 2<sup>nd</sup> by Wittie, unanimous approval

**Announcements**

- **Update from The Graduate School Staff**
  - Online graduation application opening in MyInfo Summer 2021
- **Faculty Senate update (Watson)**
  - Senate leaders across MUS met with OCHE rep: establish a regular meeting with senate leadership and OCHE; House Bill 102 concerns
    - Encourage public comment on House Bill 102 prior to May 17<sup>th</sup>

## Guests

- **Kirk Lubick & Liz Shanahan, revised research misconduct policy**
  - Revised research misconduct policy; last revision was 2012
  - 3 areas: fabrication, falsification, and plagiarism
  - Summary of changes: create advisory committee and include Dean in the process; strengthen inquiry and investigation sections; clarified process and definitions; added responsibilities and protections/rights, standards section, decision section, and appeals section (appeals go through VPR-EDGE)
    - Appeals process focuses on whether the process was fair and followed procedure, not on the decision
  - Questions/Comments
    - Record keeping: obligation of the university personnel to provide records – are there standards for record keeping?
      - No standard way to keep records at this point; federal guidance coming, but haven't instituted yet
      - In terms of this policy, student signs that they have provided all records to the Office of Research Compliance
    - The Graduate School doesn't have a role in the investigations in the policy as written, but in practice, Donna works closely with Kirk to support the student
    - If there is a student with a finding against them, it goes to student conduct for sanctions; student conduct normally holds hearings for other conduct issues before sanctions – the intent for research misconduct is not to replicate hearings. How will this hand off occur?
      - Formally notify the Dean of Students of finding, Dean of Students takes recommendation of findings for sanctions – a research misconduct case will not be retried

## Old Business

- **MS-Sustainable Food Systems Online Option:** pending updates from proposer
- **MS Material Science, Level II program proposal**
  - Revised proposal sent to Council
  - Needs section: industry needs, employment trends, etc. could be added to strengthen the proposal –Dean Ogilvie can work with proposer on this section before moving the proposal to the next step
  - How would this program be administered with The Graduate School as academic home?
    - Interdepartmental programs should have a program director (intellectual lead, ex: Rob Walker); recommend forming a faculty governing committee from the different departments; SIP proposal for a shared services administrative staff position for interdepartmental graduate programs
    - Recommend a student center for graduate students to socialize together – especially helpful for students in interdisciplinary programs
      - There is a current proposal for a collaborative graduate student space

- Administrative support comes up repeatedly. Currently no guidelines for administrative workload. As programs grow and add new programs, administrative support doesn't change.
      - Impacts the quality of implementing these graduate programs
      - Dean Ogilvie can look into this position descriptions, workloads, etc.
    - Davis motions to approve with understanding that the needs section will be strengthened before it moves forward; Wittie seconds
      - Motion passes: 8 in favor, 0 opposed, 0 abstention
- **MS Interdisciplinary Studies, Level II program proposal**
  - Review updates to proposal
  - Clarification: financial support text added (references table)
  - Concern of unintended consequences of additional compensation outside of the regular department frame
    - Faculty chairing these PhD students currently don't get any recognition
    - Important that Department Heads recognize this workload in the department
  - Different departments have different cultures and expectations. Is there a student handbook? Will the chair govern any disagreements, differences in expectations, etc.?  
    - Faculty involved with the PhD program pointed out need for a handbook; this will be developed
  - Discussion on how interdisciplinary committees would be evaluated in post tenure review
    - Further discussion needed on interdepartmental initiatives
  - Discussion tabled for members to discuss workload, chairing committees, etc. with department leadership
- **MENG-Civil Engineering, Level II Proposal**
  - Review updates to proposal
  - Dunlop motions to approve, second by Wittie
    - Motion passes: 7 in favor, 0 opposed, 0 abstention
- **MENG-Environmental Engineering, Level II Proposal**
  - Review updates to proposal: rubric for 592 did not get updated; Livingston will work with proposer to update
  - Witte motions to approve, second by Aig
    - Motion passes: 7 in favor, 0 opposed, 0 abstention
- **Associate Graduate Faculty:** tabled

## **New Business**

- **Regulatory Science, Level I program Proposal**
  - Review program proposal
  - Questions/Comments
    - Course rotation would make it difficult for students that missed a course
    - This program also resides in The Graduate School?

- SIP proposals are a high priority for more capacity (Associate Dean and administrative position to handle programs housed in The Graduate School)
  - Also acknowledge the increase in applications, programs of study, graduation applications, etc.
- Suggest inviting leadership to attend a UGC meeting – UGC reps from all departments can voice the need for to grow
  - Agenda item for fall
- Could this program be run out of Engineering instead of the Biofilm Center?
  - Also Ag Econ – spans two colleges
- In resources section, suggest using the language NTT instead of adjunct
- If run out of Grad School, will NTT faculty belong to a department?
  - Can add the departments' roles in hiring, evaluating the faculty, etc.
- Concern that NTT faculty are less connected to the university and campus resources
  - Structure of governing faculty committee can be added to proposal—e.g. are there TT faculty providing oversight

Adjourned at 10:33 am

Next scheduled meeting – April 28, 2021 WEBEX