

**AGENDA**  
For  
**UNIVERSITY GRADUATE COUNCIL**

Wednesday, Oct. 22, 2014

8:00 – 9:25 a.m.

ABB 138

Opening – 8:05 a.m.

Approval of Minutes – Oct. 8, 2014

Announcements

- Faculty Senate Priorities (Dean Hoo)

Old Business

Curriculum Committee (Miles, LeCain, Lipfert, Babbitt)

- Draft of procedures to review Level II proposals

New Business

- Grad faculty status of NTT, affiliate faculty on graduate committees (Hoo)
- Doctoral 12 credit requirement beyond master's degree, policy proposal (Cerretti)
- Exam-Degree Completion, policy proposal (Cerretti)
- Age of Courses, policy proposal (Cerretti)
- Minimum grade on a Program of Study (Cerretti)

Policy and Procedures Committee (Borkowski, Bangert, Shreffler-Grant,)

- Ph.D. Enhancement Award (Hoo)

Governance Committee (Dyer, Codd, Christensen)

- By-laws modification
- Pros and cons of creating Graduate Faculty status (e.g. UNLV)

End: 9:25 a.m.

Next scheduled meeting – Wednesday, Nov. 5, 2014 8:00 – 9:25 in ABB 138

Appendix

For the Curriculum Committee:

*A new network file share has been created for your group on the Opal file server.*

Share name: UGC

Windows/UNC Path: <\\opal.msu.montana.edu\UGC>

Mac/Unix/Linux Path: <smb://opal.msu.montana.edu/UGC>

Windows users:

*You can map a network drive to this share by right-clicking My Computer (XP) or Computer (Vista, Win7) and choose map network drive, choose an open drive letter, paste the above path to the share in the folder field, make sure the reconnect at logon is checked and then click finish.*

Mac users:

*Open Finder, click the Go menu, select Connect to server, copy and paste the above path (you*

may be asked for credentials), choose registered user and enter your MSU windows domain login and password.

## UGC Review of Level II Proposals for New Graduate Programs

### Procedures for review of level II proposals by University Graduate Council (UGC):

- 1) Notify the Graduate School Dean at least two weeks prior to submission of a proposal for review. Earlier communication is encouraged so that preparations can be made by the Council.
- 2) Submit level II proposal and supporting materials to the Graduate School.
- 3) Application distributed to UGC members for review.
- 4) Present proposal to UGC at regularly scheduled meeting.
- 5) UGC members submit written follow up questions to Curriculum Subcommittee of the UGC.
- 6) Curriculum Subcommittee sends summary of questions and concerns to applicant.
- 7) Applicant submits written response to UGC Curriculum Subcommittee.
- 8) UGC discusses proposal, questions, responses and votes to approve/not approve.
- 9) A written summary of the discussion will be prepared by the UGC Curriculum Subcommittee and submitted to the sponsor. Proposals that are not approved may be revised and resubmitted (repeat procedure starting at step 1)

### Timeline:

UGC meets from the 2<sup>nd</sup> week of September to the last week in April. **Applicants should expect 4.5 weeks for a single review and the possibility of a second review.** The minimum time needed for UGC approval of a proposal that requires no or minor revisions is 3 weeks (from one week before meeting 1). Proposals that require more time to address questions and more substantive revisions will take 5 weeks or more for the completion of UGC review. Review of applications submitted after April 1 will not be completed before the committee adjourns for summer, and the review cycle will extend from spring semester to September.

### Sample timeline for proposal review:

Procedures:	Schedule*	Days
1) Notify the Graduate School Dean prior to submission of a proposal for review.	No less than two weeks prior to the	
2) Proposal and supporting documents submitted to the Graduate School and Dean Hoo	Before 12:00 p.m (noon) Wednesday before Meeting 1	Day 1
3) Proposal distributed to UGC Committee		Day 1, 2, or 3
4) Presentation of proposal to and questions from UGC Committee	Meeting 1 (Wednesday a.m.)	Day 8
5) UGC members submit questions to the chair of the UGC curriculum subcommittee	By 5:00 p.m. Monday after meeting 1	Day 13

6) Written questions from UGC committee submitted to sponsor of the application	Tuesday after Meeting 1	Day 14
7) Written response to UGC questions submitted by the applicants to the UGC subcommittee chair	Before 12:00 p.m. (noon) Friday before Meeting 2 (could be but does not have to be the next meeting)	Day 17 or 31
8) Discussion of proposal at UGC meeting with vote to approve/not approve	Meeting 2	If step 6 on day 17, then this is day 22; if day 28, then day 36

\*Timing based on a Wednesday a.m. meeting time

### **Questions for UGC to consider when reviewing level II proposals:**

#### GENERAL

1. Has the “approval form” with all the appropriate signatures been processed and made available (online or on paper)?
2. Does the proposal adequately address all of the required questions/parts of the Level II proposal?
3. Has the department head signed the approval form? Has the dean signed the approval form?
4. If more than one department is involved in the program, have all the departments in the program signed on to support the program?
5. Does the faculty in the department(s) involved support the program as the best path for their department?
6. Have all the referenced attachments to the proposal been attached?
7. If the program involves undergraduate training, course development, or meeting core requirements, has it been approved by the undergraduate Curriculum and Programs Committee?

#### RESOURCES

1. Does the department and college offering the program have the resources, courses, faculty, and research productivity to support the proposed program? If not, how will they be secured?
2. Is the grant/teaching activity of the department sufficient to support the number of GRA/GTAs anticipated with the program?
3. What are the expected new resources, facilities, and faculty needed for the program? Is this the best use of limited MSU resources, facilities, and faculty?
4. Do new courses need to be developed for the program? If so what is the timescale for development?

## CONTENT

1. Does the program adequately prepare the students for the expected field the degree is targeting? Does it leave any major holes in their education?
2. Is the program consistent with the mission of the department(s) and college(s) involved?
3. Do the requirements go against current Graduate School policies or norms? Is the degree consistent with the acceptable standards for that degree?
4. Are the requirements in the degree consistent with requirements at other MUS units for a similar degree?
5. Are the number of credits and level of the courses required commensurate with the degrees to be awarded?
6. If credit for professional experience is being given, does it meet MSU's standards for doing so?
7. Are the credits being awarded in the program commensurate with MSU standards?
8. Are the procedures for admission and progress through the program clearly spelled out?
9. Are transfer credits adequately addressed and handled?
10. Does the program outline clearly spell out the program requirements and procedures?
11. Does the proposal address any concerns in committee make-up that are particular to the program?
12. Are the residency requirements of the program adequate for a quality education?

## QUALITY

1. Does the program maintain a high standard of quality at MSU? Is quality being sacrificed to increase quantity?
2. What are the admission criteria sufficient for students to succeed in the program?
3. Are the program requirements GPA and such to ensure students moving through the program will succeed in obtaining a degree? Will the students in this program be as well prepared as other students taking joint required classes?
4. Are the full-time and part-time requirements of the program adequate for a quality education and for the students to be able to succeed in the program?
5. Does the program meet the requirements of any applicable certification boards?
6. Are all tables and statements about the programs requirements and philosophy consistent? Are clear distinctions between degrees drawn as needed?
7. Has the proposal adequately discussed and demonstrated the qualifications of the faculty to execute the proposed program?

## NEED

1. Does the program duplicate other MUS programs? If so, is the duplication justified? Has the duplication been discussed with the overlapping MUS unit?
2. Does the program require changes to an existing program? If so these need to be approved as well? Will the program adversely affect an existing program?
3. What is the demand for the program? What is the expected number of graduates? How

will the program grow or shrink over the years? Is the program at initial levels or with anticipated growth sustainable?

4. If the goal of the program is to meet a need of Montana citizens, does it really meet that goal?

5. Is the program consistent with trends across the nation, assuming those trends are good trends to follow? Or does it follow a bad trend, one we don't want to follow?

6. Has a similar program in the nation been established? Was it successful?

7. Are the estimates of admissions and degrees per year well founded?

Proposal to UGC

UGC Meeting Sept 10, 2014

Topic: In any doctoral program, at least 12 coursework credits must be taken at MSU.

<u>Policy</u>	<u>Remarks</u>
<p>Passed: 10/8/14 A maximum of thirty (30) credits from a previously earned master's degree (from MSU or another accredited University), <b>excluding thesis and professional paper/project credits</b>, may be applied toward the sixty (60) credit minimum required for the doctoral degree.  <i>Reminder: of the 30 credits, only 3 can be pass/fail coursework</i></p>	
<p>Current:            Doctoral students who have previously earned a master's degree must take at least twelve (12) coursework credits and eighteen (18) to twenty-eight (28) dissertation (690) credits.</p>	<p>Sometimes students try to claim their MSU master's coursework as their "12 MSU credits."</p>
<p>Proposed:            Doctoral students who have previously earned a master's degree must take at least twelve (12) coursework credits and eighteen (18) to twenty-eight (28) dissertation (690) credits.</p> <p><b>For students who apply thirty (30) master's credits, an additional twelve (12) coursework credits must be taken beyond the master's degree credits.</b></p>	<p>Example: Jane wishes to count thirty (30) MSU master's credits toward her PhD program and her committee agrees. Jane must still take at least twelve (12) coursework credits beyond her master's degree coursework to meet PhD requirements.</p>
<p>50% of 60 doctoral credits should be taken at MSU:            A minimum of thirty (30) credits applicable to the doctoral degree must be taken at MSU <b>and do not include master's degree credits.</b>            ➤ <i>Reminder: this deals with residency</i></p>	<p>Master's credits cannot be counted to satisfy two rules.</p>

Vote:

Amendment(s):

Effective Date:

Proposal to UGC

UGC Meeting Sept 10, 2014

Topic: Exam-Degree Completion

<u>Policy</u>	<u>Remarks</u>
Current: The maximum time allowed between the doctoral comprehensive examination and degree completion is five (5) years.	Confusion re: counting by terms or years.
Proposed: The maximum time allowed between the doctoral comprehensive examination and degree completion is five (5) years, <b>to be counted by term.</b>	Example: Jane took her comprehensive exam in Spring 2011; Jane must complete her degree program no later than Spring 2016.

Vote:

Amendment(s):

Effective Date: