

## University Graduate Council Minutes

Wednesday, September 10, 2014

8:00 – 9:25 a.m.

SUB 235

### Council in Attendance:

Alan Dyer, *Chair* (Agriculture)

John Borkowski, *Vice-Chair* (Science)

Theodore Lipfert (Arts)

Anne Christensen (Business)

Timothy LeCain, *Alternate* (Letters)

Karlene Hoo (The Graduate School)

Sarah Codd (Engineering)

Arthur Bangert (Education)

W. Randall Babbitt (Faculty Senate)

Mary Miles (Health & Human Development)

Jean Shreffler-Grant (Nursing)

### Also in Attendance:

William Ruff (Education)

Lynda Ransdell (Education)

Amanda Brown (The Graduate School)

Jayne Downey (Education)

Carrie Myers (Education)

Lauren Cerretti (The Graduate School)

### Absent:

None

- **Meeting started at 8:05 a.m.**
- **April 21, 2014 minutes approved**
- **Welcome UGC members:**
  - New member: Arthur Bangert – Education
  - New member: Theodore Lipfert – Arts & Architecture
  - New member: W. Randall Babbitt – Faculty Senate
  - Alternate for Mary Murphy: Timothy LeCain – Letters
- **Thank you to William Ruff and Michael Reidy for service on UGC last year.**
- **Graduate School announcements (Amanda Brown)**
  - Course Requests List
    - List showing what came into GS office over summer for review: new courses, deletions, and changes
  - Policies
    - GS policy links are accessible after a summer hiatus
  - Revised forms
    - Program of Study (both Certificate and Degree-Seeking)
    - Comprehensive Report (both Master's and Doctoral)
      - New policy on video-conferencing reflected on forms
    - Application to Graduate
      - Not yet finalized – *tentative* for next UGC meeting
    - Steps to Completion of Degree (flyer/website)
      - Detailed guide for faculty and students
  - New form
    - Graduate Representative Report
      - Form created to help aid Grad Rep, as well as ensure GS gets info needed

- Coffee Talks
  - First meeting of the year was held on September 9<sup>th</sup> with 34 attendees
  - Information about GS/UGC activities; includes a Q&A session
  - Open invite to all Admins, Graduate Coordinators, and Department Heads
  - Next meeting: October 29<sup>th</sup>, 2014
  
- **Annual Report (Dean Hoo)**
  - Purpose of Report
    - Previously did not try to inform on graduate accomplishments
    - New goal: Get graduate programs ranked (advertising & funding)
      - Continue to focus on important statistics (applications, enrollment, etc.)
      - Feature new degree program highlights, internships, faculty excellence, students
  - Donations & Funding (full, stand-alone page in Annual Report)
    - Trying to find ways to support graduate fellowships across all colleges so we can:
      - Offer 2-year fellowships to outstanding students
      - Increase travel awards for current students to present research/work from MS
      - Put in place permanent funds for Graduate Summit meetings
      - Permanent space for a Graduate Student Lounge
  
- **Celebrate Research – Research Council (Dean Hoo)**
  - We don't talk enough about what we do well (publication records, research success)
  - Separate graduate faculty/student research from undergraduate level
  - On-campus event -- funding needed (~\$10k-\$15k)
  - Chair Dyer suggested seeking industry funding
  
- **Faculty Senate (Dean Hoo)**
  - GS invited to present on Wednesday, September 24<sup>th</sup>, 2014 in AJM Johnson
  - UGC invited to attend, especially Chair Dyer
  - Working with Provost on agenda
  
- **University Council Meeting (Dean Hoo)**
  - All councils have a chance to present who they are, what they do, and why
  - Requested that UGC be on the agenda to present
  
- **Old Business (Amanda Brown)**
  - Video-conferencing policy (revised)
    - Exceptions possible, GS defers to department restrictions
    - Chair Dyer requested a motion, committee member Christensen moved, committee member Lipfert seconded
      - Majority pass, committee member LeCain abstained (Approved)
    - Amanda Brown called for an effective date: Approved by UGC for January 1<sup>st</sup>, 2015
    - Discussion points:
      - Timing should consider timeline of a student's progress
      - Advertise/inform new policy to departments (specifically admins)
      - Use Program of Study to alert students of policies/instructions
  
  - Inactive Student policy proposal

- Students who do not meet specific parameters remain active in the system, which creates inaccurate data (enrollment numbers, P&T reporting, etc.)
- Proposal: to inactive committee after the student is inactive for 2 consecutive semesters
  - Main concerns:
    - Can a student request a leave of absence and keep their committee?
    - Burdensome for part-time students
    - Graduate representative availability
    - Student/department must constitute a new committee
  - Suggestions:
    - Need to clarify/define the term “absent”
    - Notify students and department heads of committee release
    - Change to 3 consecutive terms, including summer
    - Proposal to apply only to doctoral students
- Review of Progress reports
  - First draft of form, created to query faculty about status/progress of their students
  - Amanda Brown and Dean Hoo asked for review, feedback, and effective date:
    - Visitor W. Ruff : pointed out that the form was missing “Education Specialist”
    - Visitor C. Myers: Education department uses “Digital Measures” (DM) for most information asked on form, wonders if there is a way to streamline to avoid double entry
      - Rebuttal: Not all colleges use this system
      - Rebuttal: There are differences between DM and proposed form
  - Can Inactive Student policy and Review of Progress be combined?
    - Tabled for review until next UGC meeting
- **Level II PhD in Education proposal (Arthur Bangert)**
  - PowerPoint presentation given, accompanied by Dr. William Ruff, Dept. Head Dr. Jayne Downey, Dr. Carrie Myers, and Dean Lynda Ransdell.
  - Following presentation, Dean Hoo proposed that the UGC Standing Curriculum Committee review the proposal for next UGC meeting
    - Committee member Miles motioned, Committee member LeCain seconded (Approved)
- **Meeting adjourned at 9:43 a.m.**