

University Graduate Council Minutes

Wednesday, March 4, 2015

1:00 – 3:00 p.m.

Sherrick 103

Council in Attendance:

Alan Dyer, *Chair* (Agriculture)
Anne Christensen (Business)
W. Randall Babbitt (Faculty Senate)
Theodore Lipfert (Arts)
Melissa Ragain (Arts)
Karlene Hoo (The Graduate School)

John Borkowski, *Vice Chair* (Sciences)
Jean Shreffler-Grant (Nursing)
Mary Miles (Health & Human Development)
Timothy LeCain (Letters)
Geraldine Govaerts (International Programs)

Also in Attendance:

Amanda Brown (The Graduate School)
Laura Collins (The Graduate School)

Lauren Cerretti (The Graduate School)

Absent:

Arthur Bangert (Education)

Ahmed Al-Kaisy (Engineering)

- **Meeting started at 1:10 p.m.**
- **February 18, 2015 minutes**
 - Chair Dyer called for approval, council member LeCain motioned, council member Babbitt second
 - Unanimous approval
- **New Business**
 - **Signature Page for ETDs (Discussion)**
 - Chair Dyer supports the return of the signature page
 - Laura Collins explained the history of the form and the procedure in The GS
 - Form scanned into file but never uploaded to UMI/ProQuest, or digitally published
 - Generally used for bound copies which are no longer offered through The GS
 - “Certificate of Approval” form is currently used, signed by student and their committee for uploading document through MSU Library
 - Some UGC members feel this form is unclear in its intent
 - Was regarded as just a library submission form with no real implications
 - All information that is listed on the form is used as meta data online
 - Can add Department Head signature to the form
 - Most ETDs do not upload signatures to the web
 - Dean Hoo suggested the use of both forms
 - Add language to the form stating that the form is required
 - Add language to the form regarding plagiarism
 - Implication of students plagiarizing work are far-reaching
 - ETD used to be a provisional/pilot program, but is now the main program for submitting theses/dissertations.
 - Wording on the ETD on website should establish ETD as an official program.

- Add language that the form also serves as approval from committee of the thesis/dissertation itself, including revisions, and so forth.
 - What is the procedure if a committee member will not sign the form?
 - Is the Chair’s signature enough for student submission to Scholar works?
 - Would The GS accept the form with missing signatures?
 - No: The missing signatures indicate the thesis is insufficient
 - Email signatures are accepted by The GAS
 - The Graduate School will edit the form and bring a revised version to the next meeting.
 - Videoconferencing Policy (Chair Dyer)
 - Review of language and intent, policy was written and approved by UGC Spring 2014
 - Original intent was that the student could not videoconference for their dissertation defense, but policy currently states that no one can videoconference for this
 - Dean Hoo: The student, their committee chair, and the Graduate Representative should all be present for the dissertation defense
 - The Policy & Procedures Committee recommended to re-organize the policy into “masters” and “doctoral” sections for clarity:
 - Masters: Any event (exam/defense) must have present the student, the committee chair, and at least one committee member (must be an MSU faculty)
 - Doctoral: Any event (exam/defense) must have present the student, the committee chair, the Graduate Representative, and at least one committee member (must be MSU faculty)
 - Nursing (Masters and Doctoral) excluded due to nature of their programs
 - Is the co-chair also required to be present at events, in addition to these requirements?
 - The co-chair is not required to be present
 - If the co-chair is non-faculty, do they take the place of the MSU faculty member who is required to be present?
 - No
 - The GS will draft a revision and send it to the Policy & Procedures Committee
 - Graduate Representative Responsibilities / Policy (Discussion)
 - Dean Hoo: There are some issues with Grad Rep fulfilling their duties; this role should not be a burden
 - Chair Dyer: The Grad Rep is to attend committee meetings and s/he has the same rights/privileges as other members – is this what UGC wants?
 - Suggestion: Change “should attend all committee meetings” to “must attend all examinations and defenses”
 - Clarify the definition of “examinations”
 - Chair Dyer: In regards to privileges, having the Grad Rep ask broad questions is useful for both the student and for fulfilling the Grad Rep role
 - Change the current wording to allow the Grad Rep participation at events
 - The GS will revise and pass along to the Policy & Procedures Committee for review
- **Committee Reports**
 - Policy & Procedures Committee update

- Feedback on GTA Performance Evaluation form (handout provided)
 - Replace abbreviations with actual definitions
 - Change evaluation rubric to “Exceeded Expectations”, “Met Expectations”, and “Did Not Meet Expectations”
 - One form for each course taught
 - Concern regarding amount of paperwork required for evaluation(s)
 - Add how information was gathered – Classroom observation? Met with student?
 - Discussion between The GS and HR regarding who holds form
 - The GS logo and title will be removed from the form
 - Committee will revise form and bring to next UGC meeting
 - Change in grading method of 590/690 credits
 - Will update this week via email
 - Dean Hoo asked Registrar for input and they offered “N” (continuing) grade until final semester when there would be a traditional grade (A, B, C, D, F, I)
 - Previous 590/690 credits would remain “N”
 - Can award an “F” grade even if converted to “N” in the system
 - Must be campus-wide change, not able to differentiate between departments or professors
 - Is it possible to have “P”, “N”, or “F”?
 - Dean Hoo will ask the Registrar
 - Should it just be changed to a letter grade?
 - Council will ask departments for input due to this being a new concept
- **Meeting adjourned at 3:00 p.m.**