

University Graduate Council Minutes

Wednesday, March 18, 2015

1:00 – 3:00 p.m.

Sherrick 103

Council in Attendance:

John Borkowski, *Vice Chair* (Sciences)

Anne Christensen (Business)

W. Randall Babbitt (Faculty Senate)

Theodore Lipfert (Arts)

Arthur Bangert (Education)

Jean Shreffler-Grant (Nursing)

Mary Miles (Health & Human Development)

Ahmed Al-Kaisy (Engineering)

Karlene Hoo (The Graduate School)

Also in Attendance:

Amanda Brown (The Graduate School)

Lauren Cerretti (The Graduate School)

Absent:

Alan Dyer, *Chair* (Agriculture)

Melissa Ragain (Arts)

Timothy LeCain (Letters)

Geraldine Govaerts (International Programs)

- **Meeting started at 1:05 p.m.**
- **March 4, 2015 minutes**
 - Vice Chair Borkowski called for approval, council member Lipfert motioned, council member Christensen second
 - Unanimous approval
- **Announcements**
 - PhD Enhancement Award
 - Closed and ready for review – Process?
 - Members whose departments submitted proposals will not review applications
 - Eligible members include Council members Ragain, Lipfert, Miles, Bangert, Shreffler-Grant, Christensen, Borkowski, and Dyer
 - Will send email to the Office of Degree Programs & Certificates (DPC) confirming accessibility to the application files in Knox folder
 - Review is to be completed using the established rubric (dated October 22, 2014)
 - Applications are to be scored as Recommend or Not Recommend
 - Submit summary of each review to Vice Chair Borkowski (also Chair of Policy & Procedures committee)
 - Some applicants have been funded in the past
 - DPC will send Knox folder instructions today, and also will post rubric to Knox folder
 - Vice Chair Borkowski will make “blind” spreadsheet of scores from all reviews
 - Research Award Competition
 - http://www.montana.edu/gradschool/fellowships/index.html#fellowships_internal
 - Up to \$2,000 for Graduate students
 - Graduate School has \$10,000 from development funds/donations and Office of VP for Research matched funds for a total of \$20,000
 - Graduate students can submit a three (3) page proposal to request funds to support their research. See guidelines for the review process.

- Funds must be used in summer and fall of 2015
 - Council members to inform their colleges and faculty
 - Council member Lipfert: MFA students often need funds for travel for thesis work
 - Council member Shreffler-Grant: DNP students might not traditionally qualify
 - Dean Hoo stated that these differences will be taken into consideration when proposals are reviewed
- **Old Business**
 - Change in Grading Method for 590/690 Credits (Update & Discussion)
 - Dean Hoo spoke with Registrar re: “P”, “N”, “F” grades – all are possible
 - “N” grade will not affect GPA
 - Notify departments that option is available, but do not require it
 - Dean Hoo will ask Registrar to add “N” option to only 590/690 courses
 - Still possible to grade very last term of 590/690 with traditional letter grade (A, B, C, D, or F)
 - Could create new course number for last term of thesis/dissertation credits – Issues if student does not finish that semester?
 - Could grade with “I” (incomplete) and assign grade once completed. Take 590/690 next semester and receive “P”.
 - Does UGC want to grade last term? What are the uses?
 - Traditional grading is a way to convey quality to student, possibly “raise the bar”
 - Could turn into situation where all As are given - Grade inflation/fairness concerns
 - What if the committee does not agree with the chair’s grading?
 - Could it be optional to give a letter grade vs the current of P/F? Or can departments have a choice?
 - Council became concerned as to what the campus at large would think of this change
 - Council members will see what their home departments think
 - Vice Chair Borkowski suggested that this item remain on the agenda under “Old Business”
- **Committee Reports**
 - Curriculum Committee (Miles, LeCain, Lipfert, Babbitt)
 - Report on Guidelines for Level of Review for Curriculum Changes (Miles)
 - Report deals with process for “minor” changes to a course or program
 - Can UGC or a committee add more examples to the document of what a “minor” change is?
 - i.e.: change in instructor, meeting time/location, class format, etc.
 - “Guidelines” have already approved by the Office of the Provost, Faculty Senate, and others
 - Faculty senate representative Babbitt : the guidelines (content of the document) for courses vs. programs are not clear
 - Dean Hoo suggests committee submit recommendations for the document to Provost Office via Ron Larson, Associate Provost
 - Policy & Procedures Committee (Borkowski, Bangert, Shreffler-Grant, Ragain)
 - Draft GTA Evaluation Form changes

- Minor changes in wording, as well as the addition of “tutoring” as a possible GTA responsibility (Council member Christensen: PACC students tutor as GTA)
 - Discussion of additional changes
 - Send suggestions to Committee Chair Borkowski via email and he will collect comments and modify the current draft
 - Graduate Representative Policy revision (Discussion)
 - Removed requirement to attend committee meetings
 - Sent to committee for review and revisions
 - Committee will send recommendations to DPC
 - Videoconferencing policy revision (Discussion)
 - Background: DPC drafted policy and committee sent feedback
 - Changes have been implemented
 - Wording: Change “physically present” to “on location” to avoid misinterpretations
 - Other minor proofing changes
 - Sent back to committee for review and revisions
- **New Business**
 - EDUC course numbering
 - Meaning of 6xx labeling sent to the Curriculum Committee
 - **Meeting adjourned at 3:00 p.m.**