University Graduate Council Minutes

Monday, January 24, 2014 9:00 am
Sherrick 114

Council in Attendance:
Karlene Hoo (The Graduate School)  William Ruff (EHHD)
Yves Idzerda (Sciences –Letters & Sciences)  Sarah Codd (Engineering)
Anne Christensen (Business)  Jean Shreffler-Grant (Nursing)
Alan Dyer (Agriculture)  Mary Murphy (Letters – Letters & Sciences)
Devon Hassa (Student Rep from ARCH)

Also on Attendance:
Melis Edwards (Graduate School)  Amanda Brown (Graduate School)
Erin Smith (Graduate School)

Absent:
Josh DeWeese (Arts and Architecture)  Michael Reidy (Ex Officio, Graduate Educ.)

• Meeting started at 9:03 am
  Chair: Yves Idzerda

• January 27, 2013 minutes approved with no change

• No comments from campus

• Amendments to Bylaws:
  • Article I: Sections 1 & 2: Name Changes made to reflect: “The Graduate School”
    o Motion Approved
  • Article II: Section 1: Membership Change
    o Changing representation for Arts and Architecture to 2 representatives for the Graduate Committee as well as changing representation for Education, Health and Human Development to 2 representatives for the Graduate Committee
      ▪ Motion Approved
    o Changing graduate student representation from 2 to 1, with option of an alternate
      ▪ Motion Approved
    o Name change from Vice provost of the DOE to the Dean of the Graduate School
      ▪ Motion Approved
    o Wording changed from graduate students to graduate student
      ▪ Motion Approved
• Article II: Organization and Administration Section 3: Amending frequency to scheduled 2 meetings per month
  • There is a need for the UGC Standing Committees, Article IV Section 1 (Curriculum, Governance, and Policy & Procedures) to provide suggestions and recommendation to the Graduate Dean on matters of curriculum, governance, and policy & procedures. The two-week frequency will allow for these standing committees to meet and provide timely feedback.
    ▪ Motion Approved
• Article II: Section 5: Changing the time of reply from the absent member’s mail vote to 5 business days instead of 7 days.
  o Allows increased efficiency
    ▪ Motion Approved
• Article III: Section 1: Discussion ensued regarding the Term for Officers
  o Proposal of changing officer term from 1 year to 2 year term
    ▪ Motion Approved
• Article IV: Sections 1 & 2
  o Name changes made from Vice Provost of DOE to the Dean of the Graduate School
    ▪ Motion Approved
• Article V Amendments
  o Discussion ensued over amendment proposals a, b, c, and d
    ▪ Proposal B was chosen
      o These Bylaws may be amended at any regular or special meeting of UGC provided members receive at least 5 working days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a two-thirds vote of the UGC is required.
        ▪ Motion Approved
• Graduate Student Report
• Admissions at Spring Orientation for Spring Enrollment:
  o 433 students (303 Graduate and 130 Non-degree)
  o Spring 2014 Total Enrollment: 1926
  o Fall 2013: 2030
  o Summer 2013: 1043
• Degree Works™ for graduate students: rollout in March
• CollegeNet™: Rollout for admins and potential students March 3rd
  o Customizable Online Application
  o Each department will have a portal for accessing all of their department’s applications
    ▪ The current application Royal will be turned off some time with overlap
    ▪ Training will occur in March with the full rollout in May
• Fellowships
Graduate Travel Grants: a proposal to modify the travel grants was handed out. If ratified the modification would affect the remaining funds ($24K) for FY2014
  ▪ Recruitment and for existing students (preferentially doctoral) in 3rd and 4th year to go out and present
  ▪ Committee member Murphy suggested alternative to be address other travel needs
    o Discussion to continue at the next UGC meeting
    o UGC standing committee to provide upgrade to the proposed travel grant proposal
o PhD enhancement funds: a proposal to modify the criteria was handed out
o Meritorious Awards: $100K for AY 2015-2016, each award is $5K
o Presidential Awards: $13K for AY 2015-2016, each award is $1K ($500 in 2 semesters)
o Request appropriate UGC Standing committee recommend the distribution of the awards to the Graduate Dean
• Spring 2014 Degree Candidates: 366 Applications (62 PhD, 291 Masters, 12 Certificate)
• Program of Study Deadline Policy
  o Students receive a Hold if no program of study is turned in by deadline
• Materials Science Faculty Vacancy Posted and Conducting Phone interviews
  o Need to make sure the new faculty fits well in its home department
• Point brought up regarding an occurrence wherein a probationary message was sent to a newly graduated student. Should be submitted to an appropriate sub-committee (Policy and Procedure).
• Common Recruitment Officer
• Discussion: Loss of Stephanie Cunningham (Program Director of MBSP)
  o What she did for MBSP (recruitment, advising, directing)
  o If applicants didn’t fit MBSP she passed them on to other departments
  o Didn’t drop the ball—continued with follow through w/ them
  o Stephanie also recruited for College of Engineering
    ▪ Council member Codd stated that her continuous efforts may have identified higher quality students (she mined the GRE database)
  o Proposal- hire a central recruitment person for STEM (CLS, COE, CAg, others)
    ▪ Manage recruiting. E.g., goes to recruitment event, professional society meetings
    ▪ Fits with the strategic plan to increase the student body and recruit quality
  o UGC should provide a recommendation on how to proceed to the Graduate Dean
• Standing Committees
  Committees to be reformed and allow the faculty therein more participation in recommendations to the Graduate Dean and the Graduate School
  • Curriculum Committee
  The Graduate Program Officer will provide to standing committee the course requests
  • Deletions, modifications, additions of new graduate courses

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• Program Requests: deletions, changes, new programs
• UGC standing committees- Chair Idzerda to send out email requesting UGC members to serve on these committees

• Governance Committee
• 99 hour rule: Maximum # of credits set to graduate. OR “out of state rate”
  o Progression to graduate-unless a major event occurs
  o Maximum timeline (# of years vs. # of credits)
  o Current max for PhD-10 years (is this aligned with the statistics at other peer institutions?)
• Graduate research faculty status
  o Committee member Ruff felt that MSU may not be ready for this. There can be a underdog issue
  o Possibility of inappropriate people maybe on committee that shouldn’t be

• Policy and Procedures Committee
The Graduate School will provide a prioritized list of the most pressing issues
• Video Conferencing Policy Review
  o Only 1 person currently allowed on videoconference
  o Students and Faculty are all over and program is growing
  o Policy not keeping up with technology- whole classes are now taught
  o Questions
    ▪ Can more than one member participate via videoconference?
    ▪ Is there a limit to how many people can participate via videoconference?
    ▪ Can the chair participate via videoconference?
    ▪ Is teleconference and videoconference the same thing?
• Graduate Committee: master and doctoral
  ▪ Who can serve (post docs, emeritus? Etc.) on the committee?

• Meeting adjourned at 11:00 am
• Next scheduled meeting: March 24, 2014 9:00-11:00am, Sherrick 103