University Graduate Council Minutes

Wednesday, September 10, 2014   8:00 – 9:25 a.m.    SUB 235

Council in Attendance:
Alan Dyer, Chair (Agriculture)    Sarah Codd (Engineering)
John Borkowski, Vice-Chair (Science)    Arthur Bangert (Education)
Theodore Lipfert (Arts)    W. Randall Babbitt (Faculty Senate)
Anne Christensen (Business)    Mary Miles (Health & Human Development)
Timothy LeCain, Alternate (Letters)    Jean Shreffler-Grant (Nursing)
Karlene Hoo (The Graduate School)

Also in Attendance:
William Ruff (Education)    Jayne Downey (Education)
Lynda Randsell (Education)    Carrie Myers (Education)
Amanda Brown (The Graduate School)    Lauren Cerretti (The Graduate School)

Absent:
None

• Meeting started at 8:05 a.m.

• April 21, 2014 minutes approved

• Welcome UGC members:
  o New member: Arthur Bangert – Education
  o New member: Theodore Lipfert – Arts & Architecture
  o New member: W. Randall Babbitt – Faculty Senate
  o 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)
  o Course Requests List
    ▪ List showing what came into GS office over summer for review: new courses, deletions, and changes
  o Policies
    ▪ GS policy links are accessible after a summer hiatus
  o 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
  o 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 9th 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 29th, 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 24th, 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 1st, 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:
    o Can a student request a leave of absence and keep their committee?
    o Burdensome for part-time students
    o Graduate representative availability
    o Student/department must constitute a new committee
  - Suggestions:
    o Need to clarify/define the term “absent”
    o Notify students and department heads of committee release
    o Change to 3 consecutive terms, including summer
    o 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
      o Rebuttal: Not all colleges use this system
      o 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.