University Graduate Council Minutes

Wednesday, March 4, 2015   1:00 – 3:00 p.m.             Sherrick 103

Council in Attendance:
Alan Dyer, Chair (Agriculture)    John Borkowski, Vice Chair (Sciences)
Anne Christensen (Business)      Jean Shreffler-Grant (Nursing)
W. Randall Babbitt (Faculty Senate)    Mary Miles (Health & Human Development)
Theodore Lipfert (Arts)          Timothy LeCain (Letters)
Melissa Ragain (Arts)            Geraldine Govaerts (International Programs)
Karlene Hoo (The Graduate School)

Also in Attendance:
Amanda Brown (The Graduate School)   Lauren Cerretti (The Graduate School)
Laura Collins (The Graduate School)

Absent:
Arthur Bangert (Education)        Ahmed Al-Kaisy (Engineering)

•  Meeting started at 1:10 p.m.
•  February 18, 2015 minutes
  o  Chair Dyer called for approval, council member LeCain motioned, council member Babbitt second
    ▪  Unanimous approval

•  New Business
  o  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
        o  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)
        - No: 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.