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)   Jean Shreffler-Grant (Nursing)
W. Randall Babbitt (Faculty Senate)   Mary Miles (Health & Human Development)
Theodore Lipfert (Arts)     Ahmed Al-Kaisy (Engineering)
Arthur Bangert (Education)   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
      o 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
      o Can UGC or a committee add more examples to the document of what a “minor” change is?
      o 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
      o Committee will send recommendations to DPC
  ▪ Videoconferencing policy revision (Discussion)
    • Background: DPC drafted policy and committee sent feedback
      o 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
  o EDUC course numbering
    ▪ Meaning of 6xx labeling sent to the Curriculum Committee

• Meeting adjourned at 3:00 p.m.