University Graduate Council Minutes

Tuesday September 1, 2015   1:00 – 2:00 p.m.             Sherrick 114

Council in Attendance:
Alan Dyer, Chair (Agriculture)     John Borkowski, Vice Chair (Sciences)
Marc Giullian (Business)     Ann Ewbank (Education)
Timothy LeCain (Letters)     John Seifert (Health & Human Development)
Christopher Livingston (Architecture)    Michael Babcock (Faculty Senate)
Ahmed Al-Kaisy (Engineering)     Karlene Hoo (The Graduate School)

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

Absent:
Jean Shreffler-Grant (Nursing)

Meeting started at 1:05 p.m.

- Introduction of new members
- Thank you to past members
- Reminder for council members to update their colleges on UGC activities (Hoo)
- A draft of the workflow for UGC Policy Proposals was distributed. The draft was an attempt to make the process transparent and to complete proposals in a timely and efficient manner.
- UC Subcommittees are necessary to make council activities efficient.
- UGC will post items for review to the KNOX folder. All members will be added as users by Grad School.

April 29, 2015 minutes

- Chair Dyer called for approval, council member LeCain motioned, council member Al-Kaisy second
  - Unanimous approval

Announcements (Dean Hoo)

- MSU Graduate Student Competitive Research Grant: Statistics
  - Received 32 proposals, $30k to fund. Funded 22 proposals across 4 colleges.
  - Hope to repeat this spring (2016) with contributions from OVPRED and Office of the Provost.
  - Open to all graduate students, not just STEM
- Communication to Campus: The Scholar’s Corner
  - An emailed newsletter (as needed) prepared by The Graduate School
  - Content: reminder with important dates, deadlines, and updates
  - Chair Dyer suggests a companion faculty newsletter in addition to a student newsletter
    - Content: updates to new forms, policy changes, deadlines, etc.
    - Could help with communication and continuity from UGC meetings/actions
  - Graduate School will consider this suggestion
    - Suggestion: Have news items appear on video screens in departments and offices
- Fall 2015 Graduate Student Summit planning
  - Student committee organizing, with help from The Graduate School
  - Agenda: grant writing, interview skills, CV/resume workshop, networking session
• Special poster session: 40 posters possible, open to all graduate programs.
  • 1st place: up to $250 for travel, 2nd place: $100 for scholarly expenses (e.g., lab fees, professional organization dues)
• GS source of funds: Phone-a-Thon sponsored by the Alumni Foundation
  o Annual Review of Academic Progress Form
    • Optional, due each spring, available on GS website
    • Only used for academic progress (GPA, research productivity, exam completion, and so forth)
  o New electronic GAAF Process
    • GAAF stands for Graduate Assistantship Appointment Form
    • The Graduate School developed new (Summer 2015) electronic process to streamline appointments for departments
    • Correct student email address listed in MyInfo/Banner extremely important for successful GAAF process as this is how student is contacted to “sign” appointment
  o Graduate School Open House; Oct 20th, 108 Montana Hall
    • Aim: timely info about graduation, programs of study, thesis/dissertation formatting, and so forth
    • Informal: drop-in event, refreshments
    • Students, faculty, & staff invited to attend
  o Chair Dyer: the information shared today is important. Is there a way to share with faculty at large?
    • Minutes always posted online

Old Business

  o Policy Amendment Proposal: Who Can Chair Graduate Committees (Chair Dyer)
    • Issue was raised spring 2015 term, will be discussed at next UGC meeting on Sept 15, 2015.
    • Legal issues (if any) of allowing NTT faculty to chair committees need to be addressed
    • “Graduate faculty status” (GFS) could solve this problem.
    • Chair Dyer stated that this was a prime issue on UGC agenda for this year.
      • GFS has come up in the past, previously drafted document will be revised.
  o Guidelines for Level of Review of Curriculum Changes, email vote results (Chair Dyer)
    • Approved, passed with eight votes
  o Graduate Course Numbering Guidelines, handout (Chair Dyer)
    • Discussion at next meeting, Sept 15, 2015
    • Numbering can affect external impression of program
    • Seeking consistency in course numbering for graduate courses
    • Not requesting that all programs renumber

New Business

  o Graduate Representative Policy (Hoo)
    • Some faculty not interested in serving on doctoral committees
    • Causes bottleneck for Office of Degree Programs & Certificates when trying to assign or replace reps at the last minute on doctoral committees
    • Some major universities nationally have eliminated the graduate representative
    • Dean Hoo proposed that MSU no longer have graduate representatives
    • Issue to be taken up by UGC sub-committee on policy and procedure (chair Borkowski)

Meeting adjourned at 2:00 p.m.