UNIVERSITY GRADUATE COUNCIL
MINUTES

Thursday, October 27, 2016         2:00 – 3:00 p.m.  Sherrick 114

Council in Attendance:
Ahmed Al-Kaisy (Engineering)          Tim LeCain (Letters)
Jean Shreffler-Grant (Nursing)        Karlene Hoo (The Graduate School)
Christopher Livingston (Architecture) Marc Giullian (Business)
Tena Versland (Education)             Franke Wilmer (Faculty Senate)
Ian van Coller (Arts)                 
Franke Wilmer (Faculty Senate)        

Also in Attendance:
Amanda Brown (The Graduate School)   
Lauren Cerretti (The Graduate School) 
Donna Negaard (The Graduate School)   
Kristin Smith (Student Representative)
Megan Prettyman (International Programs)

Absent:
Joan Broderick (Sciences)            
Mary Miles (Health & Human Development) 
Fabian Menalled (Agriculture)        

Meeting started at 2:03 pm

Oct 13, 2016 minutes
- Livingston moves, LeCain second, unanimous pass

Announcements
- Update from Faculty Senate (Wilmer)
  - Working on faculty handbook revisions
    ▪ Procedural document, does not include “role and scope” revisions
    ▪ Role and scope for departments and colleges will occur after approval of the handbook
    ▪ Promotion and tenure is affected by role and scope document
  - Approved a 6xx-level course
- Fall 2016 Degree Candidate count (Brown/Cerretti), handout
  - Numbers on handout are estimates. Students will withdraw as thesis/dissertation deadline approaches and passes (Nov 28)
- Coffee Talk Nov 2, 1-2pm, Plant Bioscience, room 108
  - Tentative agenda provided
  - Informal setting for updates from The Graduate School staff
  - Usually well-attended by graduate coordinators and graduate administrative assistants
Old Business

- **MS course-only policy change in Computer Science, continued discussion**
  - School of Computing revised proposed policy change and Chair Al-Kaisy distributed to Council via email last week
  - One major change:
    - No longer seeking to eliminate comprehensive exam altogether (formerly, option #2 in original proposal)
    - Students with GPA below 3.50 must take the comprehensive exam
    - Maintain that students with GPA of 3.50 or higher will not have to take comprehensive exam; rationale:
      - School of Computing feels this is incentive for students to work harder, do better earlier
      - Students at this level do not need to be further tested
  - Council members expressed support for the revised proposal
  - Chair Al-Kaisy calls for a motion
    - Livingston moves to approve MS courses-only (Plan C) comprehensive exam requirement policy proposal as written (2nd version), LeCain second, unanimous pass. Effective immediately

- **IIP proposal update (Hoo) cont. discussion**
  - Dean Hoo distributed answers to questions at previous UGC meeting
  - Interim Provost Mokwa gave approval for the intent to plan
    - Is not opposed to unorthodox “counting” of students

- **Campus-wide recruitment/admissions committee update (Hoo)**
  - Anne Camper (ENGR), Marc Giullian (JJCBE), Tim LeCain (Letters), Doreen Brown (Science)
  - Agreed that a campus-wide committee would be ineffective because of the variability among departments of how recruitment and admissions are implemented
    - History has a dedicated faculty who is given a course reduction
    - Chem/Biochem has a dedicated staff assigned
  - Task Force agreed that composing best practices to distribute to departments would be a better first step
  - Dean Hoo hopes to provide multiple incentives to increase recruitment (tuition waivers, signing bonuses, and so forth)

- **Department recruitment/admissions committee update (Hoo)**
  - No update

New Business

- **Make reporting of Qualifying/Comprehensive Exams a requirement and permanent part of the student's record (Donna Negaard)**
  - Donna Negaard, Student Services Manager in The Graduate School
  - Defines student record via FERPA; records include:
    - Grades, transcripts, student discipline files, and so forth
    - Info can be recorded in many ways, including email, hand writing, electronic database, and so forth
The Graduate School does not require an exam but **does** require the **reporting** of the exam if **given**; current policy language does not use the word “required,” but intention is implied; should revise language?

Dean Hoo is asking Council to make the reporting of the exam a policy to maintain a true and accurate record for the student.

Some departments are not reporting all exams (e.g., qualifying exams are given but not reported to The Graduate School)

Member: not sure all departments know they are supposed to report a “fail” on an exam

- Graduate School does have policy on number of attempts (2) before dismissal from program and time between first and second attempts
- Fails should be reported

Q: Should there be a provisional pass? Or conditional pass, if student did not quite meet standards for all questions?

Policy & Procedures subcommittee will discuss and draft policy proposal to present to Council at next meeting (Nov 10)

**Committee Reports**
- **Policy and Procedures Committee**
- **Curriculum Committee**
- **Governance Committee**

Adjourned at 3:00pm

**Next scheduled meeting** – Nov 10, 2016