

Minutes of **University Graduate Council**

March 11, 2010

Present: CHAIR Tim McDermott (AG), Bonita Peterson (BUS), Warren Jones (ENGR), Michael Redburn (EDUC), Carl Fox (DGE), Yves Idzerda (L&S-Science), and Jane Scharff (NURS).

Also attending were Nathalie Caillaud (OIP), Christopher Livingston (ARCH), Kelly Boyce (EU), Kristin Gill (DGE), Ginny Heimann (DGE), and Donna Negaard (DGE).

Meeting commenced at 12:08 p.m. in 325 Leon Johnson.

Approval of Minutes

- Minutes for February 25, 2010 – moved, seconded and approved

Research Misconduct

- a. Plagiarism in theses and dissertations
 - a. Should DGE be checking for plagiarism?
 - i. Could purchase monitoring software.
 - ii. Some of these software programs, like Turn It In, keep a copy of the documents being checked.
 1. Could create some IP issues.
 - b. Plagiarism is often an issue for international students, so this is an important part of their orientation as new graduate students.
 - c. Students will “borrow” from the web, but must give credit to their sources. They may need to be reminded periodically.
- b. DGE could make plagiarism policies more obvious online and make this a focus topic at new student orientations.
 - a. Departments do have a responsibility to train students and assist them in their writing so that we can avoid plagiarism.
 - i. How are committee members and chairs missing plagiarism; how widespread is this issue?
 1. Committee members aren’t always experts on the primary literature for every student’s research topics.
 - b. Having a university wide resource, like Turn It In, that we can all use would be beneficial.
- c. DGE should define a policy stating that theses and dissertations may be randomly checked for plagiarism.
 - a. Could also add verbiage to the theses and dissertation approval forms that the student is signing.

Achievement Awards & Presidential Scholarships

- a. Please acknowledge deadlines and submit potential candidates to Carl.

Employment Authorization Form

- a. Would like to adopt University of Montana policy regarding student employment beyond assistantships.
 - a. All GTAs and GRAs will work for a maximum of 20 hours a week during fall and spring semesters.
 - b. Would do away with the EAF entirely.
 - c. Any student that would like to work more than 20 hours during a fall or spring semester will have to meet with their advisor and ask for an exception to the 20 hour maximum policy.
 - i. These exceptions will be considered on a case-by-case basis, and will be evaluated based on student need, course load, and the student's ability to work more than 20 hours a week and make satisfactory progress toward their degree.

Comprehensive Exams

- a. Currently requires that every degree program have a comprehensive exam.
 - a. DGE's policy could state that the comp. exam is optional, and subject to departmental requirements.
- b. All Master of Science degrees should require a comprehensive exam.
- c. Proposed Revision to Policy: (to be considered at our next meeting)

The major department may administer a comprehensive examination to assure that the student has attained sufficient mastery of their program of study, including sufficient knowledge of pertinent literature, academic background, training, and ability to conduct research. The student usually takes the examination during the second year of attendance.

Graduate Certificates

- a. What are our admission requirements for certificate programs?
 - a. Must have a bachelor's degree from an accredited institution.
 - b. Minimum GPA requirement is a 3.0, but a student can be admitted provisionally with a 2.75 (same as MS and PhD programs).
- b. Must require twelve (12) credits minimum to be considered a graduate certificate program.
- c. Students in certificate programs will not have a committee.
- d. Division of Graduate Education will require a program of study.
- e. Only 20% of coursework on the program of study can be transfer work.
 - a. Transfer credits are defined as credits coming from an outside institution, credits taken in the non degree status at MSU, and credits reserved for graduate credit at MSU while pursuing a bachelor's degree.
- f. A maximum of one-third (1/3) of the coursework on the program of study can be 400 level credits.
- g. Graduate certificate programs will be posted on student's official MSU transcripts.
- h. Students have a maximum of six (6) years to complete their graduate certificate.

- i. Students in graduate certificate programs will be allowed to pursue a master's degree concurrently.
- j. Pass/Fail credits will not be allowed on graduate certificate programs of study.
- k. Graduate certificate candidates will be subject to the same probation and suspension policies as graduate degree candidates.
 - a. DGE policy states that the student must have a cumulative and semester GPA of 3.0 or higher to be in good standing.

Alternative Thesis and Dissertation Format

- a. The copyright statement has been amended on page three of the manuscript format proposal after seeking legal counsel.
- b. A literature review could be required by departments if they so choose.

Meeting adjourned at 1:28 p.m.

Catherine Dale, UGC Secretary
Division of Graduate Education