

## UNIVERSITY GRADUATE COUNCIL

### MINUTES

September 27, 2023

10 a.m. – 11:30 a.m.

SUB 168

#### Council in Attendance:

Catherine Dunlop (Letters)  
Marc Giullian (Business)  
Brian Rossmann (Library)  
Stephanie McCalla (Faculty Senate)  
Craig Ogilvie (Dean of The Graduate School)  
Stephan Warnat (Engineering)  
Sweeney Windchief (Education)  
Heidi Koenig (Student Representative)  
Scott Powell (Agriculture)  
Wade Hill (Nursing)  
Katey Franklin (Health & Human Development)  
Amy Reines (Sciences)  
Christopher Livingston (Architecture)  
Brennan Reeves (Office of International Programs)

#### Also in Attendance:

Lauren Cerretti (Graduate School)  
Emily Peters (Graduate School)

#### Absent

Rollin Beamish (Arts)

Meeting started at 10:02 a.m.

#### **September 13, 2023 minutes**

- Motion to approve by Livingston, Giullian 2<sup>nd</sup>, 8 pass, motion passes

#### **Announcements**

- **Update from the Dean**
  - 2,093 graduate students enrolled this fall
    - Up 40 students from last fall
    - Increase is in doctoral students
  - Fall wellness week for graduate students next week (Oct 2-6): On a Budget Week

- Students will receive daily resources
  - Clothing Swap on Wednesday, October 4, 12-3pm
  - Compassion Workshop on Friday, October 6, 2-4pm
- **Faculty Senate update (McCalla)**
    - Shared UGC's feedback on software procurement
    - BOR meeting last week: discussed AI and housing
    - Budget presentation today
    - New social media policy is going through the approval process: social media sites for university entities must get approved by university communications, 2 people must have the password. A lab's social media would fall under this new policy.
      - Chair Dunlop will provide the policy for members to review for next meeting

## Old Business

- **Generative AI guidance for graduate education**
  - Update from subcommittee: Met with CFE – had a good discussion regarding what is important for graduate students to know
    - Suggest specific guidelines for committees
    - Maybe add questions in ETD submission: did you use AI and how?
  - CFE said they will take subcommittees concerns and suggestions, look at other universities, and potentially add information to their site
    - CFE could create a section for graduate students that Graduate School could link to
  - Subcommittee will check back with CFE
- **Feedback from depts re: 1 credit extension and in absentia policy draft**
  - Review of policy changes: could no longer defend during 1 cr extension period, tuition would be in state; add in absentia option (parallel undergraduate) for incomplete grade or transfer course in final semester
  - International students in this situation usually have a semester of 3 credits, then 1 credit extension – but can only do this once. Policy change would mean they have to defend during the 3-credit semester, or they will have to register for 9 credits the following semester. Suggest considering an exception for international students for this reason.
    - Students could go through the appeal process if this comes up
    - Change in the time students could defend for the 1 cr extension is only about a 2-week difference, encourage defense to happen during the semester they are enrolled in 3 credits
  - In the section with “appropriate reasons to use utilize the one-credit extension,” received some feedback wondering why student should still have to pay for another credit for the Graduate Dean to approve their ETD
    - Can clarify the wording
  - Revisit at next meeting
- **ETD process discussion**

- Changes since last meeting: purpose is to assure committee can verify changes have been made, but not make it a second pass/fail for the student. Email is currently sent to members of the committee one at a time, the plan is to change this to one email with everyone cc'd (clear communication to everyone), if you don't think the changes have been made, you reply all to this email
  - Remaining concern that student submits directly to GS and faculty is not available to respond within the week timeline. No direct action required from a committee member before the student submits.
    - In practice there is more than a week for faculty to respond before the degree will officially be awarded.
  - At the defense suggestions for revisions should be written down and documented to provide clear expectations for the student– could there be some place where this information is clearly listed and more officially agreed upon?
    - Suggest adding this to the defense form and committee would all sign it
    - Currently students don't see this form – but could be included in the process
  - Graduate School to consider changes
- **Update from Chair Dunlop re: ex officio Provost Office member**
    - Governance committee recommended not adding an ex officio member. Provost accepted this decision.

#### **New Business**

- **Chad Schreier, Chief Executive Office, MSU Bookstore**
  - Here to discuss how inclusive access course materials might impact graduate education
  - Overview on changes in the market: publishers pushing more digital offerings, less print material available
    - MSU bookstore is the only non-profit campus bookstore in the state; profits from the store are used to lower textbook costs for students
  - Looking at an Inclusive access materials program modeled after UC Davis: digital component delivered directly through D2L, billed after 15<sup>th</sup> class day. Students have until 15<sup>th</sup> day to decide whether to participate in the program. Guaranteed to be under market cost. Setup as a student fee (currently estimate \$150/semester).
    - Students would swipe their student ID to verify they paid the fee
    - If you don't use a textbook, or only use free materials, that helps reduce the overall cost and lowers the fee
    - Leftover funds could be put in reserves and/or used for scholarships
    - Looking for feedback on what this would look like from graduate students and whether it makes sense at the graduate level
  - Discussion
    - Concern that a student who has finished all courses and is only doing research/practicum/etc. would be charged the fee even though not enrolled in instructional courses.
    - Agreement that for most graduate programs this would be an increased cost to students. Multiple examples of graduate programs where students currently

don't have to purchase textbooks at all. Either use free materials, pass textbooks down through cohorts, or department provides books.

- Note, bookstore does request that it be notified when a course is using articles, Higher Education Act. Need this information for accessibility and financial aid.
- Concern that some graduate students are taking credits part-time time while working and would have to pay the fee each semester
- Next steps: Chad will take UGC's feedback to the campus working group. They will continue to refine the proposal.
  - There will be upcoming event opportunities to provide additional feedback

### **Updates from subcommittees**

### **Public comment**

Adjourned at 11:32 am

Next scheduled meeting – October 11<sup>th</sup> in SUB Room 236