

**UNIVERSITY GRADUATE COUNCIL
MINUTES**

Wednesday, March 2, 2016

2:00 – 3:00 p.m.

Linfield 214

Council in Attendance:

Ahmed Al-Kaisy (Engineering)
Michael Babcock (Faculty Senate)
Tim LeCain (Letters)
Ann Ewbank (Education)
John Borkowski (Sciences)
Jean Shreffler-Grant (Nursing)

Mary Miles (Health & Human Development)
Christopher Livingston (Architecture)
Marc Giullian (Business)
Fabian Menalled (Agriculture)
Karlene Hoo (The Graduate School)

Also in Attendance:

Amanda Brown (The Graduate School)
Lauren Cerretti (The Graduate School)
Nellie Ciesielski (President of the Graduate
Employee Organization)

Absent:

Meeting started at 2:04 pm

February 17, 2016 minutes

- Menalled moves, Livingston second, unanimous pass.

Announcements

- **Update from Faculty Senate (Babcock)**
 - Individual Interdisciplinary Program (IIP) is in APWG currently, hoping to move on it next week. Will not meet BOR timeline for March meeting. Hopefully May meeting.
 - FS will meet today, 3/2.
 - FS discussed elimination of graduate representative, voted 13 for and 11 against to eliminate, effective immediately.

Old Business

New Business

- **Update on Task Force**
 - Dean Hoo gave an update on the task force
 - Currently gathering information from departments regarding tenure-track faculty workload, if they have admissions committees, and so forth, to share data among the colleges.
- **Withdrawing Graduation Application policy (handout)**
 - Language revisions to policy for using one credit extension to clarify procedure for students and streamline process for Graduate School.

- Q: is there a second fee if student reapplies as one credit extension? Yes, \$20 audit fee.
- Q: What happens if student doesn't complete or withdraw?
 - GS attempts to contact student and department to gather information regarding intentions and eventually remove student from graduation status if no movement or response.
- Miles motion to approve as written, Ewbank second, unanimous pass. Effective immediately, pending review by Faculty Senate on 3/9/16.

Committee Reports

- **Policy and Procedures Committee**

- **Curriculum Committee**

- Member Menalled joined committee, currently only two voting members on committee (Menalled and Miles).
 - Member Livingston volunteers to join curriculum committee.
- Course review: approved Family Financial Planning (FFP) master's program to drop from 42 to 36 required credits. FFP program felt it was losing students because 42 credits is high for a master's program. Other schools in the GP-IDEA consortium (of which MSU's FFP is a member) only require 36 credits.
 - Babcock will bring to CPC in Faculty Senate today, 3/2.
- Graduate Representative policy—"optional" policy language proposed (handout)
 - Not required to have grad rep
 - One time opportunity to elect to have a grad rep when submit program of study & committee form
 - Student and committee chair are responsible for selecting grad rep
 - If choose to have grad rep, must meet Graduate School criteria and GS has final approval of selection
 - Exam report not required but will be recorded if submitted
 - Dean Hoo suggests if Faculty Senate finds "option" agreeable, should go into effect immediately
 - Babcock notes that Faculty Senate's approved elimination of grad rep was immediate
 - Q: Could Grad School have policy for when things go poorly? An advocate for the student?
 - Grad School has an Office of Student Services and a student advisor currently
 - Appeal process exists in Grad School for everything
 - Q: Will grad rep role be removed from Activity Insight?
 - Grad School will look into it; does not seem immediately possible as committees are entered manually into Banner
 - Q: Can a communication be sent to all current grad reps?
 - Yes
 - Suggestion: appeal should be decided by person on same "level" as committee chair (i.e. should be faculty, not staff)
 - Graduate Dean always decides appeals
 - Al-Kaisy moves to send "Optional" policy to Faculty Senate, Giullian second, unanimous pass to send to Faculty Senate.

- **Governance Committee**

- Review UGC by-laws regarding role of graduate student member; discussion
- Related: Grad School working to form Graduate Student Network; has met a few times already.
 - Not formal body
- Hand out: Student member application draft for review
- Hand out: Student member announcement draft for review
- Q: would it be feasible to have two students (staggered) at a time so there is a mentorship piece?
 - Could be difficult because finding even one has proven challenging
 - Would be useful configuration
- LeCain: Governance committee will review hand outs and discuss to present at next meeting.

Chair LeCain adjourned at 2:56 pm

Next scheduled meeting – March 30, 2016