

Minutes of **University Graduate Council**  
February 25, 2010

**Present:** CHAIR Tim McDermott (AG), Bonita Peterson (BUS), Warren Jones (ENGR), Carl Fox (DGE), Robert Bennett (L&S-Letters), Yves Idzerda (L&S-Science), Jane Scharff (NURS), Richard Wojtowicz (Faculty Senate).

Also attending were Nathalie Caillaud (OIP), Christopher Livingston (ARCH), Jaime O'Callaghan (NPTT), Catherine Johnson (ILEAD), Ginny Heimann (DGE), and Donna Negaard (DGE).

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

Approval of Minutes

- Minutes for January 28, 2010 – moved, seconded and **approved with amendments.**

DGE Staff Report

- Attended Salish-Kootenai recruiting event and the MSU Career Fair.
- Holding MSU employee lunch on March 23<sup>rd</sup> to recruit for graduate & undergraduate programs.
- Public Speaking seminar was filmed and will be available on DGEs website for students who were not able to attend.
- Molecular Bioscience recruiting weekend starting Friday the 26<sup>th</sup>
  - This year: 20 offers, 18 students accepted.

Alternative Thesis/Dissertation Format

- a. Each department should be responsible for determining author- and co-authorship.
  - a. Puts quality control in the hands of the department.
  - b. Appropriate to the culture of each discipline.
  - c. Different issues arise, and departments will need some flexibility in determining authorship and co-authorship.
  - d. Chapter heading page should include the contribution by the student (main author) as well as the co-authors.
- b. Students will have the option to use the alternative format when their manuscript has been drafted and formatted in accordance with a peer-reviewed journal.
  - a. The introduction and conclusion of the thesis/dissertation will still be formatted to meet DGE requirements.
  - b. Departments may have their own requirements. DGE guidelines would be the minimum requirements for students.
    - i. Some departments may not want to accept manuscripts as part of the thesis/dissertation document at all.
- c. How many manuscripts will be included?
  - a. Department will determine which manuscripts would be appropriate to include.

- d. Copyright issues
  - a. General copyright guidelines will be included in DGEs requirements.
  - b. Students will need guidance from their advisors as copyright laws are complex and always evolving.
- e. Student and DGE can hold the thesis/dissertation back from being available on the web if there are any overlapping copyright issues.

Motion: Moved to accept the alternative thesis/dissertation formatting as discussed. Motion seconded, and **approved**.

#### Presidential Scholarships

- a. The MSU Foundation funds this scholarship and there has been a decline in funds this year.
  - a. In the past we had \$25,000 to award, and typically awarded \$1,000 to the top 25 students we hope to recruit.
  - b. This year we only have \$15,000 to award, and will still award \$1,000 to each student.
- b. Departments should prioritize their top students if they have more than one nomination.
- c. Could also potentially be used to increase enrollment in departments that need to increase recruitment.

#### Communication Strategies

- a. DGE putting together a communication plan.
- b. Particularly for policy changes.
- c. Can be difficult to contact faculty, and the faculty listserv is closely managed.

#### Western Association of Graduate Schools

- a. Participants are schools similar to MSU.
  - a. This year the meeting will be held in Coeur d'Alene, ID.
  - b. Topics include: Organization of Online Education, Access to Diversity in Graduate School, Graduate School Organizations, and many more.
- b. Carl is organizing the WAGS meeting for 2011.
- c. DGE encourages UGC members to attend WAGS and CGS meetings if they are interested.

#### Enrollment Report

- a. Last report was in February, 360 applications submitted by this time last year. This year there are only 294 applications submitted.
  - a. Decrease in international applicants.
  - b. Decrease in tuition waivers.

### Tuition Waivers

- a. Most departments stayed within their budget.
- b. Over approved by about \$45,000, and all of those were approved exceptions.
- c. Smaller awards and fewer students receiving awards.
- d. Next year will be status quo.
- e. Be aware that changes in tuition waivers may affect cost-sharing that was implemented in grants that have a 5 year funding profile.

### Graduate T-Shirt Contest

- a. Winner has been chosen, and t-shirts should be available soon!

### Name Change

- a. Would like to be The Graduate School rather than Division of Graduate Education.

### Capacity Study

- a. Jaime O'Callaghan and Catherine Johnson are both EdD candidates in Adult and Higher Education.
- b. Using survey created by S. Illinois State to define capacities in our graduate degree programs.
  - a. Surveys will be distributed to department heads, but will be degree based.
  - b. Could possibly do follow-up interviews with faculty members.

### Upcoming Awards

- a. \$10,000 for Native American Graduate Fellowship (deadline not yet established).
  - a. 1 year, renewable for a 2<sup>nd</sup> year, for Masters or Doctoral candidates.
- b. Outstanding Graduate Student Award
  - a. \$500 awarded at commencement ceremony to students who graduated fall and summer 2009, or will graduate this spring 2010.
  - b. March 12<sup>th</sup> deadline.

### Research Celebration

- a. April 8<sup>th</sup> in the SUB ballrooms.
- b. Sample abstracts from 2009 are available online.
- c. Presentation information sessions will be held in March and beginning of April.

Meeting adjourned at 1:49 p.m.

Catherine Dale, UGC Secretary  
Division of Graduate Education