

**AGENDA**  
For  
**UNIVERSITY GRADUATE COUNCIL**

Wednesday, March 4, 2015

1:00 – 3:00 p.m.

Sherrick 103

Opening – 1:05 p.m.

Approval of Minutes – Feb. 18, 2015

Announcements

Old Business

New Business

- Signature page for Thesis/Dissertation, discussion (handout)
- Video conferencing policy; review of language and intent, Dyer (handout)
- Graduate Representative policy; review of responsibilities, Dyer (handout)

Committee Reports

- Policy and Procedures Committee (Borkowski, Bangert, Shreffler-Grant, Ragain)
  - Change in grading method for 590/690 thesis/diss. Credits
  - Feedback on Graduate Teaching Assistant Term Performance Evaluation form
- Curriculum Committee (Miles, LeCain, Lipfert, Babbitt alternate)
  - Report on Guidelines for Level of Review for Curriculum Changes
- Governance Committee (Dyer, Al-Kaisy, Christensen)
  - Revised UGC by-laws regarding role of Faculty Senate member, vote needed
  - Revised UGC by-laws regarding role of graduate student member (handout)

End: 2:55 p.m.

Next scheduled meeting – Wednesday, March 18, 2015 1:00 – 3:00 pm in Sherrick 103

SAMPLE APPROVAL PAGE

APPROVAL

of a thesis (dissertation) submitted by

Author's Full Name

This thesis (dissertation) has been read by each member of the thesis (dissertation) committee and has been found to be satisfactory regarding content, English usage, format, citations, bibliographic style, and consistency, and is ready for submission to the Division of Graduate Education.

Type Name of Chair of Committee

Approved for the Department of (Dept. Name)

Type Name of Department Head

Approved for the Division of Graduate Education

Type Name of Graduate Dean

**Video Conferencing policy as posted at**

**[http://www.montana.edu/gradschool/policy/degreq\\_general.html#degreq\\_general\\_video](http://www.montana.edu/gradschool/policy/degreq_general.html#degreq_general_video)**

(Effective January 1, 2015)



The Graduate School requirements for video conferencing during the Comprehensive Examination and Thesis Defense are as follows:

- The conference must be two-way with video.
- The student and/or department is responsible for initiating and implementing the conference process.
- The student and/or department are responsible for all costs incurred.
- If communication is broken during the examination and cannot be re-established, the examination must be terminated and rescheduled for completion at a later time/date.
- Two members of the committee, not including the Chair and Graduate Representative, are allowed to videoconference. The following exception to this allowance may be made due to the unique logistical issues for the College of Nursing's DNP Program:
  - The DNP student and committee members, including the Chair and Graduate Representative, must be visible via video camera to the entire committee, as well as be present at a College of Nursing campus (locations: Bozeman, Billings, Missoula, Kalispell, Great Falls). Neither the student nor any committee member is allowed to telephone into the conference.
- The following two items apply to the Masters and Doctoral Comprehensive Exams and a Master's Thesis Defense. They do not apply to a Doctoral Defense of the Dissertation:
  - The student and Chair may petition the Graduate School to allow more than two committee members including the Chair or Graduate Representative to participate via video conference. The petition must address why the stated requirement of allowing at most two committee members to participate via video conference cannot be accommodated.
  - If no committee member can be present with the student, then the Committee Chair is responsible for the integrity of the examination. This may include appointing a qualified proctor to be present at the student's location. The proctor must submit confirmation in writing via an email or letter to The Graduate School that s/he was present at the student's location for the entire examination.

## Graduate Representative policy as posted at

[http://www.montana.edu/gradschool/policy/degreq\\_doctoral.html#doc\\_grad\\_rep](http://www.montana.edu/gradschool/policy/degreq_doctoral.html#doc_grad_rep)



The Graduate School assigns the graduate representative to each graduate committee once the [Graduate Program of Study & Committee](#) form is approved. A graduate representative is a tenured or tenure-track faculty member at MSU outside of the student's degree granting department.

**GRADUATE REPRESENTATIVE'S RESPONSIBILITY** — The primary responsibility of the graduate representative is to ensure that committee meetings are conducted in a fair and satisfactory manner. The graduate representative is to attend all committee meetings with the exception of the written comprehensive examination. The graduate representative does not have to be present but must attend any reviews of the results of the written exam. At examinations that are open to the faculty, the graduate representative has the same privileges to questions and comments that are accorded to any other faculty member.

**EXAM REPORT** — Within five (5) days after the examination, the graduate representative must file a brief written report with The Graduate School regarding the examination. See [template](#). Reports should be submitted to [degreesandcertificates@montana.edu](mailto:degreesandcertificates@montana.edu). Comments also may be made regarding the candidate's performance. The Graduate School will consider carefully any written suggestions submitted by the graduate representative.

**REPLACEMENT** — The candidate and the candidate's committee chair are responsible for scheduling that allows the graduate representative to attend. If illness or some other emergency prevents the graduate representative from attending, the graduate representative is required to notify the Office of Degree Programs & Certificates (ODPC), if at all possible, fourteen (14) business days in advance. The ODPC will identify a list of up to five (5) potential replacements. It is the responsibility of the candidate and the committee chair to inform the ODPC of the selection. In cases where a replacement is found that is not on the list, the replacement must first be recommended to the ODPC for approval. The Graduate School must be notified of any substitutions before the examination is held. In cases where a substitute is not approved by The Graduate School, the examination must be postponed and rescheduled.

Examinations held in the absence of the graduate representative, or a previously approved substitute, will be considered invalid and must be repeated.

## **UGC Proposal: Graduate Student Representation**

Graduate student representation at UGC meeting has come under discussion with the general consensus that two graduate students represent the student body, one for thesis (research) based degree programs and one for other (non-research) degree programs. Below are the proposed changes to the UGC bylaws to affect this new policy.

### **Article II: Organization and Administration**

#### Section 1: Membership

Original:

One full-time graduate student, who is in good standing, represents the Graduate Student body.

Change to:

*.....Two full-time graduate students, who are in good standing, represent the Graduate Student body on the Graduate Council. One will be selected to represent thesis (research) based programs and one non-thesis (non-research) graduate degree programs.*

#### Section 2: Selection and Terms

Original:

.....The Graduate Student representative is selected by rotation among the Colleges and serves a one-year term.

Change to:

*.....The two graduate student representatives are selected by rotation among the appropriate Colleges and each serves a one-year term.*