UNIVERSITY GRADUATE COUNCIL

MINUTES

January 24, 2024 10:30 a.m. – 12:00 p.m. Romney 102

Council in Attendance:
Marc Giullian (Business)
Heidi Koenig (Student Representative)
Scott Powell (Agriculture)
Christopher Livingston (Architecture)
Brennan Reeves (Office of International Programs)
Catherine Dunlop (Letters)
Sweeney Windchief (Education)
Stephan Warnat (Engineering)
Wade Hill (Nursing)
Stephanie McCalla (Faculty Senate)
Craig Ogilvie (Dean of The Graduate School)
Amy Reines (Sciences)
Rollin Beamish (Arts)

Also in Attendance:
Emily Peters (Graduate School)

Absent
Katey Franklin (Health & Human Development)
Brian Rossmann (Library)

Meeting started at 10:30 a.m.

December 6, 2023 minutes

- Motion to approve by Warnat, Giullian 2nd, 8 pass, 0 abstention, motion passes

Announcements

- Update from the Dean
    - Enrollment update: doctoral, master's and grad certificate numbers all up; improvements in fall to spring retention
    - JAGS approved 4. 2 that will be discussed at Faculty Senate today. Next step is Academic Council, then can be updated in the catalog.
        - Planned process improvement: have university legal review policies before UGC takes final vote

- Created one-page fundraising sheet on why donors should donate toward graduate students. Ask for a couple volunteers to review. Contact Dean Ogilvie if interested.
- Idea emerged from meeting with graduate students to have more than one graduate student sit on council. Suggest 3 ex-officio members: 1 STEM, 1 HASS, 1 from online programs
    - Student rep: supports this idea, also would like more graduate students on GSLC (Graduate Student Leadership Council)
    - General support for this idea
    - Q: Is it sustainable to have this in writing that we need 3 members?
        - Advertise in newsletter, ask council members to recruit, GLA members, can ask CAs (community assistants) on campus to identify possible students
        - Can word policy as 1-3 members, so not in violation of bylaws if can't fill all positions
    - Q: Can we provide financial incentive?
        - Possible graduate leadership scholarship
    - Governance committee to draft revisions to bylaws

- Faculty Senate update (McCalla)
    - UGC policies: 9 credit master's thesis and continuous enrollment policy to be reviewed today
        - 2 other upcoming policies will be reviewed in 2 sessions
    - Discussing parking today: potential change to prohibit freshmen living in the dorms to park on campus

Old Business

- Master of Engineering in Manufacturing Engineering (potential vote)
    - Review revisions: one misleading sentence about reserved courses was removed from the proposal
    - Concerns regarding approving programs without financial support
        - Open discussion
    - Motion to vote by Giullian, 2nd by Reines
        - Vote: 7 in favor, 0 opposed, 2 abstained
        - Proposal passes
- Retired faculty serving on graduate committees (potential vote)
    - Review proposal and most recent revisions: retired faculty can serve without a waiting period
        - Clarify "without a waiting period" language – this comes from a HR request to match BOR policy. Can add a link to the BOR policy defining waiting period.
    - Motion to vote by Powell, 2nd by Livingston
        - Vote: 8 in favor, 0 opposed, 1 abstained
        - Policy passes

New Business

- Discuss Scholarly Works ETD
    - Review changes. This is guidance on Grad School website on the manuscript option for publishing (not policy – would not go to JAGS)
    - Q: Would this be helpful for arts students? Yes, to some extent. The standards vary so widely in the field.
    - Q: Input from the library?
        - The library contributed to the guidelines and are interested in being an active partner. Help with archival process of ETD.
    - Guidelines can be useful for any kind of professional submission. Applications won't be reviewed unless formatted correctly.
    - If the library has ways to streamline submission process, it is helpful for students.
        - File size, pixel ratios, file format, etc.
        - Technology changes – guidelines may change
            - Anticipate this would be dynamic. Links out to library webpages with the current guidance.
    - The clearer the instructions, the better for students
    - Embargo on thesis sentence: should say student or advisor can opt for a one-year embargo
    - Will update guidance on ETD website
- Class Rank, policy revision (review draft)
    - Registrar's Office receives requests for class rank for scholarship applications. There are no class ranks at graduate level. Registrar's Office requests that this is added to policy.
    - Prohibition is a strong word. Some departments, OIP, etc. use rankings to nominate students for awards.
    - Suggestions:
        - There could be a template letter for departments to provide on request
        - Run policy by the university lawyer
        - Change the language to university level, but would still allow a ranking from a particular department (e.g. the Registrar's Office does not provide)
        - "Not practiced" instead of prohibited

Updates from subcommittees

- AI guidance was disseminated in December to get feedback from departments. Meeting with research council today to receive additional feedback.
    - Arch feedback: open to allowing AI tools and find the guidance helpful
    - Continue collecting feedback from departments. CS has not had a chance to weigh in.
    - Eventually work with CFE to get the information on the website

- Provost Office presented to Physics department about program assessment. Assessments should be happening yearly for UG. Every 2 years for graduate programs. This currently isn't happening. Can The Graduate School provide more guidance or structure?
    - Examples of all the previous assessments are online on the Provost's Office website
    - This is required for accreditation, which is managed by the Provost's Office
    - Peer departments at other institutions might be resources for best practice

- Does assessment fall into any grad program's curriculum?
    - Education has an assessment course.

Public comment

Adjourned at 11:59 am

Next scheduled meeting –February 7th in Romney Hall 102