

## University Graduate Council Minutes

Wednesday, November 5, 2014

8:00 – 9:25 a.m.

ABB 138

### **Council in Attendance:**

Alan Dyer, *Chair* (Agriculture)  
John Borkowski, *Vice Chair* (Sciences)  
Anne Christensen (Business)  
W. Randall Babbitt (Faculty Senate)  
Jean Shreffler-Grant (Nursing)  
Karlene Hoo (The Graduate School)

Melissa Ragain (Arts)  
Arthur Bangert (Education)  
Sarah Codd (Engineering)  
Mary Miles (Health & Human Development)  
Theodore Lipfert (Arts)

### **Also in Attendance:**

Amanda Brown (The Graduate School)  
Keith Hutchison (Psychology)  
Melis Edwards (The Graduate School)

Lauren Cerretti (The Graduate School)  
Ian Handley (Psychology)

### **Absent:**

Tim LeCain (Letters)

- **Meeting started at 8:05 a.m.**
- **October 22, 2014 minutes approved**
  - Chair Dyer called for approval, council member Codd motioned, council member Miles second, Unanimous approval
- **Three Minute Videos (Dean Hoo)**
  - Council member Lipfert at the invitation of Dean Hoo showed a four-min video clip of several graduate students speaking about their graduate experience at MSU. The video clip was prepared by Prof. Lipfert and his student at the request of The Graduate School.
  - Video serves two purposes: Recruitment, and to raise funds for fellowships/scholarships
  - Separate videos of each student to be featured as well
  - Can help build support for The Graduate School on campus and encourage industry involved sponsorship
- **Announcements**
  - **Active vs. Inactive Graduate Committee status (Brown)**
    - Graduate Representative on Doctoral committees will be released after student is inactive for 3 consecutive semesters
    - If/when student returns, The Graduate School will appoint new Graduate Representative
    - Effective date: fall 2014
  - **Revised forms (Brown)**
    - “Graduation Application” and “Change in Graduate Status”
      - Will help to route and differentiate “continuing” vs. “en route” students
      - En route students no longer need to change their status (no form needed)
- **Old Business**
  - **Curriculum Committee report (Council member Miles)**

- Handout provided for procedure/timeline for Level II proposal review
    - Discussion and suggestions:
      - Departments should give two week notice prior to UGC meeting that a proposal is coming so that it can be incorporated into agenda
      - Deadline for proposal submission to UGC should be one week before next meeting
      - Add an announcement to agenda that a Level II proposal is coming
      - Add a comment sheet so the applicant knows why it was approved/denied
      - Add a step for applicant to submit a response/revised proposal
    - List of questions from Curriculum Committee to be reviewed by UGC and provide feedback at next meeting
  - Proposed procedure (Dean Hoo)
    - Faculty Senate member always serves as an alternate member for every committee
    - Discussion:
      - Is the Faculty Senate member only here for Curriculum issues?
      - Can an alternate be appointed for each committee?
      - Would be a good idea to have the Faculty Senate member permanently on the Curriculum Committee, not just an alternate
    - Chair Dyer proposed the Governance Committee review and make a suggestion at next meeting
  - 12 Credit policy proposal (Cerretti)
    - Discussion:
      - Some MSU programs already require more than 30 credits for a Master's
      - What happens for students coming in with Master's from another institution?
      - Concerned that this will drastically affect the Physics and Engineering programs
    - Chair Dyer called for motion to send proposal to Policy & Procedure committee
      - Council member Babbitt motioned, Council member Codd second
- **Level II Psychology proposal (Keith Hutchison, Ian Handley)**
    - First presented in Spring 2014
    - Handout provided, and presentation given by Dr. Hutchison based on comments from UGC in the spring of 2014
    - Suggestions were made by UGC, comments to be given to council member Lipfert
    - Voting shall take place via email prior to next meeting
  - **Meeting adjourned at 9:35 a.m.**