

**UNIVERSITY GRADUATE COUNCIL  
MINUTES**

Wednesday Jan 18, 2017

10:10 – 11:10 a.m.

ABB 145

Council in Attendance:

Ahmed Al-Kaisy (Engineering)	John Borkowski (Sciences)
Mary Miles (Health & Human Development)	Christopher Livingston (Architecture)
Marc Giullian (Business)	Tena Versland (Education)
Fabian Menalled (Agriculture)	Franke Wilmer (Faculty Senate)
Ian van Coller (Arts)	Robert Rydell (Letters)
Karlene Hoo (The Graduate School)	Charlene Winters (Nursing)

Also in Attendance:

Amanda Brown (The Graduate School)  
Lauren Cerretti (The Graduate School)  
Kristin Smith (Student Representative)  
Megan Prettyman (International Programs)

Absent:

Jean Shreffler-Grant (Nursing)

Meeting started at 10:13am

- Special “Thank You” to Ahmed Al-Kaisy (Engineering) and Chris Livingston (Architecture) for serving as Chair and Vice-Chair, respectively in Fall 2016
- “Thank you” to exiting members; Joan Broderick (Science), Tim LeCain (Letters)
- Thank you to Chris Livingston, Ian van Coller, Tim LeCain, Marc Giullian, and Mary Miles for reviewing nominees for the 2017 Provost award for Graduate Research/Creativity Mentoring
- Welcome returning and new members: John Borkowski (Science) and Robert Rydell (Letters)

**Dec 1, 2016 minutes**

- Al-Kaisy moves, Versland second, unanimous pass

**Announcements**

- **Budget Adjustment (Hoo)**
  - Potential \$23 million across Montana University System cut from budget over 2 years
- **MSE (Hoo)**
  - Director Dr. Peggy Taylor passed away in December 2016
  - Program is now housed under Letters & Science; there will be a search for a new director
- **Task Force reports to be shared with Faculty Senate (Hoo)**
  - Contains 3 reports: Graduate Education, Research, Workload policy
  - Faculty Senate has workload policy on their spring agenda in conjunction with finishing faculty handbook

- Will task force reports be disseminated to campus? Unsure when or how.
- **PhD Dissertation Completion Award, numbers (Hoo)**
  - 1 student from College of Agriculture awarded for full year
  - 7 from a mix of colleges for spring only; 50 % are non-STEM students
- **PhD Enhancement Funds, open for proposals by end of week (Hoo)**
  - Any department can apply for up to two \$18K award/AY
  - The goal is to help faculty complete more scholarly work
  - UGC reviews and makes recommendations for 8-10 awards;
- **Meritorious and Presidential Awards, open (Hoo)**
  - Meritorious for new students (\$5K signing bonus, PhD only); typically do not receive enough nominations to use all available funds
  - Presidential (\$1K signing bonus, Masters and Doctoral prospects)
- **Update from Faculty Senate (Wilmer)**
  - Approved new course in Structural Equations
  - Plan to revise administrators feedback process
  - Handout: Statement of Tenure crafted by Faculty Senate; not a policy and will be included in handbook once discussed further by Faculty Senate
- **DPC update (Brown/Cerretti), handout**
  - Final AW numbers for fall 2016

#### Old Business

- **Application Fees (Hoo, Edwards)**
  - Discussed at Dec 1, 2016 meeting
  - Review of Dec 1 discussion and current procedure
  - Current procedure: students pay the first graduate application fee over their lifetime as a student at MSU—this includes when students change degree-levels within the same program, add certificates, or apply to a new program
  - Peer institutions currently charge fees for new applications for these changes
  - Graduate School met with University Business Services to discuss proposed fees
  - New fees would go into the general fund
  - Suggestion: current MSU students after 1 year should pay a fee that is less than application fee
  - Student rep: could receive push-back from students if the changed fee structure affected certificates
  - Dean Hoo asks for Council support to discuss with the Office of The Provost

#### New Business

- **Department Handbooks (Hoo, Negaard)**
  - Encouraging all departments to write and distribute department handbooks to protect all parties
  - FERPA and student records—anything related to student's academic activity is part of student record
  - There is no standardized graduate student handbook at MSU
  - Important for department to consider if true practices are reflected accurately in department handbook (in need of revision?)
  - Chair Borkowski asks that Council members gather handbooks from their departments and share with Council; he will email Council listserv

- **Level II Proposal, History (Hoo)**
  - To be sent via email
- **Level II Proposal, PhD Statistics Education (Hoo, Miles)**
  - To be sent via email
  - Please review because this proposal, which was submitted in October 2016, will be on Feb 1 agenda
- **N Grade for 575 Professional Paper (Hoo)**
  - Should we allow N grade for 575?
    - General agreement
  - Hoo will take to Registrar

#### **Committee Reports**

- **Policy and Procedures Committee**
- **Curriculum Committee**
- **Governance Committee**

Adjourned at 11:13 a.m.

Next scheduled meeting – Feb 1 at 10:10 a.m.