

Minutes of **University Graduate Council**
October 23, 2008

Present: Tim McDermott (AG), Rollin Beamish (A & A), Bonita Peterson (BUS), William Ruff (EHHD), Robert Maher (ENGR), Carl Fox (DGE), Robert Bennett (L&S-Letters), CHAIR Yves Idzerda (L&S-Science), Rita Cheek (NURS), Megan Selheim (STUDENT), Tanya Skurski (STUDENT).

Also attending were MaryKay West (DGE), Jen Jencso (DGE), and Donna Negaard (DGE).

Following lunch from the Habit, the meeting commenced at 12:20 p.m. in 114 Sherrick.

Approval of Minutes of October 9, 2008

- Change: the word "Family" needs to be placed in front of the "Psychiatric Mental Health option".

Motion: Motion was made and seconded to **approve minutes as amended**. Approved by unanimous vote.

Introductions

- Following his announcement that attendance at today's meeting was 100%, Yves asked members to introduce themselves and say who they represent.

Open Campus Forum

- No visitors were present.

UGC Committee Reports

- Policies and Procedures
 - Members are: Tim, Bonita, Robert M., Ives and Tanya
- Governance
 - Members are: Rita, Carl and Ives
- Curriculum
 - Members are: Rollin, William, Robert B. and Megan

DGE Staff Reports

- Nursing option
 - a) Paperwork went to the Board of Regents on Monday
 - b) Dean Larry Baker (EHHD--Counseling) and Dean Elizabeth Nichols (Nursing) will meet to discuss mutual use of courses and faculty
- Master of Art in Art History
 - a) Will be considered for final approval in the November Board of Regents meeting
 - b) Missoula supports

- Professional Development Seminar
 - a) First seminar was held October 22, 2008
 - b) 15 students attended the presentation on How to Present Your Research by Dr. Steve Holmgren
- Writing Seminar
 - a) Jen will be meeting with the English department to discuss putting together a graduate writing seminar for international students
- Graduate Coordinators Breakfast
 - a) Carl wants to hold at least one a semester, to discuss any issues that coordinators have
 - b) Office of International Programs presented information on recruiting international students
 - They will show departments the many different ways to recruit international students
 - Libya, Iran, and Korea have recently opened up
 - DGE changed their tuition waiver system to take into account the non-resident status of international students
 - One of MSU's goals is to increase international enrollment
 - The main emphasis was: Do not wait to process an international student a department may be interested in—do it now—the process takes several months (as opposed to the much faster domestic processing)

Vice Chair -----Carl

- a) Vice Chair replaced Chair when necessary at UGC meetings and then becomes Chair the following year
- b) Chair and Carl discuss proposed Agenda prior to meetings—to be prepared to present issues involved and to decide placement of the Agenda items as to timing
- c) This is a “transition year” to set up members so that 1/3 will transition off the UGC each year
- d) Bonita volunteered to be Vice Chair next year
- e) Members will nominate their choice of the present Vice Chair at the next UGC meeting

Graduate Student Advisory Committee

- a) It is often hard to determine what graduate students want and what they want DGE to do
- b) DGE has tried focus groups and GTA training to try to find out; however, Carl would like to try to see if a more formalized advisory group would be more effective (as found on other campuses); DGE would be a member
- c) The group would help develop ideas and direction for graduates—such as how to interact with other graduates, social activities, professional development, etc.
- d) Many graduate students are unaware of the University Graduate Council
- e) Some students have indicated they would like more information on things like sources of funding for travel and research, tuition waivers, etc.

- f) Yves asked the two UGC student representatives to discuss how the group could be set up to be most workable; they will communicate with Jen in DGE
- g) Discussion followed concerning the need to keep the group small enough to be effective and yet be representative of the students; one student from each of the 20 graduate departments would probably be too large.

External Graduate Education Advisory Committee ---Carl

- a) Some graduate schools have external committees with various structures:
 - Primarily community members – to help in large fund raising (for scholarships, fellowships, student travel funds, endowed chairs, etc.)
 - A more academic committee (deans, provosts, vice provost for research, etc) to perform a broad spectrum review of all graduate programs (what have you done in the past year and what are your directions for next year?)
 - A combination of both
- b) External Advisory Committee helps look at the whole graduate education picture—is this the best way? Are we going in the right direction? Does this make sense?
- c) Carl wants to bring an external consultant to campus, but before he proceeds further he wants input from UGC
- d) Including local CEOs could bring in new ideas and support—does what MSU is providing match what your industry needs?
- e) The advisory committee could have a standing committee with national members as competition MSU faces is now nation wide
- f) The committee would make sure that students graduating are properly prepared to work in the world outside MSU
- g) The suggestion was made for Carl to continue his research, especially of the larger universities as to what works and what does not work with external committees.

570 Independent Study Approvals - Should the 570's continue to come to the DGE for final approval

- a) Donna provided a handout regarding some of the issues involving 570s
- b) The main objective is to find out what is the best approval process for the 570s (departmental, DGE or other options?)
- c) Information provided can be insufficient, causing follow-up with the instructor to provide further details or clarification.
- d) Approximately 70-570s are processed each fall and spring
- e) There is a limit of 4 to 6 credits of 570 on Programs of Study
- f) The DGE review is to make sure that the instructor and student clearly understands what was agreed to, especially as to the grading
- g) DGE can help education department heads, instructors, and admin. associates what the 570 can be used for
- h) Sometimes department heads approve without reviewing thoroughly; if they were the final approval, they would be more careful in reviewing for meeting department standards
- i) The advisor signature is important as he/she is responsible for the whole program of the student
- j) If approval is decentralized to the department, there may not be over-sight

Motion: Motion was made and seconded **to removed the Vice Provost for Graduate Education signature line from the 570 form, and to have the department head/director be the final approval for the 570s.** Approved by unanimous vote.

Future Meetings

- a) Next meeting is Nov. 6
- b) Nov. 20 is cancelled—due to Board of Regents meeting
- c) Dec. 4—only IF needed for new issues.

Employment Authorization Forms

- Donna asked members to continue to get feedback on the form, for the next meeting.

PhD Graduate Reps

- a) Jen reported that in the past, UGC members had agreed to be graduate reps for PhDs who needed one at the last minute
- b) A graduate rep is outside the student's college and must attend the student's oral comp exam and defense
- c) Mainly the graduate rep makes sure there is no discrimination, coaching, or harassing of the student
- d) Members present agreed to be last minute graduate reps.

Meeting adjourned at 2:00 p.m.

MaryKay West, Secretary
Division of Graduate Education