

**UNIVERSITY GRADUATE COUNCIL  
MINUTES**

Tuesday, Sept. 12, 2017

2 – 3 p.m.

Wilson 2-257

Council in Attendance:

Dennis Aig (Arts)

John Borkowski (Sciences)

Ahmed Al-Kaisy (Engineering)

James Becker (Health & Human Development)

Christopher Livingston (Architecture)

Robert Rydell (Letters)

Karlene Hoo (The Graduate School)

Jean Shreffler-Grant (Nursing)

Michael Babcock (Faculty Senate)

Fabian Menalled (Agriculture)

Tena Versland (Education)

Marc Giullian (Business)

Also in Attendance:

Melis Edwards (The Graduate School)

Amanda Brown (The Graduate School)

Megan Prettyman (International Programs)

Absent:

Student rep: TBD

Meeting started at 2:05 pm – Introductions made

**April 19, 2017 minutes**

- Livingston moves, Aig second, unanimous pass

**Announcements**

- **Welcome new members: FS member Michael Babcock, HHD member James Becker**
- **Update: Faculty Senate (Babcock)**
  - New dental program with U. of Washington is being reviewed. Concern was brought up in regards to them being non-degree (ND) seeking students and how this status impacts the enrollment and graduation numbers.
  - This program is intended to be similar to WAMI and WIMU in that the students are ND and are never awarded a degree. This makes it appear as though there is a leaky pipeline when it comes to graduation numbers. It may be just a matter of putting the numbers into context when counting.
- **New Interim Vice Provost for International Programs, I. Miley Gonzalez**
  - Megan Prettyman outlined his background prior to coming to MSU.
- **New Dean of College of Nursing, Sarah Shannon**
  - Jean Shreffler-Grant provided a brief background and Dean Shannon's prior experience at the U. of Washington.
- **Annual Review of Academic Progress & GTA/GRA review forms now mandatory (Hoo)**
  - The GTA/GRA reviews are mandatory, but a program cannot be forced to do them. It is important to have them on file should a GTA or GRA file a report with the GEO (graduate employee organization). The Graduate Education Task Force has

recommended the Annual Review of Academic Progress form also be mandatory. Such reviews should be conducted at the end of the spring term.

- Annual Review also states if the student is making progress to degree. The revised program of study form has fields to enter estimated time lines for department specific transition points (e.g., comp exams, qualifying exams, and so forth).
- The GTA/GRA review should be sent to HR and the Annual Review to the GS. In the event that the GTA/GRA review is unsatisfactory, the GS should be notified.
- An annual assessment of the student's progress towards degree seems more reasonable than the GTA/GRA, which varies from term to term.
- Is anyone doing this? Yes, larger departments are already on board with this process.
- Is there a form already in place? Yes, the forms were crafted by UGC and are on the GS website (see yellow laminated 6x4 card The GS created about "forms").
- **Update: Task Force (Hoo)**
  - Central management of the tuition waivers is being addressed with a pilot program. Engineering was the first college to pilot this centralized process in AY 16-17. In AY 17-18, Letters & Science is part of the pilot.
  - Background: The GS provided tuition waivers to college deans. The colleges then distributed waivers to their departments. To accommodate growth in certain graduate programs, tuition waivers should be distributed strategically.
  - To date, The GS has effectively used 80% of the tuition waivers for GTA lines and it is not yet the 15<sup>th</sup> class day.
  - How to support masters students who are engaged in teaching or MS students continuing to PhD who could teach. There is a distinction between who is salaried and who is on a stipend. Masters programs vary from 30 to 60 +/- credits and this would need to be considered.
  - The MSU budgeting process has invested in graduate education. The GS was given a budget to support signing bonuses to doctoral programs that have been consistent in making gains in graduate education. This is in addition to the existing Meritorious award for new PhD students and the Presidential Scholarships (open to all graduate students).
  - Guidelines of the pilot will be shared shortly.
- **Activity Insight (Hoo) – TABLED until details of Graduate Faculty Status is further fleshed out**
- **Update: Degree Programs & Certificates (Brown)**
  - Quick Reference Forms Guide (handout: yellow laminated 6x4 card)
  - Graduation Applications for fall due Sept. 20
  - Degrees awarded AY 2016-2017 (handout)
  - Fall Applications/Enrollment (handout)
    - Departments are encouraged to get students to enroll early. There is a 10% increase in the number of new doctoral students.

## **New Business**

- **Graduate Faculty Status (Borkowski)**
  - The issue of the "creation" of graduate faculty status has resurfaced. The Task Force on Graduate Education also has recommended the implementation of graduate faculty status. With the exception of one, all of our peer institutions already have implemented graduate faculty status. The question is how do you start one. Proposal:

- As a start: all current tenured, tenured-track faculty, and faculty with the title of research faculty in graduate degree-granting departments will be considered for graduate faculty appointments. This would be renewable (e.g., 5 years?) based on set criteria. Faculty in these categories who don't want this appointment can opt out.
- Faculty with the title of emeritus, retired, and affiliate faculty would need approval of their graduate faculty in a graduate degree-granting department, the department head, and UGC before final approval by the GS Dean. Their graduate faculty status could be renewed after a set period of time (e.g., 1 year?).
- Criteria for continuation as graduate faculty could be: teaching at the graduate level, supervising graduate level research, serving on graduate committees, professional society activities, and/or scholarship.
- A graduate faculty member can be removed from this status if they are not meeting the criteria by vote of the graduate faculty in the department; or for research misconduct or unethical conduct.
- Renewal should not be arduous with the use of Activity Insight where faculty are expected to log productivity per guidelines set forth by MSU administration.
- Faculty with the appropriate terminal degree, but in a non-graduate degree-granting department, may request graduate faculty status from a graduate degree-granting department in which they want to participate.
- Note: Having graduate faculty status does not mean you can serve as chair of a graduate committee. See current policy.
- What problem are we trying to solve by bringing graduate faculty status?
  - Building a community that recognizes that the faculty at Montana State University are responsible for graduate education and are central to the research mission of the University.
- Input was requested from council for further development of this proposal.

Adjourned at 3:03 pm

Next scheduled meeting – Sept. 26 at 2 p.m.