UNIVERSITY GRADUATE COUNCIL
MINUTES

Thursday, October 27, 2016   2:00 – 3:00 p.m.   Sherrick 114

Council in Attendance:
Ahmed Al-Kaisy (Engineering)   Tim LeCain (Letters)
Jean Shreffler-Grant (Nursing)   Karlene Hoo (The Graduate School)
Christopher Livingston (Architecture)   Marc Giullian (Business)
Tena Versland (Education)
Ian van Coller (Arts)
Franke Wilmer (Faculty Senate)

Also in Attendance:
Amanda Brown (The Graduate School)
Lauren Cerretti (The Graduate School)
Donna Negaard (The Graduate School)
Kristin Smith (Student Representative)
Megan Prettyman (International Programs)

Absent:
Joan Broderick (Sciences)
Mary Miles (Health & Human Development)
Fabian Menalled (Agriculture)

Meeting started at 2:03 pm

Oct 13, 2016 minutes
- Livingston moves, LeCain second, unanimous pass

Announcements
- **Update from Faculty Senate (Wilmer)**
  o Working on faculty handbook revisions
    ▪ Procedural document, does not include "role and scope" revisions
    ▪ Role and scope for departments and colleges will occur after approval of the handbook
    ▪ Promotion and tenure is affected by role and scope document
  o Approved a 6xx-level course
- **Fall 2016 Degree Candidate count (Brown/Cerretti), handout**
  o Numbers on handout are estimates. Students will withdraw as thesis/dissertation deadline approaches and passes (Nov 28)
- **Coffee Talk Nov 2, 1-2pm, Plant Bioscience, room 108**
  o Tentative agenda provided
  o Informal setting for updates from The Graduate School staff
  o Usually well-attended by graduate coordinators and graduate administrative assistants

Old Business

- **MS course-only policy change in Computer Science, continued discussion**
  - School of Computing revised proposed policy change and Chair Al-Kaisy distributed to Council via email last week
  - One major change:
    - No longer seeking to eliminate comprehensive exam altogether (formerly, option #2 in original proposal)
    - Students with GPA below 3.50 must take the comprehensive exam
    - Maintain that students with GPA of 3.50 or higher will not have to take comprehensive exam; rationale:
      - School of Computing feels this is incentive for students to work harder, do better earlier
      - Students at this level do not need to be further tested
  - Council members expressed support for the revised proposal
  - Chair Al-Kaisy calls for a motion
    - Livingston moves to approve MS courses-only (Plan C) comprehensive exam requirement policy proposal as written (2nd version), LeCain second, unanimous pass. Effective immediately
- **IIP proposal update (Hoo) cont. discussion**
  - Dean Hoo distributed answers to questions at previous UGC meeting
  - Interim Provost Mokwa gave approval for the intent to plan
    - Is not opposed to unorthodox "counting" of students
- **Campus-wide recruitment/admissions committee update (Hoo)**
  - Anne Camper (ENGR), Marc Giullian (JJCBE), Tim LeCain (Letters), Doreen Brown (Science)
  - Agreed that a campus-wide committee would be ineffective because of the variability among departments of how recruitment and admissions are implemented
    - History has a dedicated faculty who is given a course reduction
    - Chem/Biochem has a dedicated staff assigned
  - Task Force agreed that composing best practices to distribute to departments would be a better first step
  - Dean Hoo hopes to provide multiple incentives to increase recruitment (tuition waivers, signing bonuses, and so forth)
- **Department recruitment/admissions committee update (Hoo)**
  - No update

New Business

- **Make reporting of Qualifying/Comprehensive Exams a requirement and permanent part of the student's record (Donna Negaard)**
  - Donna Negaard, Student Services Manager in The Graduate School
  - Defines student record via FERPA; records include:
    - Grades, transcripts, student discipline files, and so forth
    - Info can be recorded in many ways, including email, hand writing, electronic database, and so forth

- The Graduate School does not require an exam but **does** require the **reporting** of the exam **if given**; current policy language does not use the word "required," but intention is implied; should revise language?
- Dean Hoo is asking Council to make the reporting of the exam a policy to maintain a true and accurate record for the student
- Some departments are not reporting all exams (e.g., qualifying exams are given but not reported to The Graduate School)
- Member: not sure all departments know they are supposed to report a "fail" on an exam
  - Graduate School does have policy on number of attempts (2) before dismissal from program and time between first and second attempts
  - Fails should be reported
- Q: Should there be a provisional pass? Or conditional pass, if student did not quite meet standards for all questions?
- Policy & Procedures subcommittee will discuss and draft policy proposal to present to Council at next meeting (Nov 10)

Committee Reports
- **Policy and Procedures Committee**

- **Curriculum Committee**

- **Governance Committee**

Adjourned at 3:00pm

Next scheduled meeting – Nov 10, 2016