Minutes of the Graduate Faculty Council Meeting

Tuesday, September 2, 2014

Members (19): Andrew Storer (SFRES), Louisa Kramer (Geo), Kari Henquinet (PCorps), Erika Hersch-Green (BioSci), Scott Kuhl (CompSci), Caryn Heldt (ChemEng), Patty Sotirin (Rhet), Shane Mueller (CogSci), Warren Perger (ElecCompEng), Noel Urban (NonDeptEnvir), Jiguang Sun (Math), Keat Ghee Ong (BioMedEng), Dean Johnson (MBA), Veronica Griffis (Civ&EnvEng), Qinghui Chen (Kines), Leonard Bohmann (Eng), Craig Friedrich (MEEM), Judith Perlinger (Atmos), Mari Buche (DataSci), Audrey Mayer (SocSci)

Guests (8): Debra Charlesworth (Grad Sch), Sasha Teymorian (GSG), Nancy Byers Sprague (Grad Sch), Heather Suokas (Grad Sch), Nathan Hood (ConImprov), Kristi Isaacson (Grad Sch), John Jaszcza (Physics), Ravindra Pandey (Physics)

1) Meeting called to order at 4:05 pm.

2) Online & Interdisciplinary Graduate Coordinator Introduction (Dean Huntoon): Dean Huntoon introduced Dr. Alex Guth. Her task has been to figure out the different laws in the fifty states regarding online education and their definitions of different aspects of education presence. In addition she will be working with non-departmental and interdisciplinary programs to help them manage their graduate programs.

3) Review and approval of 04/15/14 meeting minutes.
   - The following post meeting note from the 4/15/14 meeting was included in the minutes: The dean was informed after the meeting that Senate Proposal 16-08 (adopted by the Senate on 16 April 2008; item 5 under Proposed Resolution) states: “The University Senate will channel all material related to graduate education through the Graduate Faculty Council before taking action.”
   - There are some questions regarding the verbiage, for example the word “channel”, does that mean approve or FYI?
   - A. Storer says the verbiage will need to be discussed with the Senate.

4) Elect a Chair:
   a. Dean Huntoon verbally called for nominations. There were no responses. An email call for nominations went out prior to the meeting with no response. Dr. Andrew Storer volunteered to chair. With a unanimous vote A. Storer is the 2014-2015 GFC chair.

5) Old Business:
   a. Research Tuition Rate Update (Dean Huntoon): Over the summer Dean Huntoon worked with people in the budget planning group and with accounting staff to determine what can be done to modify research-only mode. There are three proposed choices a student entering research-only mode can chose from:
      • Full-Time (9 credits) research-only mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.
      • Part-Time (6 credits) research-mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project who also wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students could take at least 3 credits of coursework at the regular tuition rate in order to be full-time (as is required for supported and international students).
      • Minimum (3 credits) research-mode rate is for students who wish to be enrolled at a minimal level when completing their degree and/or during summer semesters. Students could also combine 3 credits of research with 6 credits of coursework (at the regular tuition rate) if they needed to be enrolled full time.
• There will be an associated change in eligibility for PhD students who will now need to complete a minimum of two full-time semesters at regular tuition (18 credits minimum) for post-master’s students and a minimum of 30 credits for pre-master’s students before entering into research-only mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.

• (C): The proposal presented to the GFC made no distinction for students who earned a master’s degree at Michigan Tech. Discussion followed and as a result of discussion, the proposal was modified so that students who completed an MS degree at Michigan Tech would not need to complete an additional 18 credits prior to entering research mode so as to not de-incentive the potential for completing both the MS and PhD at Michigan Tech.

• **TO DO:** Please take this back to your departments and bring feedback to the next GFC meeting.

b. Graduate Program Review (Dean Huntoon): This was originally proposed and approved in November of 2010. It has not been acted on as of yet. This process will be operationalized during the next academic year. In the handouts section of the GFC website you can reference what type of data the Graduate School will be collecting and what type of data the programs participating will be asked to collect. Dean Huntoon is looking for volunteers to participate.

• **TO DO:** Please take this back to your departments to see if your program is willing to participate.

c. Graduate Faculty Review (Dean Huntoon): It is stated in the Tenured/Tenure-Track Faculty Handbook that “It is expected that department chairs/school deans will continually review the performance of all individuals holding graduate faculty status in their respective units using criteria outlined in Section B above.” Dean Huntoon found that units did not know they were supposed to do this. In the future the Graduate School will try to facilitate this by having the graduate faculty appointment be for a limited time with option to renew. Dean Huntoon calls for volunteers to form a working group to draft review guidelines that can be used by deans and chairs to review faculty. Judith Perlinger, Audrey Mayer, and Louisa Kramer volunteered.

6) **New Business:**

a. MS in Applied Physics Proposal (J. Jaszczak): The new MS degree program in Applied Physics will distinguish itself from the existing MS degree in Physics by offering flexibility by tailoring the required coursework to prepare students for interdisciplinary research, including nanotechnology, photonics, atmospheric science and biophysics. The proposed program will offer the following advantages: 1) The required core courses will be tailored to meet the needs of a student depending on their individual area of research, and can be selected from within the physics department as well as in cognate departments. 2) The proposed MS Appl. Phys. degree program will attract students from diverse undergraduate backgrounds, including physics, atmospheric science, materials science, electrical engineering, etc.

• (Q): Does the Physics department feel students are applying and not coming because this is not offered or students are not applying because this is not offered?

• (A): The department feels students are not applying because this is not offered.

• (C): In the proposal the terms “plan A, B, and C” are used, they will need to be changed to thesis, report, and coursework as A, B, and C are no longer used.

**TO DO:** Please take the proposal (handouts section of the GFC website) back to your departments and bring feedback to the next GFC meeting. Please be prepared to vote.

b. Accelerated MS Deferrals (C. Friedrich): Will be discussed at next meeting.

c. Procedures for Applying to a Graduate Certificate Program (K. Isaacson): Four years ago the proposal was approved in which students had to apply for the certificate programs. At that time the Graduate School was very flexible with the rules in order to accommodate students who were about to graduate and had met the certificate requirements. It is four years later and the Graduate School is still being flexible because we have not notified departments of set guidelines. Students who are about to graduate or have already graduated are wanting the Graduate School to award
the certificate without having applied to the certificate program. This results in lost data, for example, programs tracking the certificate students taking the classes are not being tracked as they are not in the system as pursing the certificate degree. The current policy is on the handouts section of the GFC website.

- **TO DO:** Departments/programs need to decide whether or not they want their students to apply and be admitted into these certificate programs or do they want to modify the proposal to say that applying is only a requirement for students only pursing a certificate degree. Is it important to track this data? Also, look at what the definite timeline is for someone who is degree seeking and who wishes to also earn a certificate.

d. Prerequisite Checking (Dean Huntoon): Will be discussed at next meeting.

e. “Changing” History (Dean Huntoon): Will be discussed at next meeting.

f. Degree Completion Timeline Launched (D. Charleworth): This summer the Graduate School held a kaizan event. Students have been confused as to what needed to be done and when in order to complete their degree. There is a new area on the Graduate School website called the Degree Completion Timeline: http://www.mtu.edu/gradschool/administration/academics/timeline/

Those departments who borrowed our degree types table and form links from the Graduate School website to use on their websites should now use this timeline as it contains links to the forms as well as instruction.

g. Peace Corps International Programs Update (K. Henquinet): Will be discussed at next meeting.

7) Motion to adjourn at 5:05 pm.