November 4, 2014
(Last update: 11/4/14)

Handouts of the Graduate Faculty Council

Michigan Tech
Graduate Faculty Status Review Template

This template is meant to assist unit chairs/dean/head with the periodic review of the qualifications of each of their graduate faculty-eligible members as per Section 1.5.3 “Graduate Faculty Status” of the Faculty Handbook. This completed form will be reviewed by the Dean of the Graduate School and will be used to update the listing of eligible Graduate Faculty.

This review shall take place every 6 years from the start of the member’s eligible status as graduate faculty. To retain the status of Graduate Faculty, the unit chair/head dean must circle at least one item in Section 1 and one item in Section 2 related to the faculty member under review.

1. Qualifications of Graduate Faculty. Does the faculty member under review meet one or more of the following criteria? (circle all that apply.):
   a. Possesses experience and continued interest in the conduct of research.
   b. Has the necessary background for, and a continued interest in, teaching graduate courses.
   c. Has continuing interest in serving as a graduate student advisor.

2. Evidence of Qualifications. Does the faculty member under review meet one or more of the following criteria? (circle all that apply.):
   a. Is currently involved in research work or graduate instruction or in advising graduate students.
   b. Regularly published articles in recognized journals having national distribution or books related to their field of study.
   c. Have earned the terminal degree in their field.

Response by reviewee:

Faculty members should indicate in writing below whether or not they concur with the unit chair’s/head dean’s review. If the faculty member does not concur, the member should support their argument with reasons for refuting this review, providing relevant evidence for scholarly activity should be listed here.

Commented [JP1]: I don’t think we officially have any heads anymore, but we should probably include school deans here.

Commented [A2]: Should?

Commented [JP3]: ‘Shall’ seems fine to me.

Commented [A4]: Can service on graduate committees be included here?

Commented [LK5]: I also feel that it should be included. This could be important as some faculty members may not be advising students but will be still be on committees.

Commented [JP6]: I would be in favor of that, but it is not included in the faculty handbook statement. Is this something the grad faculty could vote on, or does the senate have to deliberate on changes to the faculty handbook?

Commented [A7]: What does “regularly” mean? Can conference proceedings count? Attendance at professional meetings?

Commented [JP8]: Based on the lack of details in the handbook, this appears to be left up to interpretation by the chair/dean.
Graduate Student Exit Form

To be completed by all graduate students in the term they wish to complete their degree or leave the University. See Safety, Health and Environmental Policies; Section 3.3 Employees and Graduate Students Leaving the University or Department Transfers.

The graduate degree will not be awarded until this form is completed by the student and approved by the department.

Name: ___________________________ ID/M-number: ___________ Date: ___________

Department: ____________________________ Degree: ___________

Did you do research and/or teaching in a laboratory or a similar facility either on or off campus? ☐ Yes ☐ No (This does not include departmental computer labs or your office.)

List building(s) and room(s) including off-campus buildings and field sites where you did research/teaching.

Did you use any equipment or instruments as part of your graduate research/teaching? ☐ Yes ☐ No

List the equipment/instruments that you used (on and off campus) for your graduate research/teaching.

☐ I certify that the equipment listed above has been cleaned as needed and is ready for the next user. ☐ Borrowed equipment, if applicable, has been returned.

Did you use any chemicals or other hazardous materials for your graduate research/teaching? ☐ Yes ☐ No (This includes but is not limited to paints, adhesives, solvents, fuel, radioisotopes, nanomaterials, biologicals, etc.)

☐ I certify that all chemical/hazardous waste generated by my research/teaching has been properly disposed.

Are there any surplus chemicals in original containers remaining from your research/teaching? ☐ Yes ☐ No

☐ I certify that all surplus chemicals are listed below and are properly labeled, stored and reassigned.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Location (building room)</th>
<th>Transferred to (Responsible Person)</th>
</tr>
</thead>
</table>

Did you create or use any samples, standards, chemical aliquots, prepared reagents, stock solutions, working dilutions, products or other similar materials during your research/teaching? ☐ Yes ☐ No

Will any of the items that you created or used during your research/teaching be retained for future research, teaching or use by others? ☐ Yes ☐ No
I certify that all remaining samples and other materials that were used or created during my graduate work are properly labeled, stored and reassigned as described in the table below.

<table>
<thead>
<tr>
<th>Sample / Description</th>
<th>Location (building room)</th>
<th>Transferred to (Responsible Person)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that my office and other workspace(s) used during my graduate work are clean and ready for the next user. All unused materials, supplies and waste (including chemicals, samples, trash, scrap, etc.) have been reassigned, removed and/or properly disposed.

I agree to return my office and other workspace keys to Public Safety and Police Services before I leave the University.

Signed by:

Student (print / type name) ____________________________  Signature ____________________________  Date ______________

Advisor (print / type name) ____________________________  Signature ____________________________  Date ______________

Department Safety Officer (print / type name) ____________________________  Signature ____________________________  Date ______________

Department Chair (print / type name) ____________________________  Signature ____________________________  Date ______________
3.3 Employees and Graduate Students Leaving the University or Department Transfers

**Policy:** Department chairs are responsible for ensuring that each employee or graduate student has properly disposed of all scrap, raw materials, product samples, waste, and laboratory samples from their office and work areas prior to leaving the University or transferring to another department. Another department member(s) must accept responsibility for any equipment, unused chemicals, or product samples that are not disposed. An exit statement of compliance, including an inventory of all equipment and materials retained and the name of the person to whom they have been transferred, shall be made in writing by the department chair, signed by the exiting employee or graduate student, and kept on file for three years.
New Research Tuition Options

Original Proposal – Proposal Version A

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for
the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for
the degree except completing the research project but wish to take a course in addition to their
research credits and/or do not need to be enrolled full-time. Students in this category could take at least
3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as
is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

Amended Proposal – Proposal Version B (difference from A is marked in green)
(Proposed at September 2014 GFC Meeting)

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for
the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for
the degree except completing the research project but wish to take a course in addition to their
research credits and/or do not need to be enrolled full-time. Students in this category could take at least
3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as
is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students who will now need to complete a
minimum of 2 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 mode. This is in
addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the
research proposal exam.
master’s students before entering into research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.

Amended Proposal – Proposal Version C (difference from A is marked in green) (Proposed at October 2014 GFC Meeting)

Full-Time (9 credits); Part-Time (6 credits); 3 Credit (minimum enrollment).

Full-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project.

Part-Time Research-Mode rate is to be used by students who have satisfied all other requirements for the degree except completing the research project but wish to take a course in addition to their research credits and/or do not need to be enrolled full-time. Students in this category could take at least 3 credits of coursework at the regular Research-Based Program Tuition Rate in order to be full-time (as is required for supported students).

Students would use the 3 credit option when completing the degree and during summers.

There will be an associated change in eligibility for PhD students. Post-master’s students who did not complete their master’s degree at Michigan Tech will need to complete a minimum of 18 credits at the 3000 level or above prior to entering research mode. Pre-master’s students will need to complete a minimum of 20 credits at the 3000 level or above before entering research mode. This is in addition to having to pass the test of disciplinary knowledge (qualifying exam) and having to pass the research proposal exam.
IT@GFC

JOSH OLSON – CHIEF TECHNOLOGY OFFICER
JARROD KARAU – DEPUTY CHIEF TECHNOLOGY OFFICER
NEW IT LEADERSHIP

it-help-mgmt@mtu.edu
www.it.mtu.edu
WE WANT YOUR FEEDBACK

• 2014 Survey Results
  • http://www.it.mtu.edu/OIT/projects-reports.php
REACHING THE STUDENTS

• Graduate Orientation
• GSG
• USG
• IRHC
• MESAC
REACHING THE FACULTY & STAFF

• Academic Forum
• CSA College Council
• Deans & Directors
• Upcoming:
  • Computer Science
  • School of Business
• Open Invitation
IT Created vs. Resolved Tickets by Month
ROOT CAUSE ANALYSIS

• Software installs & troubleshooting
  • Implementing Windows SCCM for software self-service

• Password Resets
  • Implementing Fischer Identity Management (Self-service password reset)

• Computer Support
  • Standardizing software images
  • Developing standard build process procedures
    • Objectively measuring results
GRADUATE STUDENT RESOURCES

IT Resources for Graduate Students

Requesting IT Help
- Email: it-help@mtu.edu
- Phone: (906) 487-1111
- Visit the IT and Library Service Center on the first floor in the Van Pelt and Opie Library
- We’re on Facebook! Visit us at: http://facebook.com/MichiganTechIT

Michigan Tech IT Information

<table>
<thead>
<tr>
<th>Michigan Tech IT Web site</th>
<th><a href="http://www.it.mtu.edu">www.it.mtu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Download Center</td>
<td>downloads.it.mtu.edu</td>
</tr>
<tr>
<td>Michigan Tech IT Facebook Page</td>
<td>facebook.com/MichiganTechIT</td>
</tr>
<tr>
<td>Michigan Tech IT Twitter Feed</td>
<td>twitter.com/MichiganTechIT</td>
</tr>
<tr>
<td>IT Status Page</td>
<td>status.it.mtu.edu</td>
</tr>
<tr>
<td>IT Blog</td>
<td>blogs.mtu.edu/it</td>
</tr>
<tr>
<td>Text Updates</td>
<td>Text (it) info to 555-888 (standard rates apply)</td>
</tr>
</tbody>
</table>

Lab Seats on Campus
Michigan Tech IT provides computers available for student use on campus in a variety of locations, from open labs to graduate labs.

The labs restricted for graduate student use are:

- AOB G05 College of Business Grad Students
- Dow 211 GMEGS Grad Students
- Dow 853 Civil and Environmental Grad Students
- M&M 631A MSE Grad Students
- MEEM 707 Grad Students
- Noblet G036 SFRES Grad Students

H: and M: Drive - What is it and how do I use it?
Your home directory (H: Drive) is a place to store files that you can access anywhere on or off campus. The M: Drive is a department- or program-specific share. More information is at it.mtu.edu/m-drive.

Remote Access
Need to connect to an MTU server from off-campus? Remote Desktop Protocol (RDP) instructions are at it.mtu.edu/remote.php.

Printing on Campus
There are 23 printers across campus - 13 have color printing capabilities - and all have free scan-to-email capability available to all students, faculty, and staff.

Black and white printing is free, with a nominal charge for color printing. More information on printing and necessary software downloads is at it.mtu.edu/printing.

Research Computing and Visualization
Michigan Technological University has seven computing and visualization clusters and one-off workstations for research and teaching. For more information, please contact Gowtham, Director of Research Computing (g@mtu.edu/906-487-3598) or visit http://hpc.mtu.edu/.

Anti-virus Software - Microsoft Security Essentials
Available to students, faculty, or staff through an agreement between Michigan Tech and Microsoft. Microsoft Security Essentials is free and readily available for download on Windows computers. If you currently have an alternative antivirus solution installed such as McAfee, you will need to uninstall it prior to installing Security Essentials.


Software Download Center
Michigan Tech faculty, staff, and students can download software that is licensed for use on their personally-owned computers, including Matlab, Microsoft Office, and more. Check it out at: http://it.mtu.edu/downloads.
GRADUATE COMPUTING REVIEW

• Visit every department
• Understand needs
• Develop standard base environments
FREE SOFTWARE

• downloads.it.mtu.edu

• Microsoft Security Essentials (Anti-Virus)

• AutoCAD, EndNote, Matlab, Mathematica, Microsoft Office 365 ProPlus, Microsoft DreamSpark, and more
WIRELESS LOUNGES

Repurposed Library furniture
- AOB G04
- Chemsci 717, B10
- Dillman 209
- EERC 318
- Fisher 232
- M&M U203
- MEEM 125
- Rekhi 113
- SDC 236

Full list at www.it.mtu.edu/computer-labs
WIRELESS

- Removed bandwidth cap
- Removed Bradford Persistent Agent
- 6,000 clients (peak)
CONNECT WITH US

• Facebook: /MichiganTechIT
• Twitter: @MichiganTechIT
• Text itinfo to 555-888 to subscribe to updates (standard text rates apply)
• www.it.mtu.edu
• status.it.mtu.edu
GETTING HELP

• Call 906-487-1111

• Email it-help@mtu.edu

• Not getting help? Email it-help-mgmt@mtu.edu
To: Provost Seel – Academic Affairs, Dean Pennington – College of Engineering, Dean Seely – College of Sciences and Arts, Dean Klippel – School of Business and Economics, Dean Sharik – School of Forest Resources and Environmental Sciences, Dean Frendewey – School of Technology, Members of the Graduate Faculty Council, Members of the Graduate Student Government

Cc: Theresa Jacques – Registrar’s, Nancy Byers Sprague – Graduate School

From: Dean Huntoon – Graduate School

Date: August 6, 2014

Re: “Changing History” – Research/Coursework Credits

It has been brought to my attention that, in the past, students who were switching from a research-based master’s degree to a coursework-only degree were being allowed to "change history" by re-coding some of the research credits they earned as coursework credits.

While the spirit of this practice is laudable, since it is done to help students complete their degrees in a timely manner, it must now cease because the practice of changing students' academic records is not permissible unless it is done only to correct a preexisting mistake.

In the past, this type of change to a student's record was accomplished via a memo to the Registrar’s Office asking that a certain number of credits of research be changed to an equivalent number of credits of a special topics course. In the future, students who find themselves in the situation of needing to change from a research-based to a coursework only degree will need to contact their Graduate Program Director who will need to send a memo on their behalf to Nancy Byers Sprague (nspr@mtu.edu) in the Graduate School.

The Graduate School staff will consider these requests for a modification of students' degree schedules on an individual basis. Such modifications are not guaranteed and it is therefore important that students, advisers, Graduate Program Directors and Department Chairs provide guidance to students about the fact that research credits cannot normally be applied toward coursework-only degrees. Students who are in research-based master's programs need to understand that the research credits they earn may not be allowed to count toward a coursework-only degree and therefore they should only enroll in research credits if they are certain that they will ultimately pursue a research-based degree.

During the upcoming year, the current rules regarding the types of credits that can be applied toward a specific degree will be reviewed by the Graduate Faculty Council; it is possible that changes will be recommended by that body and then considered by the University Senate. The Graduate Faculty Council members (who hail from every department on campus and every non-departmental program) will be able to keep their departments informed about discussions related to this and other topics. In addition, the agenda and minutes for all Graduate Faculty Council meetings are available online at: http://www.mtu.edu/gradschool/administration/faculty-council/.