Graduate Faculty Council Meeting
Tuesday, December 08, 2015, 4-5 pm

Minutes

**Members** (16): Andrew Storer (SFRES), Thomas Oommen (Geo), Kari Henquinet (PCorps), Qinghui Chen (Kines), Craig Friedrich (MEEM), Ashutosh Tiwari (Chem), Zhenlin Wang (CompSci), Alex Guth (DataSci), Kelly Steelman (CogSci), Jiguang Sun (Math), Ebenezer Tumban (Bio), Yoke Khin Yap (Phys), Tim Eisele (ChemEng)

**Guests** (7): Debra Charlesworth (Grad Sch), Nancy Byers Sprague (Grad Sch), Nicole Rubino (Grad Sch), Nora Allred (Lib), Chelsea Nikula (GSG), Jacque Smith (Grad Sch), Pushpa Murthy (Grad Sch)

1) Meeting called to order at 4:06 pm.

2) Review and approval of 11/10/15 meeting minutes.

3) Old Business: No Old Business.
   a. MS in Cybersecurity Proposal (Z. Wang)
      Was there any questions or comments
      Q: On page 8 for curriculum design you said the program has a non-thesis option and a thesis option. When you say non-thesis option do you mean coursework option?
      A: Yes, I agrees to be consistent we will change it to thesis, report and coursework option.
      Q: There are different requirements for thesis and report so if you want a report option you will need to add another curriculum design. For a report option the Graduate School requires at least 2-6 and for a thesis there is a requirement of 6-10.
      A: This will be changed and clarified. There will be a clarification change from non-thesis option to report and coursework option. A report option will be added with a requirement of be 2 to 6 credits and the non-thesis curriculum design title will be changed to coursework curriculum design.
      Q: The flow charts that you have, are these set in stone?
      A: The order can be changed but there will be 4 core classes from each of the three departments that must be completed. The only flexibility is in elective courses and in the curriculum design choice.
      Q: I noticed that CS5090 in in the flow chart under two titles?
      A: CS5090 is how we labeled new courses.
      Q: If this goes through the senate there should be an explanation of that in the proposal or just put 5XXX on the understanding that the course does not currently exist or is new. You can then use 5090 as a way to deliver them before they are in the white book.
      A: There are also several 5900 courses with different names?
      Q: I am noticing on the course option that there is one semester with 12 credits and I am wondering if you ever were planning or thinking that you might utilize any of the students to be
GTA’s or GRA’s? If you were the cap on funding is usual 9 credits so I don’t know if that is something that you want to address.

A: I think the current plan is that they can finish the degree in three semesters so if that is an issue then there can be some flexibility.

Q: It may become an advising issue if you wanted to offer a GTA position to because they may want to complete the degree in three semesters and think that they can do that according to this plan but not realize that they will have to pay for 3 credits of tuition.

A: They did indicate that the program anticipates most of the students will be self-funded. This program is generated to assist in being a revenue generator for the university. This master’s program is currently a hot topic and it is unlikely that we will offer support for three semesters in a row. It just may become an advising issue in the future particularly if that student has particular skills that would be useful in a TA for one of the earlier classes in the curriculum.

On section 9 under faculty resumes, just for correctness, Steve Goldsmith also has a joint appointment in MEEM. Just an FYI I (Craig Friedrich) had emailed you a few weeks ago about the possibility of any of the courses being offered online. I was down at Army Tardek a few week ago and spoke to at least 30 employees including managers who would fund online degrees. There is a lot of interest if select courses were made available online that would pertain more to security of embedded systems in autonomist vehicles. That’s not to say that the entire degree program would need to fit that description but if a few select courses did I think you would have a large online audience for those.

Q: Will they pay for individual courses if they are non-degree seeking?
A: Yes.

I wondered if your department considered applying to the programs SFS Scholarship for Service that pays to develop cyber security courses as well as to pay student stipend. There are currently no cybersecurity programs in Michigan so you could get a lot of funding. They are looking for proposals so I would suggest looking into the SFS Scholarship for Service. You may want to contact Steve Goldsmith. He retired from Sandia and he does cyber security. He is currently advising one of our online PhD students Alex Maranda who consults for the FBI in cyber security. Part of their goal is to work on developing funding for Cybersecurity. He would be a great source to pursue that with. They have two different tracks. One for scholarships for students, because they want students to go into these programs. Another track for capacity building so more university’s develop programs.

Voting with amendment to the course numbers, with the amendment relating to use of the term coursework only and clarifying the option to do it as a report. This is already with the curriculum committee of the senate. I would rather not delay it until January for us to approve. Motion approved.

b. Registration hold on missing Advisor and Committee Recommendation Form (H. Hiner)

The reason for this in part is because the digital measures wants to be able to track where these students are and who they belong to. If an advisor form isn’t submitted is there a way to by default make the graduate program director the interim advisor for a student. It’s important that students do have an advisor so it is in the students best interest to either be still selecting an advisor and working with the graduate program director or to have selected an advisor.

Q: Is that appointment to the graduate director going to be automatic by default?
A: EAS has been asked this question and they said it could be done by students online and routed electronically for approval but not in the time frame that digital measures wants it done by. There is no automatic other than the Graduate school looking up everyone individually making the director their advisor, it is important that student’s take responsibility. In the Future we can reduce paper by making the process available electronically.

Q: When you put a hold on an account what are the ramifications?
A: It depends on the hold. Generally speaking a hold is on registration for a future semester, sometimes they also prevent transcripts, those are particularly useful for students who are close to graduation and we don’t want them to get their transcript because they haven’t done something that is pertinent to their degree. In some cases it prevents graduation so that we don’t accidentally award a degree to a student who hasn’t completed a requirement that’s necessary.

Q: I assume when there is a hold on their mymichigantech that it informs them the nature of the hold?

A: Yes, on our webpage if you click on the current students button there is a holds FAQ and for each hold that the graduate school places there is a description of what that hold is and what they need to do to remove it.

Q: If this is approved, when is the effective date?

A: There is enough pressure from the provost office that this hold would be in place next semester. I suggest the hold be placed in week 7 rather than the end because then it will prevent registration for future semesters. Student registration for the fall would begin week 10 so what we typically have done with our holds is put them on around week 7 and send an email to students informing them to check their mymichigantech for any holds they may have. This will give them time to complete the task before the hold interferes with registration in week 10.

Q: Would there be an email that would let them know that this was going to become effective?

A: We could set up the process in a number of ways: we could email the students on the first day of every semester and letting them know they need to take care of this form, we could have an email when the hold is placed on. Something prior to the hold may be best. We would do that manually at the very minimum to start with but we could program that into a process potentially to say on Monday of week 1 email all other students without an advisor that they need to fill out this form. Then on Monday of week 7 send an email the hold is now on their account.

Q: Isn’t the requirement to pick an advisor by the end of the second semester?

A: If you are going to put a hold on week 10, which is a month before the end of the semester. I just wanted to bring that up. Whether that would be changed to say you need to have the form in place by the beginning of the 10th week of the semester. On the graduate schools PhD page it says that’s the first post masters or second post baccalaureate semester is when an advisor should be selected. It doesn’t say end on the graduate school page. This needs to be coordinated. Many programs state end of the semester, this discrepancy needs to be dealt with. We must not put a hold on a student’s account if it is the supposed to be submitted by the end of the semester.

c. Professional training time limits for International students, CPT and OPT (D. Slade)
Discuss at next GFC Meeting so that Darnisha can answer questions.

4) New Business:
   a. **GFC Meeting Attendance (P. Murthy)**
      Chairs commented that they are not getting information about topics discussed in the GFC. This could be because some representatives are not attending the meeting regularly or because representatives are not passing on info to the Chairs and departments. We will ask Chairs to assign an alternate to cover meetings that the representatives cannot attend.

5) Motion to adjourn at 5:06 pm.