1) Introductions of Members and Graduate School Staff

2) Attendance List

3) Functions – Make proposals and recommendations. Recommended changes are submitted to the Senate for consideration/approval as necessary.

4) Elections:
   • President + Secretary

5) Old Business:
   a) Last Term/Continuous Enrollment Policies – Update and discussion
   b) Graduate Tuition Support Pool – Discussion?
   c) Nanotechnology Graduate Certificate – Approved by GSC (4/3/07) -> Senate
   d) Plan C M.S. degrees – allow written exams instead of oral - Approved by GSC (3/6/07) -> Senate
   e) Thesis copying/copyright issues -> Charlesworth
   f) Residency Requirements (Huntoon)

6) New Business:
   a) Exceptions to Continuous Enrollment Policies – Pickens’ proposal
   b) Peace Corps master’s International in RTC (Waddell)

7) Proposed Items for 2007-2008:
   a) CONDITIONAL ADMITS (including ESL)
   b) BOLOGNA PROCESS DEGREES (3-year degrees and Michigan Tech’s Master’s Path Program)
   c) DUAL DEGREES
   d) “EQUIVALENT EXPERIENCE” CLAUSE
   e) SUSPENSION AND DISMISSAL POLICY
   f) GRIEVANCE POLICY/PROCESS FOR GRADUATE STUDENTS
   g) ROLE OF GRADUATE FACULTY COUNCIL MEMBERS
h) TUITION AND STIPEND PROPOSAL FOR EXECUTIVE TEAM
i) GTA/GA ASSIGNMENT PROCESS
j) REVIEW OF GRADUATE FACULTY
k) REVIEW OF GRADUATE PROGRAMS (Start with top programs, e.g., MEEM, CEE, HU?)
l) RESPONSIBLE CONDUCT OF RESEARCH AND PLAGIARISM
m) THESIS AND DISSERTATION GUIDELINES
n) LANGUAGE REQUIREMENTS FOR PHD
o) GRADUATE CERTIFICATES (can they be earned by students from other universities who are not enrolled in a Michigan Tech graduate degree program?)
p) UNDERGRADUATE CERTIFICATES (can they be earned by graduate students?)
q) SAMPLE ACCEPTANCE LETTER, OFFER LETTER, REJECTION LETTER
r) RECRUITING/YIELD/RETENTION ISSUES
Michigan Tech Memo

To: Campus Researchers

From: Jackie Huntoon, Dean, Graduate School

Re: Graduate Tuition Support Pool

During the past few years, it has become increasingly common for sponsors of externally funded research to disallow or limit the amount of tuition that can be charged to the sponsor. To address this issue the Graduate School has requested and received funding for a pool from which tuition charges can be drawn in cases where the sponsor explicitly disallows or limits tuition charges.

In the near future, Michigan Tech’s Research and Sponsored Programs Office will be adding questions to the transmittal sheet that will be used to determine eligibility for receiving partial or full tuition support from the Graduate School’s Graduate Tuition Support Pool (GTSP). These questions will be posed to researchers at the time of submission so that the sponsor’s rules regarding tuition payments are documented, while solicitations and requests for proposals are still widely available. The questions will be:

- Are tuition charges explicitly prohibited or limited by the sponsor? (yes, no)
- If yes, to what amount are the charges limited? _______

Rules for use of GTSP funds:

- Tuition support will only be made available to students who are being paid full stipends by an external sponsor that explicitly limits or disallows tuition charges.
- Tuition support from GTSP will only be made available for a maximum of 9 credits (plus required fees) per semester during the academic year and a maximum of 1 credit (plus required fees) during summer semesters.
- Students who receive full stipend support from externally sponsored programs that limit or disallow tuition (e.g., NSF Graduate Research Fellowships) will be eligible to receive GTSP funds in accordance with the sponsor’s guidelines.
- No commitments will be made in the form of cost-share from the GTSP at the proposal stage. Once an award is received, GTSP dollars will be awarded on a first-come, first-served basis, pending availability of funds.
- Researchers and departments must communicate clearly with students who may be partially supported with GTSP funds that their support will be made available pending the availability of funds.
- If tuition is allowed but limited by the sponsor, GTSP funds may only be used to cover the portion of full-time tuition that exceeds the sponsor’s limit.
• The GTSP is not to be used for proposals that require a mandatory match. Mandatory cost share will only be made available via the existing Graduate Student Cost Share (GACS) program. More information about GACS can be found at [http://www.gradschool.mtu.edu/policies/gacs.html].

Administration:

• The Research and Sponsored Programs Office will administer transmittal sheets, as is currently done, and will communicate applicable proposal and award activity to the Graduate School.
• The Graduate School will distribute funding and track expenditures (current and anticipated) through collaboration with Research Accounting.

Summary:

This will be a new program and the funding for it is limited. At this time, we are uncertain exactly how much demand there will be for these funds. Everyone in the Graduate School and Research and Sponsored Programs Offices asks that researchers bear with us and be patient as we work to improve support for research and graduate education at Michigan Tech. As we become aware of the true demand for these funds, we will make appropriate budget requests for future fiscal years.

If you have any questions or concerns, please contact me.
Proposal to the Michigan Tech Senate

Submitted by: Jackie Huntoon, Graduate School, on behalf of the Graduate Faculty Council

Subject: Proposal for a new Graduate Certificate in Nanotechnology

Background: The policy regarding a Nanotechnology Graduate Certificate was originally brought to the Graduate Faculty Council for their review by Dr. John Jaszczak during Spring semester, 2007. It was revised by Dr. Jaszczak after the Graduate Faculty Council’s review. It was subsequently approved by the Graduate Faculty Council at the meeting on April 03, 2007.

The complete proposal is attached for consideration by the University Senate.
Proposal to the Michigan Tech Senate

Submitted by: Jackie Huntoon, Graduate School, on behalf of the Graduate Faculty Council

Subject: Policy regarding exams for Plan C master’s degree program.

Background: The policy regarding exams for Plan C master’s degree program students was evaluated by the Graduate Faculty Council during Spring semester, 2007. The change proposed below was recommended by the Graduate Faculty Council on March 06, 2007. The proposal for the change was originally brought to the Graduate Faculty Council by Dr. Mark Gockenbach (Mathematical Sciences). The justification for the proposed change is that some coursework-only degree programs (e.g., Mathematical Sciences) wish to have a final comprehensive exam, but feel that a written exam, rather than an oral exam, would be most appropriate.

Old Policy Statement: (Note: Relevant text quoted from http://www.gradschool.mtu.edu/catalog/ms-science.html)

Coursework Master’s (Not offered by all programs)—This plan requires the minimum 30 credits be earned through course work.

Two Options within the Coursework Master’s are available. Both options require the student to have an advisor. Only one of the two options may be offered by a single degree program:

- Plan C requires a comprehensive oral examination.
- Plan D does not require a comprehensive oral examination. Research credits taken by students in Plan D may NOT be counted as coursework credits.

New Policy Statement (Proposed): (Note: If this recommendation is approved Graduate School Staff will electronically search Graduate School policy web pages to ensure that appropriate changes are made throughout.)

Coursework Master’s (Not offered by all programs)—This plan requires the minimum 30 credits be earned through course work.

Two Options within the Coursework Master’s are available. Both options require the student to have an advisor. Only one of the two options may be offered by a single degree program:

- Plan C requires a comprehensive written or oral examination.
- Plan D does not require a comprehensive oral examination. Research credits taken by students in Plan D may NOT be counted as coursework credits.

Proposed Effective Date: Immediately
Campus Residency Requirement

Ph. D. Campus Residency Requirement — There are no university-wide, on-campus residency requirements. Some degree programs have specific requirements. Doctoral students must complete the equivalent of at least four semesters of full-time study through Michigan Tech beyond attainment of a bachelor’s degree, or the equivalent of at least two semesters of full-time study beyond attainment of a master’s degree. Research credits used to satisfy degree requirements must be taken through Michigan Tech and must be supervised by a member of the Michigan Tech graduate faculty.

http://www.admin.mtu.edu/rgs/graduate/phd.html

Master’s Campus Residency Requirement — There are no university-wide, on-campus residency requirements. Some degree programs have specific requirements. A minimum of two-thirds of the required non-research course-work credits required for the degree must be taken through Michigan Tech. Research credits used to satisfy degree requirements must be taken through Michigan Tech and must be supervised by a member of the Michigan Tech graduate faculty.

http://www.admin.mtu.edu/rgs/graduate/ms-science.html

Residency Requirements—Academic

Residency requirements differ among degree programs. Please refer to the specific guidelines for the different degree programs.

http://www.admin.mtu.edu/rgs/graduate/degree_requirements.html

The note “correct URL” was for DDC and not part of the original handout
Enrollment policies

All graduate students, including Distance Learning students, must be enrolled during each academic-year semester.

Graduate students supported by full-time teaching, research, or administrative assistantships or by fellowships must be registered as full-time students and complete a full-time credit load during each semester (including summer) for which they receive support. Full-time enrollment may also be required by insurance companies, lending institutions, and/or the Immigration and Naturalization Service.

Full-Time Status

A graduate student is considered full time during the academic year if they enroll for at least nine credits. Enrollment in one credit of research or one course is considered full time during the summer semester. A student is considered half-time if they are enrolled for five to eight credits during an academic-year semester.

Students enrolling in fewer than the full-time number of credits may be at risk of losing their financial assistance or visa. Any international student who is considering enrolling for less than nine credits should consult International Programs and Services (IPS) to ensure that their visa status will not be jeopardized.

A graduate student taking fewer than nine credits during an academic-year term is considered full time at Michigan Tech in the following instances:

- The student is enrolled in a course that carries full-time status regardless of the number of credits, e.g., co-op (UN5000). A list of these courses can be found at: <http://www.gradschool.mtu.edu/fulltimecourselist.html>.
- The student is dual-enrolled at Michigan Tech and an affiliated university and the student's total credit load equals or exceeds nine credits. An affiliated university is one with whom Michigan Tech has a formal written agreement for exchange and/or dual enrollment of students. Enrollment at the affiliated university must be documented to the Graduate School by the student's home department at Michigan Tech.
- The student has successfully completed their final oral defense (if required) during one of the two preceding semesters (including summer).
- The student has successfully completed all of the courses required for their coursework-only degree during the preceding semester (including summer).
- The student is faced with extenuating circumstances that make it impossible to maintain a full-time load. Written requests for permission to drop below full-time should be submitted to the dean of the graduate school. The dean of the graduate school will consider the student's request and will make a decision after consulting with the student's advisor and/or others involved.

Continuous Enrollment
Proposal for Updating Continuous Enrollment Policy

Email from Jim Pickens to Jackie Huntoon:

Hi, Jackie,

I would like to put the following edit of the policy for full time graduate student status on the table for consideration. Your current statement of the policy is:

First, students who are taking less than a full-time credit load (defined as 9 credits during the academic year semesters and 1 credit during the summer) will only be classified by the university as full time students if they have either: 1) successfully defended their report, thesis, or dissertation in one of the preceding two semesters, or 2) completed all the required courses for their coursework only degree during the preceding one semester.

I would suggest adding a third exception to the rule as shown below:

First, students who are taking less than a full-time credit load (defined as 9 credits during the academic year semesters and 1 credit during the summer) will only be classified by the university as full time students if they have either: 1) successfully defended their report, thesis, or dissertation in one of the preceding two semesters, or 2) completed all the required courses for their coursework only degree during the preceding one semester, or 3) are enrolled in the full complement of courses specified in the curriculum for a professional masters program for a given term. [Professional masters programs have some designation other than MS, and have a highly specified curriculum. This edit seems to also take care of the possibility that a professional masters program might have an internship component.]

I have color coded my changes. Fuchsia is for deletes, red is for additions, and aqua is for comments.

Thank you for considering my suggestions.

Have a good weekend.

Jim

NOTE: These are part of my notes from the meeting (DDC) and are not part of the official handouts.