

AGENDA
For
UNIVERSITY GRADUATE COUNCIL

Monday, February 24, 2014

9:00 a.m.

114 Sherrick Hall

Open Campus Forum – Comments from campus visitors

Approval of Minutes – January 27, 2014

I. ACTION ITEMS

1. General Governance
 - a. UGC Bylaws proposal (Karlene)
2. GS Report
 - a. Spring 2014 Program Updates (Amanda Brown)
3. Curriculum Committee
 - a. New/Modified Graduate Course/Program Requests (Amanda/Karlene)
4. Governance Committee
 - a. Minimum credit units to graduate (Karlene)
5. Policy and Procedures Committee
 - a. Video Conferencing policy review (Amanda Brown)
 - b. Graduate Committee policy review (Amanda Brown)
 - c. Graduate Faculty Research Membership (Karlene)

II. DISCUSSION ITEMS

1. Common Recruitment Officer (Karlene)
2. Fulbright Scholar & other related graduate student support (Karlene)
3. Travel Grant award amendment (Karlene)
4. Scholarship & Fellowship strategic selection process (Karlene)
5. Curricula-based activities
 - a. Materials Science – PhD update (notice)
 - b. Optics and Photonics MS update (Karlene)

Next scheduled meeting – March 24, 2014 9:00-11:00 am

UNIVERSITY GRADUATE COUNCIL
DIVISION OF GRADUATE EDUCATION
MONTANA STATE UNIVERSITY
BYLAWS

Drafted March 2008; Approved April 2008

Comment [MM1]: Should we add here
"Amended 2014"

Article 1: Name and Purpose

Section 1: Name

The name of this body is the University Graduate Council of the ~~Graduate School Division of Graduate Education~~ at Montana State University, hereafter referred to as the UGC.

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Section 2: Purpose and Duties

The purpose of UGC is to facilitate graduate education at Montana State University and the specific duties are to:

1. Advise ~~the Vice Provost for the~~ Dean of the Graduate School ~~DOE~~;
2. Make recommendations about graduate programs and curricula and forward decisions to the Dean of the Graduate School ~~Vice Provost of the DOE~~;
3. Promote graduate education and the success of graduate students;
4. Evaluate graduate education to ensure quality and currency;
5. Evaluate and make recommendations on creating and deleting programs and curriculum changes by departments and colleges;
6. Consider issues raised by faculty or graduate students related to policies and procedures;
7. Establish criteria for membership on UGC;
8. Establish bylaws governing the organization of UGC, the frequency of its meetings, and procedures for the conduct of its meetings.
9. Communicate with university stakeholders about changes in policies and procedures.

Article II: Organization and Administration

Section 1: Membership

Each College at MSU is represented by one council member, except the Colleges of Letters and Science, Arts & Architecture, and Education & Health and Human Development ~~which who have has one two~~ representatives each to better represent the dual disciplines in these colleges. from each department ~~the sciences and one~~ ~~from~~ Members must be tenured or tenure-track faculty. One two representatives ~~who are~~ full-time graduate student, who is in good standing, represents the Graduate Student ~~bodys have~~. Ex Officio members include the Dean of the Graduate School ~~Vice- Provost of the DOE~~ and the Vice-Chair of the MSU Faculty Senate. Each member has one vote.

Section 2: Selection and Terms

Faculty members are selected through processes determined by each College and serve three-year staggered terms ending on June 30th. Any faculty member may be elected for two consecutive three-year terms after which the member shall rotate off UGC. The

Drafted March 2008; Approved April 2008

Graduate Student representative ~~s-are~~is selected by rotation among the Colleges and serves a one-year term.
UGC members are expected to actively participate, regularly attend meetings, and keep their constituents informed about matters discussed before UGC.

Section 3: Meetings

UGC has ~~two~~one regularly scheduled meeting each month during the academic year. The dates and times of these meetings shall be set after consultation with UGC members. Meetings shall be held at the MSU Bozeman campus with off-campus members participating through teleconference or videoconferencing technology.

Section 4: Quorum

A quorum at a regular meeting shall consist of a minimum of 50% of the voting members of UGC. A majority vote of the members present for a quorum shall determine all actions.

Section 5: Mail Vote

In the absence of a quorum, members present may record their votes and request a mail vote of members not in attendance. The time of reply shall be limited to ~~57~~ days. Upon receipt, mail votes shall be tallied and the majority of votes will determine actions of UGC.

Section 6: Agenda and Minutes

Minutes of UGC meetings will be recorded by a staff member of DGE. Agendas for upcoming meetings will be distributed at least three days before the meetings are held.

Article III: Officers

Section 1: Officers

UGC meetings shall be presided over by the Chair of UGC. Members of the UGC shall elect The Chair and Vice Chair and each will serve a two-year ~~term~~. The Vice Chair presides in the absence of the Chair and is the Chair-elect becoming the Chair after the two-year term of the present Chair is over. In the event that neither the Chair nor the Vice Chair can preside over a meeting, the members present may select a member to preside.

Comment [MM2]: I believe we discussed making the chair and vice-chair positions, two year terms, for greater continuity

Article IV: Committees

Section 1: Standing Committees

There are three standing committees: Curriculum, Governance, Policy and Procedures. These committees complete duties prescribed by UGC bylaws, policy, or other duties assigned by the ~~Dean of the Graduate School~~~~Vice Provost for the Division of Graduate Education~~.

Section 2: Other Committees

As determined by UGC in consultation with the ~~Dean of the Graduate School~~~~Vice Provost for the DGE~~, additional committees or task forces may be formed

Proposal A

Article V: Amendments

These Bylaws may be amended at any regular or special meeting of UGC provided members receive at least ~~1430~~ days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a two-thirds vote of the UGC is required.

Proposal B

Article V: Amendments

These Bylaws may be amended at any regular or special meeting of UGC provided members receive at least a minimum of 5 working days and a maximum of 1430 days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a two-thirds vote of the UGC is required.

Proposal C

Article V: Amendments

These Bylaws may be amended at any regular or special meeting of UGC provided members receive at least ~~1430~~ days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a ~~one-half~~two-thirds vote of the UGC is required.

Proposal D

Article V: Amendments

These Bylaws may be amended at any regular or special meeting of UGC provided members receive at least a minimum of 5 working days and a maximum of 1430 days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Bylaws, a ~~one-half~~two-thirds vote of the UGC is required.

Inquiries:

- Can affiliate faculty serve as co-chairs?
 - Can emeritus faculty serve as co-chair?
 - Can post-docs serve as committee members?
-

Major Professor (Committee Chair)

As of fall 2013, departments will assign each student a tenured or tenure-track faculty member to serve as the advisor upon admission. This professor is the student's graduate advisor, chairperson of the student's graduate committee, and acts as a channel of communication within the major department.

The department head or graduate coordinator may act as the advisor until a major professor is selected. In the event that the student does not select a major professor within the first term of attendance as a master student, the department head must appoint a temporary advisor. The faculty member will advise the student until a major professor is selected.

Master's Graduate Committee

The master's committee advises the student on academic matters and is the examining committee for the master's comprehensive and/or defense-of-thesis examinations.

Committee composition

A master's Committee is comprised of 3 to 5 faculty members. The chair must be a PhD, tenure track (or tenured) professor from the degree granting department. The majority of the committee should be made up of faculty from the degree granting department, but due to the interdisciplinary nature of many degrees, is not limited to the degree granting department.

The major professor and the department head recommend the committee which must be approved by The Graduate School on the "Program of Study" or "Committee Revision" [forms](http://www.montana.edu/gradschool/forms.html) found at www.montana.edu/gradschool/forms.html

Faculty affiliates and Non-MSU committee members

Faculty affiliates, faculty of other institutions and nonacademic experts may serve as additional committee members, but not as committee chair. Committee members not holding faculty status at MSU must submit documentation of their qualifications, including a vita. In some cases, faculty affiliates, faculty of other institutions or non-academic experts may act as co-chairs of a student's committee.

Changes to the committee

The student has the right to make faculty changes to their committee, using the Committee Revision form. Changes in committee composition may not be made due to examination scheduling problems.

Committee appointment deadline

The committee must be appointed by the end of the second semester of graduate study. If the committee is not submitted by the end of the student's second semester of attendance, the student is seen as not making satisfactory academic progress, becomes ineligible for financial aid (including graduate assistantships, student work-study and student labor) and will be placed on college probation due to lack of identifiable satisfactory progress toward the degree.

Doctoral Graduate Committee

The graduate committee advises the student on academic matters and is the examining committee for the comprehensive examination and dissertation defense.

Committee composition

The doctoral committee must include a minimum of four members *excluding* The Graduate School-assigned Graduate Representative. The chair must be a PhD, tenure track (or tenured) professor from the degree granting department. The majority of the committee should be made up of faculty from the degree granting department, but due to the interdisciplinary nature of many degrees, is not limited to the degree granting department. The major professor and the department head recommend the committee which must be approved by The Graduate School on the "Program of Study" or "Change of Committee" [forms](#) found at www.montana.edu/gradschool/forms.html The final member is the Graduate Representative, who is appointed by the Graduate Dean. See "Graduate Representative" below.

Faculty affiliates and Non-MSU committee members

Faculty affiliates, faculty of other institutions and nonacademic experts may serve as additional committee members, but not as committee chair. Committee members not holding faculty status at MSU must submit documentation of their qualifications, including a vita. In some cases, faculty affiliates, faculty of other institutions or non-academic experts may act as co-chairs of a student's committee.

Changes to the committee

The student has the right to make faculty changes to their committee, using the Committee Revision form. Changes in committee composition may not be made due to examination scheduling problems.

Committee size

A maximum committee size is not stipulated. However, students are advised to keep the committee size to a reasonable number.

Committee appointment deadline

The committee must be appointed by the end of the third semester of graduate study. If committee appointments are not submitted by the end of the student's third semester, the student is not seen as making satisfactory progress; s/he becomes ineligible for financial aid (including graduate assistantships, student work-study and student labor) and will be placed on college probation due to lack of identifiable satisfactory progress toward the degree.

Major Professor (Committee Chair)

As of fall 2013, students are assigned a tenured or tenure-track faculty member to serve as the advisor upon admission. This professor is the student's graduate advisor, chairperson of the student's graduate committee, and acts as a channel of communication within the major department.

The department head or graduate coordinator may act as the advisor until a major professor is selected. In the event that the student does not select a major professor within the first term of attendance as a doctoral student, the department head must appoint a temporary advisor. The faculty member will advise the student until a major professor is selected.