

**UNIVERSITY GRADUATE COUNCIL  
MINUTES**

Thursday, Dec 1, 2016

2:00 – 3:00 p.m.

Sherrick 114

Council in Attendance:

Ahmed Al-Kaisy (Engineering)  
Jean Shreffler-Grant (Nursing)  
Mary Miles (Health & Human Development)  
Christopher Livingston (Architecture)  
Tena Versland (Education)  
Tim LeCain (Letters)  
Fabian Menalled (Agriculture)  
Joan Broderick (Sciences)  
Franke Wilmer (Faculty Senate)  
Ian van Coller (Arts)  
Mary Miles (HHD)  
Marc Giullian (Business)

Also in Attendance:

Amanda Brown (The Graduate School)  
Lauren Cerretti (The Graduate School)  
Fermin Guerra (Student Representative)

Absent:

Kristin Smith (Student Representative)  
Megan Prettyman (International Programs)  
Karlene Hoo (The Graduate School)

Meeting started at 2:04 pm

**Nov 10, 2016 minutes**

- Livingston moves, Miles second, unanimous pass

**Announcements**

- **Update from Faculty Senate (Wilmer)**
  - Faculty handbook approved by Faculty Senate
    - Full Senate approval
    - “Retention of records” section could be of concern to Graduate School; addresses what is included in a student record (exams, reviews, and more)—not grades only
      - FERPA taken into account for record keeping
    - Asks Council to review links to documents that were sent this week
    - Original handbook from 1972
    - Change to Promotion and Tenure Committee composition
      - Old version required 25% diversity composition on a committee

- New: all levels of committees are encouraged to have diverse composition, but there is no requirement for 25% diversity composition at the “promotion and tenure” committee level
    - Goal is to have diverse committees
    - All committee members will take bias literacy training
    - “External” and “internal” committee members are now defined
  - Faculty handbook will now be sent to the President. Deans Council already has approved document. After President, handbook goes to Board of Regents and Office of Commissioner of Higher Education
- **DPC update (Brown/Cerretti),** handout
  - Fall 2016 degree candidate count on handout are updated estimates since thesis/dissertation deadline passed on 11/28
  - DPC is setting spring UGC schedule and needs faculty schedules to find common hour and room; please email if schedule not listed in My Info
  - Dean Hoo encourages departments to write student handbooks to outline more clearly procedures in the department to have consistency and transparency for both departments and students
  - Dean Hoo will ask UGC to work on definitions for comprehensive and qualifying exams during spring meetings—this will impact our discussion of “reporting of comprehensive exam” policy proposal scheduled for today

#### Old Business

- **Provost award for Graduate Research/Creativity Mentoring winner (Livingston)**
  - Five or six applicants
  - Neil Cornish from Physics has been recommended for the award

#### New Business

- **Application fees (Melis Edwards),** handout
  - Introduction: Graduate School attempting to interpret current Board of Regents policy regarding application fees accurately
    - Policy states an application is not good for more than one year if student is denied admission
    - Once student admitted, that should be the end of an application’s life
      - This is not current practice in The Graduate School
    - In practice currently, students can use their applications for multiple degrees as many times as they wish without paying a new fee or submitting a new application
    - High burden on Graduate School staff with building applications into College Net and Banner
    - Lost revenues in fees
    - Proposal does not have to go to Board of Regents. University of Montana already charges for each application as do other peer institutions
  - Discussion ensued
  - Q: What is goal of charging multiple fees? Discourage applications? New admissions personnel in Grad School?
    - To account correctly for the workload on the GS staff
  - Q: Is there a fee to apply as non-degree?

- Yes, \$60
  - Follow-up: is there a way to make the current process to change from ND (non-degree) to degree-seeking less complicated?
    - There is no less cumbersome way to complete process unless student is applying again (with a new application in CollegeNet). Without a new application, the burden is on the GS admissions staff (2 FTE)
- Q: Do other schools—like University of Montana—make these changes manually like MSU?
  - U of M uses CollegeNet but not the same system as MSU; not any different from the different versions of Banner. UM continues to rely on paper-based information rather than make use of the many features of CollegeNet
- Q: Did fee for non-degree application used to cost less?
  - Maybe ten years ago; but ten years ago the number of non-degree apps were less
- Suggestion: Could raise overall application fee but not charge for re-apps (i.e., when a current student then applies for a certificate program)
  - This would require BOR approval
- \$60 fee for a new program application seems nominal to make a major life change but could prevent students from changing degree programs without some serious consideration
  - Some agreement from UGC members
- Faculty Senate: Some discussion in Political Science department that fees can be prohibitive and the idea of adding more fees could be discouraging
  - Not adding more fees, correcting for the actual work involved
- Q: What if initial fee was below market? Then subsequent applications could cost the same below market fee
  - To go below market sends the wrong message about quality of the programs
- Q: How many students a year are using their applications repeatedly?
  - Around 325/year
- Twelve months to reuse application is a good amount of time. Some students come to graduate school without a very clear path so this gives them options
- Keeping the fee the same but charging lower fees for current student subsequent applications could work—U of M currently charges a \$20 fee
  - DPC office charges \$20 for graduation audit, which is similar process to when Admissions builds current student application in CollegeNet and Banner
- Admissions: A related issue is that students sit out a term or more and then file an Intent to Register form, which can require an audit. Currently no fee for Intent to Register/re-entry. Following the current U of M practice, a “re-entry” fee can be applied.
- Q: When would the fee start to proceed as proposed (in handout)?
  - To be determined with Dean Hoo
- Admissions will share Council feedback with Dean Hoo

## Committee Reports

- **Policy and Procedures Committee** (Shreffler-Grant)
  - Reporting of comprehensive exams requirement, draft proposal
    - Proposal is only doctoral exam policy (not masters)
    - Dean Hoo and Chair Al-Kaisy made revisions to proposal this week

- As we move into the new term of meetings, several issues with policy will need to be discussed and clarified.
  - E.g. qualifying exams minimum registration, program of study on file requirement, provisional passes
- Timing to report outcome of exam was issue Dean Hoo addressed in revisions; felt speedy result to student is important—even more so than the reporting to The Graduate School
- Dean Hoo revised “grading” and “grades” to “outcomes”
- Dean Hoo revised “second attempt” timing—should be framed in academic terms, not months
- Al-Kaisy: if finished courses, would student need to register to sit for exam in summer?
  - Must register in summer; summer is an academic term
  - Summer is not intersession
- In intersession (time between terms) student can sit but must be registered in prior or next term
- Will continue discussion in spring 2017
- **Curriculum Committee**
  - Reviewing certificate proposals but not bringing to UGC
  - No objections
- **Governance Committee**

Adjourned at 3:05pm

Next scheduled meeting – TBD spring 2017