# Graduate Council Annual Report, 2017-2018

## Members

Sandy Ross, Chemistry (2019) chair
Cory Palmer, Mathematics (2020)
Fletcher Brown, C & I (2018)
Len Broberg, EVST (2018)
Charles Dumke, Exercise Science (2018)
Kari Harris, Public Health (2019)
David Schuldberg, Psychology (2019) - Fall
Bob Baker, English (2019)- spring
Michael Murphy, Media Arts (2019)
Simona Stan, Management & Marketing (2020)
Nadia White, Journalism (2020)
Cara Nelson, Forestry (2020)

## Ex-Officio Members

Ashby Kinch, Associate Dean, Graduate School
Scott Whittenburg, Vice President, Research and Creative Scholarship and Dean of the Graduate School
Nathan Lindsay, Associate Provost

### Graduate Students:

Jill Farnsworth
Garrett Morrill
Rachel Smith (spring)
Morgan Corkish (spring)

## Curriculum Review

The Graduate Council acted on 107 proposals including 1 level II and 9 level I proposals, 9 program modifications, 38 new course (9 UG), and 6 course deletions. The Council organizes the review according to discipline and 4 subcommittees (humanities, professional schools, science, and social science). Once the deadline has passed the distribution of proposals is considered. Typically some are moved to other subcommittees to more evenly distribute the workload, otherwise the professional schools subcommittee reviews 2-3x more proposals than other subcommittees. This year there was a spring curriculum deadline given the efforts of APASP and volunteer retirements. There were 3 course forms and 2 level 1 forms reviewed and approved during this review.

Academic Program Form -Level I

* Anthropology – Retitle MA in Forensic Anthropology Option to Forensic and Biological Anthropology
* HHP Health Enhancement Option – place in Moratorium
* HHP Retitle Community Health & Prevention Sci option to Public & Community Health
* Interdisciplinary Graduate Certificate - Water Ecology Food Nexus (Forestry and Geology)
* Mathematical Science- Retitle MA in Teaching Middle School Mathematics to MA in Teaching School Mathematics
* Political Science, MPA – Online Graduate Certificate
* Physical Therapy – New Certificate in Health Science Education Leadership
* Retitle CSD department to Speech, Language and Hearing Department (spring)
* Graduate Certificate in Cybersecurity Management (spring)

### Academic Program Forms – Level II

* Neuroscience Dual Degree, 4+1 BS/MS

### Proposals that required follow-up

The Council invited guests to discuss the proposed joint BS/MS in Neuroscience with Professor Rich Bridges and Sera Certel on November 15th. The program is designed for advanced students that are actively involved with a lab. It is a 4 +1 accelerated master’s program. The student would take graduate level courses their 3rd and 4th year as an undergraduate. This will require 12-16 graduate credits count towards the undergraduate degree.

* The Council briefly discussed MSU’s curriculum review levels and whether similar levels might be appropriate for UM. Council review of UG and co-convening courses is necessary given the variance of graduate increments and the unfortunate reality that often faculty are unaware of the requirement and guidelines. However, it might be beneficial for colleges to have curriculum committees that agree on what curriculum can be supported given UM’s current challenges. Many of the e-curr forms are clerical in nature and could be compartmentalized.

An existing policy allows for [editorial catalog changes](http://www.umt.edu/facultysenate/procedures/ASCRC_200/201.3.3_EditorialCatalogChanges11-12-151.docx). The [Reserved Course Numbers](http://www.umt.edu/facultysenate/procedures/ASCRC_200/201.80_ReservedCourseNumbers.docx) policy also allows for changes outside the review process. Subcommittees were asked to note items that shouldn’t require committee review.

## Other Business Items

Program Review

Accounting was approved in September. It was a carryover from last year. The Program Review’s scheduled for this year were postponed due to APASP efforts.

 Admission Standards

* The requests from the Joint Law School – MPA program and the joint PharmD/MS program to change admissions standards were approved.

Bertha Morton Scholarships-

There was $110,000 in the Bertha Morton fund, which is higher than normal due to the performance of the stock market. The Council decided on 33 Scholarships and 1 fellowship out of 57 applications.

### Interdisciplinary Studies Doctoral Program

An applicant for the IIP requested and was granted an exemption to the GRE. There were a few applications reviewed in the spring. The Graduate School was waiting to hear back from students to incorporate their progress into the year-end report so it will be submitted to the Council in the fall.

The Interdisciplinary Graduate Program was placed in the category for substantial modification by APASP. Taskforce members misunderstood how the program is resourced (0 faculty FTE) and there was an issue with the centralized data. Associate Dean Kinch and Vice President Whittenburg responded to the comments. The non-traditional student population it serves is diverse (42% are Native American Students). The time to degree is an ongoing concern but reflects the needs of non-traditional students.

### Policy and Procedures

* The Council revised the graduate increment procedure over several meetings. It was presented to the Faculty Senate at the April meeting and sent back to committee. Senators did not agree with the percentage of extra work given graduate students. The Council revised the [procedure](http://www.umt.edu/facultysenate/procedures/GradCouncil_300/301-30_GraduateIncrement-4-18-18.docx) and it was sent back to the Senate in May.
* The Council briefly discussed the proposed Appeal Procedure (102.15) Concerns were forwarded to ECOS for consideration.
* The revised Reconsideration of a [Rejected Curriculum Proposal (201.30.4)](https://www.umt.edu/facultysenate/documents/FSDocs17-18/201-30.-4_ReconsiderationRevised-4-12-18.docx) was edited to remove appeal language.
* The Council considered, amended and approved the [Syllabus Guidelines](http://www.umt.edu/facultysenate/procedures/ASCRC_200/201-30-5_SyllabusGuidelines_5.18.docx) proposed by ASCRC. A statement about graduate increments was added and linked to the graduate increment procedure.
* The Council discussed whether program modifications should be required for graduate programs given there is no graduate catalog. It is the department’s responsibility to update the information on their websites. Camie will provide the Graduate School with a summary of modifications each year. This will allow the Graduate School to follow-up with programs to update their websites.

## Other Communication Items

* Professor Barry Brown provided an update on the proposed cuts to the library collection. The Graduate and Professional Student Association surveyed graduate students regarding the cuts to e-journals and presented the results. Graduate Council sent a letter to the administration outlining the GPSA and Graduate Council’s concerns regarding the proposed reductions to the library collection. Interim Provost Edmonds met with the Council to address the concerns and provided a plan to address the budget cut with minimal impact to collections.
* Although the Research Strategic Plan suggests I% of IDCs go to the Library and there is a rate agreement in place that appears to have a 1% IDC line item for the library, the actual budgeting process is quite different. Money is moved around. This year the VP of Research provide $50,000 to the library to keep the subscription to Web of Science.
* Associate Dean Kinch researched the changes to the IDC percentage over several years. It went from 37%, to 41%, 41.5%, to 45% in 2015. The Research Office is applying to increase the percentage to 47.5 effective 2018.
* Dean Kinch provided an update on Submittable. The Graduate School transitioned the application process with the help of a Submittable representative. Faculty were invited to a practicum to learn how to use the new system. In the long term in will provide cost savings.
* Dean Kinch provided data on TARA awards since 2011 and updated the Council regarding eligibility. Student employment must be related to research or teaching in order to be eligible. The Graduate School will work with programs to ensure eligibility and appropriate documentation. The [website](http://www.umt.edu/grad/Faculty%20and%20Staff/Graduate%20Administration/TARA.php) was updated to provide better information in terms of interpreting the [BOR policy 940.31](http://mus.edu/borpol/bor900/940-31.pdf).

The 6-year change (2011 to 2017) of TARA went up from 276 to 328, while the base-funded TA number went down from 212 to 188 in the same period. The “spread” between the number of base-funded TA awards and the TARA contracts is rising due to the increase in research awards. Last year 24 of the awards were funded directly from the research office after the budget reduction. Some of the past TARA awards would have qualified for the [Dean’s Merit Award](http://www.umt.edu/grad/Tuition_and_Funding/Deans%20Merit%20Award.php).

* Associate Dean Kinch informed the Council that the proposed tax reform will significantly impact graduate students. Fee waivers will be taxable. There are 3 or 4 items that will affect higher education. Dean Kinch deliberated with the other Graduate Schools in the state on a possible actions and work-a-rounds. The National Association of Graduate Students also worked on the issue. The GPSA also responded. Its summary was forwarded in an email to members of the Faculty Senate. Lobbying efforts at the national level largely mitigated the impact of the bill on graduate education, so most of the things we were worried about--especially the waivers--were removed from the final bill.
* The Graduate School is doubling its funding to the Writing Center. The Center is a tremendous help for students working on thesis and dissertations. The Center will have additional workshops for graduate students. The GPSA will help get the word out to graduate students.
* The Graduate School worked on a coherent design for recruitment material templates. These were shared with the Council for feedback. Associate Dean Kinch is also creating a repository of materials used across campus. The Graduate School has a drape available for recruiting purposes and plans to add a banner. Faculty can check these out when attending conferences. He encouraged programs to contact him when traveling where there are recruitment opportunities. The Graduate School may be able to help with some of the travel cost. It is considering a small grant program to help with recruitment expenses. This could be used to help defer travel expenses, website design or other recruitment efforts.
* President Bondar joined the Council on April 4th by invitation. He was provided with a primer on graduate programs and the Council planned talking points. The President asked how the Council would define success. There was a good discussion.
* Associate Dean Kinch is looking into academic discipline procedures for graduate programs. He would like Legal Counsel to review the policies to ensure the University is sufficiently protected, given UM’s decentralized administration of graduate programs. In the future he will send a correspondence with guidelines for best practices.
* The Council agreed on the following principles in response to the Strategy for Distinction draft recommendations.
	+ The impact of FTE adjustment on graduate education must be a primary consideration.
	+ Attrition based FTE reduction will affect UG courses that serve critical functions in graduate education.
	+ Student credit hour based performance metrics undervalue graduate education.
	+ Combining units with graduate programs with units without graduate programs in a division is not recommended.
	+ Preserving unit identity, recruitment, retention, research benefits of graduate education is a critical consideration in reorganization.
	+ Graduate degrees must stay with units.
	+ Graduate Council must review changes to graduate education.
* The Council discussed concerns with the draft mission statement and asked that they be considered by the UPC and the Faculty Senate.