# Graduate Council Meeting Minutes

October 18, 2017, GBB 202, 12:00 – 1:00 PM

*Members Present:* B. Baker L. Broberg F. Brown, C. Dumke, J. Farnsworth, K. Harris, M. Murphy, D. Schuldberg, R. Smith S. Stan, K. Volk  
*Members Absent/Excused:* C. Fitspatrick, G. Morrel, C. Palmer S. Ross  
Ex-Officio Present: A. Kinch, N. Lindsay, V.P. Whittenburg

Call to Order

* The minutes from 9/27/17 were amended and approved.

## Communication

* An applicant for the IIP is requesting an exemption to the GRE. The Council approves exemptions for Programs in accordance with the [302.10 Graduate Admissions Standards Guidelines](http://www.umt.edu/facultysenate/procedures/GradCouncil_300/302.10_GradAdmission.docx). The materials were distributed to the Council prior to the meeting. The applicant was a practicing MD for many years. Since IIP does not have a program, it was unclear who should consider the request. A few members reviewed the materials and suggested the Council endorse the request, which was approved.
* Dean Kinch distributed sample recruitment cards. The Graduate School will print more cards, but would like feedback for improvements. He is creating a library of graduate program’s recruiting materials and a brand/ template to help programs recruit. 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. The PDF of the cards will be sent to members for input.
* Interim Provost Edmond will join Graduate Council on November 1st to report on the Library Collection issue. The Executive Committee of the Faculty Senate met with her after talking with VP Whittenburg. She will be meeting with the Library Dean to resolve the budget situation with the least impact on the collection. Her responsibility is the academic integrity of the institution, which includes access to necessary materials for research and teaching.

## Business Items

* The program review materials for Accounting and the MBA were combined, but the Council only created a report for Accounting. The review falls on the professional schools. [ A subsequent email correspondence suggested that the subcommittee take a quick look to ensure there is nothing of concern because the materials are outdated. ]
* 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. During this semesters review, subcommittees should note items that shouldn’t require committee review. These could be added to the policy or a separate policy could be created to allow programs to submit clerical revision summaries for consent by the curriculum committees. The content management component of CourseLeaf is scheduled for implementation this summer (if the other IT project implementations are on schedule). The new system may help streamline the review process and make a rolling review more feasible.

* The Council reviewed the count of curriculum forms and distributed the workload by making the following adjustments:
  + HHP from the Professional Schools to the Sciences
  + Public Health from Professional Schools to Social Science
  + PT from Professional Schools to Social Sciences

The Council will not meet next week to allow subcommittees time to start the review. Items that are easily approved should be ready for consent at the November 8th meeting. If time allows on November 1st curriculum items may be considered.

## Adjournment

The meeting was adjourned at 12:55 p.m.