

## MINUTES OF THE GRADUATE COUNCIL MEETING

**August 28, 2001**

The Graduate Council Meeting was called to order at 3:34 p.m. on August 28, 2001, in Workman Center Conference Room 352. Members present: Dave Johnson, Chairman; Gillian Bond; Mark Cal; Willie Chang; Tom Engler; Alex Kornienko; Ken Minschwaner; Steve Schaffer; Al Smoake; John Wilson; and the GSA representatives Matt Herrin and Earl Eiland.

### 1. **Call for Approval of Minutes:**

The Chairman called for approval to the minutes of March 23, 2001 meeting. Ken Minschwaner moved approval of the minutes. Tom Engler seconded. Minutes were approved as presented.

### 2. **Announcements:**

- a. Johnson introduced the council members
- b. Johnson circulated copies of the agenda for the upcoming AGEP meeting scheduled for September 11, 2001. Council members and members of the faculty are encouraged to attend and to become involved with NMT-AGEP.
- c. Johnson announced that after a meeting with Denny Peterson, permission has been received to raise the maximum Work Authorization pay to \$25.00 per hour.
- d. While Summer 2001 registration was comparable with the Summer registration of 2000, Drs. Gerity and Johnson are concerned that students who should be registered for the summer are not. Faculty are to encourage their students to register for the summer session if they are progressing towards their degree, **even if they are unsupported**. If students seek summer employment using a Work Authorization faculty will be expected to provide written confirmation that the student will not be progressing towards their degree.
- e. Graduate Council meetings will be held on Fridays from 3:00 pm to 5:00 pm.
- f. Johnson stated that the Graduate Admission Recommendation Form has been revised and departments should review changes. In general the changes permit

greater specificity regarding the types and amounts of financial support accompanying the offer of admission. If a faculty member offering support does so at a level below the guidelines, they are expected to attach a memo with the recommendation indicating that the amount of the award is limited by the amount awarded with the grant.

- g. The annual maximums for the 2001-2002 Stipend guidelines will be raised by 10%.
- h. National Survey. Johnson reviewed stipend comparisons with other universities listed on the web and Tech. Tech's 2001-2002 stipends are within 5% of those awarded by equivalent universities in their 1999-2000 awards. It is time for a more discriminating comparison. Johnson will circulate a list to faculty of universities participating in this survey from which they should select programs comparable to theirs. These schools will be used for our comparisons. Johnson will approach these schools to see what they are currently offering. If faculty have names of more appropriate universities (not on the list) they should notify Johnson and he will attempt to include these.
- i. GSA: Matt Herrin President, announced meeting dates for GSA.
  - a. Fall picnic will be held at Cedillo Park, and catered by Coyote Moon
  - b. Teaching workshops. Faculty invited to attend all workshops held by the GSA
  - c. The GSA would like to obtain more computers for departments who have graduate students who do not have computer in their offices.
- j) Ken Minschwaner commended the GSA for the Golf Shop Mixer. "A job well done".
- k. No other announcements

### 3. Reports

- a. Writing workshop - series was successful. Approximately 50 students per week attended on average. At the end of the workshop, evaluation forms were circulated and information gathered. No faculty are available to offer workshops this semester and it seems unlikely that faculty time will be made available in the future unless a source of funding is identified. If there are suggestions please present them to

Johnson. GSA will address this subject at their next meeting.

- b. Thesis/Dissertation - test conversions to digital thesis is scheduled for this fall using the software provided by National Library of Digital Theses and Dissertations (NDLTD). Software permits a student to do their conversions online. Mike Topliff will be invited to attend a future Graduate Council. Mike attended NDLTD meeting, will be invited to attend again.
- c. TA Allotments – Hopefully in the next week, the Graduate Office will send out a request asking that departments establish a "wish list" for TA in their department in which departments justify the need by indicating the responsibilities of these TAs and the enrollments of classes they would teach.

#### 4. **Old Business**

- a. Health Insurance: Post-doc's supported through New Mexico Tech are eligible for staff health benefits. Post doc's supported directly by their governments or another sponsoring agency (and not by New Mexico Tech) are not eligible for employee health benefits. They may, however, elect to participate in Tech's student health insurance and health center by paying the appropriate fees. Johnson to speak with Tom Kieft about the institutional status of Post Doc's in general.
- b. The Interdisciplinary program in Atmospheric Studies was approved by the Faculty Council and is not listed on the NMT web site.
- c. Advisory Committees: The New Mexico Tech catalog currently requires that regular faculty members from a particular department may not be in the minority on graduate committees. New interdisciplinary programs may require greater flexibility. How might we address this problem and maintain departmental control over the ultimate quality of their student's graduate research? One option is to leave the makeup of committees to the departments (see <http://www.nmt.edu/~grad/staff/GCMeetings/0108attA.html>). Wilson suggested that there are other options including requiring that regular faculty members from the interdisciplinary program not be in the minority. This matter will be taken back to departments for discussion and considered at the next meeting. Come prepared to place the resolution in the form of a motion.
- d. Graduate Student Recruitment – "Block Grant" program: Money is available and

intended for recruitment enhancement. Deadline for proposals is September 20, 2001. Contact Johnson if you have questions.

e. No other old business

## 5. **New Business**

- a. Proprietary graduate research: Independent study, thesis and dissertation topics must be available for publication, and thesis/dissertations must be available for shelving. Wilson suggested inclusion of a formal policy in the catalog and to take this matter up with graduate faculty. Johnson to investigate other university's policies and present these at the next council meeting.
- b. Defense Reports: Wilson suggested that faculty write a report addressed to students with copies to the department and Graduate Office indicating how a student performed in their defense and what (specifically) is required of the student to bring the thesis/dissertation to completion. Johnson indicated that this might be an appropriate component of expected demands from CHE for review of graduate programs. Council members will discuss this matter with their faculty and bring back to the next council meeting.
- c. Catalog changes.
  - o CS-IT Option, not to be considered, deferred at the request of the Computer Science Department.
  - o Engineering Mechanics: Wilson moved to table motion passed pending representation from the department.

## 6. **Adjournment**

The meeting was adjourned at 4:40 p.m.