

MINUTES OF THE GRADUATE COUNCIL MEETING

April 24, 2003

The Graduate Council Meeting was called to order at 9:04 a.m. on April 24, 2003 in Brown Hall Conference Room 210. Members present: Dave Johnson, Chairman; Rick Aster, Mark Cal, Tom Engler; Tim Hankins, John McCoy, Navid Mojtabai, Tanja Pietrass, Al Smoake, Hamdy Soliman, Bill Stone, Dick Reilly, Scott Teare.

1) Call for approval of Minutes:

The Chairman called for approval to the minutes of November 18, 2002 meeting. Smoake moved approval of the minutes, Reilly seconded. Minutes were approved as presented.

2) Announcements:

- 1) In December, the Faculty Council accepted all catalog changes presented by the Graduate Council.
- 2) Johnson requested faculty to review all applications submitted to their departments to review and make decision as soon as possible.
- 3) Staff secretary's position has been updated to Administrative Secretary II. Applications should be received and hopefully a new staff member in position by next council meeting.
- 4) Digital Applications: As soon as the Graduate Office has full staff the applications will be sent to the departments. Paper application will be made available if preferred.
- 5) Math/EE proposal has passed the academic council. To be taken before the Commission on Higher Education on Friday, June 13, 2003. Math is proceeding smoothly, UNM and NM State are still uncooperative with the EE proposal.
- 6) 3 positions are available for minority students. Students must complete an FAF through the Financial Aid office, be US citizens or permanent residents.
- 7) 3 positions are also available for AGEP fellows. These positions must be permanent resident holders or US citizens. The AGEP positions are an excellent recruitment tool.
- 8) A problem has been found with on-line applications. A meeting with ISD staff was held and are working on tracking applications that are deleted and how/when payments are being made.
- 9) Rick Aster announced that a meeting will be held at the Library on April 24, 2003 at 2:00 pm to discuss the Library budget. Invited all members to attend.

3) No old Business

4) New Business:

- 1) Soliman moved that the council make a policy that Advisory Committee members must be professional staff. Hankins, seconded. After extensive discussion, Aster moved to table this motion until it can be brought before the council in a written motion. Reilly seconded and council passed to table this issue.
 - 2) Mark Cal proposed to allow students to obtain a masters degree in Environmental Engineering with an Independent Study option. Teare seconded, motion passed.
 - 3) Johnson would like to have all Tech graduate programs be reviewed, a requirement by CHE. A committee will be formed (Scott Teare, Dick Reilly, Tanja Pietrass) . The committee will bring its recommendation to the council. The Vice President of Academic Affairs will fund the review.
 - 4) Johnson presented the case of Andrew Rogulich who wishes to graduate this semester, however, his classes were taken as a special student. After presentation Reilly moved to accept Mr. Rogulich's credits and allow him to complete all requirements for his degree with the Spring 2003 commencement. Soliman seconded, motion was passed.
 - 5) Reilly presented the proposed budget cuts for the Library. Library budget has not changed since 1992. Invited council members to meeting today at 2:00 pm in the Library.
 - 6) Reilly presented a Masters of Science in Engineering Mechanics with specialization in Mechatronic Systems Engineering (MSE). This is just for information purposes, will be presented for approval at a later meeting.
- 5) **Adjournment:** The meeting was adjourned at 9:59:30 a.m.