

MINUTES OF THE GRADUATE COUNCIL MEETING

November 30, 2001

The Graduate Council Meeting was called to order at 3:04 p.m. on November 30, 2001, in the Library Conference Room 212. Members present: Dave Johnson, Chairman; Peter Anselmo, Mark Cal; Tom Engler; Ken Minschwaner, Sid Pandey; Steve Schaffer, Hamdy Soliman, Ron Thomas; John Wilson, Student Representatives Matt Herrin; Earl Eiland.

1. Call for Approval of Minutes:

The Chairman called for approval to the minutes of October 26, 2001 meeting. Minschwaner moved approval of the minutes, Engler seconded. Minutes were approved as presented.

2. Announcements:

- a. Peter Anselmo presented the draft of the Engineering Management Program proposal. This is a first draft. The program may be completed in one year if going to school full time and two years for part time students. There is large interest in Carlsbad, 40-50 students currently interested in the program as a distance education offering. There are 21 hours of core requirements, with electives selected from 18 hours of elective offerings. This will be a terminal degree. New faculty will be hired to assist current faculty to teach for the new program. The draft proposal for this program will be updated on the web and Johnson to email members with the address of the web site.
- b. Johnson reported on the October Faculty council meeting.
- c. Graduate Posters have been mailed.
- d. Johnson reported on the AGEP Steering Committee meetings. Recruiting is now going on and departments should consider sending a representative to these meetings.
- e. Johnson attended a conference at UNM on Doctoral mentoring. UNM paid hotel, travel, food and provide a stipend. Faculty should

- consider attending these meetings.
- f. Emily Nye will be teaching English 589 for the Spring semester. She will teach writing applicable to journal articles as well as editing. This class will qualify as one of the six credits from outside the department.
 - g. There is a new practice in the Graduate Office on letters of recommendations. If a letter of recommendation is questionable, the Graduate Office will place a small slip attached to the recommendation letter stating "This letter of recommendation does not conform to the Graduate Office standards."
 - h. We expect to implement electronic applications in the next 12 months.
 - i. Johnson received a call from a representative of the Educational Testing Center regarding GRE's. A writing examination will now be part of the GRE report, is the faculty interested in paying to see a written essay? The student will write an essay on the computer. This would be a non-optional exam
 - j. GSA, Matt Herrin stated that three workshops will be presented in the Spring 2002 semester. Will use AGEP funds to bring in speakers. If interested in having a certain speaker, please email Matt.

No other announcements.

3. Reports:

- a. TA Wish list, only half of the departments have returned their list. Johnson to email departments to remind them to send in their list.

4. Old Business:

- a. Electronic thesis and dissertations. Report from Wilson on some minor problems encountered in uploading manuscripts, however, should be ready to present to the Faculty Council in mid spring. Will be optional until the next catalog. Graduate Council would like to have more dissertations installed before presenting to the Faculty Council. Committee consisted of John Wilson, Kay Krehbiel, Mike Topliff and Subhasish Muzumdar, possibility of a graduate student as member of the committee.

- b. No progress on Post Docs.
- c. Proprietary information for Thesis/Dissertations. No action taken at this time.
- d. Degree Completion Deadlines. Discussion on two week deadline, however, no action was taken at this time.
- e. Tech will be having a graduate program review on a rotating basis. Prepare your faculty, this will begin soon.

5. New Business:

Catalog Changes:

- a. Materials Engineering, not represented, no action taken.
- b. Chemistry 515. Sid Pandey moved to accept this new course, Wilson seconded, motion passed.

6. Adjournment: The meeting was adjourned at 4:11 p.m.

7. Addendum:

Materials Engineering course changes were circulated electronically on December 3, 2001, to members of the Graduate Council with the request that members respond by email indicating their support for including this on the agenda for the December Faculty Council meeting. An amendment was proposed by Minschwaner to indicate that additional work be required of Mate 570 students by including the following in the course description: "Shares lecture/lab with MATE470, but is graded separately and additional graduate-level work is required." Affirmative responses were received from Physics, Engineering Mechanics, Math, E&ES and Petroleum Engineering. There were no nays.