

MINUTES OF THE GRADUATE COUNCIL MEETING

March 8, 2007

The Graduate Council Meeting was called to order at 12:05 P.M. on Thursday, March 8, 2007 in Gold Building, Room #208. Members present: David Johnson, Chairman, Thomas Kieft, Sayavur Bakhtiyarov, Robert Bowman, Deidre Hirschfeld, Her-Yuan Chen, Scott Teare, Judith Stuteville, Hamdy Soliman, Oliver Wingenter, Ken Minschwaner, Keith Miller, Anwar Hossain

1. Call for Approval of Minutes:

The chairman called for approval of minutes of November 28, 2006 meeting. Hirschfeld moved approval of minutes. Soliman seconded the motion. All agreed and minutes were approved.

2. Announcements:

- a. Application Trends – Johnson stated that he had not yet run the reports for all departments to determine the number of applicants received in the graduate office for the Fall Semester of 2007. He stated that he would get the report to all departments as soon as he could.
- b. Transcribed Certificates – There was a lengthy discussion on New Mexico Tech issuing Transcribed Certificates to students. These students are not degree-seeking students and are allowed to register as a part-time or distance student. Approval of new NMT certificate programs that employed existing resources would be internal to Tech. New certificate programs would require the approval of the Vice President of Academic Affairs, Faculty Senate and possibly Board of Regents. Johnson asked for proposals from departments. There were questions asked as to whether the certificates would be given out during commencement, would there be a specific title on the certificate, and can the student use the same courses for a certificate that they would use for a masters degree. Johnson stated that there would need to be some discussion on the matter and that it would need to be put on the agenda for the Faculty Senate Meeting.
- c. AGEP Update – Johnson announced that New Mexico Tech had not been approved for re-funding for the AGEP Program. It is not clear at this time why New Mexico Tech was not approved. Johnson stated that a new proposal will be written and submitted by June 2007 if an RFP is issued. If funded the new grant might begin as early as Fall semester of 2007. Given our demographics and the importance to the NSF, New Mexico universities must be a part of this program. Johnson is optimistic about the chances for refunding.

- d. GSA Research Conference – rescheduled to 9/20-21 – Johnson announced that the original schedule for the conference to take place had been postponed due to complications attributed to problems with the Tech computer system at the end of Fall semester. Bowman asked the faculty how they felt about this conference. Hirschfeld stated that this conference was used mostly by students for practice skills and stated that she supported the conference. Bakhtiyarov asked if other universities could participate. Johnson stated that students from other New Mexico universities were specifically invited to participate; he also stated that this conference can be used as a tool to recruit undergraduate students from other universities to attend graduate school at New Mexico Tech.
- e. Other – No new business

3. Committee Reports:

- a. Graduate program review (see attached; Hirschfeld) – Johnson included a hand-out in the minutes packet on the Graduate Program Review. There was a lengthy discussion on what should be included in the review. Johnson asked the council to give written feed back to Hirschfeld to be included in the next meeting.
- b. Ad Hoc Committee on Funding Graduate Recruitment (Bowman) - Bowman stated that he and some of the other department chairs had written proposals for funding to support graduate recruitment and made an appointment to meet with the Vice President of Academic Affairs to request funding. Four to five departments were included. Departments that requested funding and attended the meeting received some level of funding. Hossain asked why all departments were not included in this and Bowman stated that all departments were given an opportunity to write a proposal. They took the proposals that had been written at the time and proceeded with what they had. Hossain asked how the money was spent. He was told that it was used for recruiting purposes. Johnson stated that this is going to continue to be an on-going process and mentioned that a permanent committee was needed to deal with the Ad Hoc Process. Bakhtiyarov requested to have the Administrator of Finance invited to the next Graduate Council meeting to discuss the TA budget. Johnson stated that he would put this on the agenda for the next meeting. A motion was made by Kieft for an established process for on-going graduate recruitment. The motion was seconded by Minschwaner and the council approved. A committee will be put into place. Chen and Wingenter stated that they would be part of the committee if needed. Johnson stated that he would like the committee to continue on working to formalize this process.
- c. Other – No other business

4. Old Business: -

- a. Graduate Assessment Rubric (see attached) – **An** attachment was given out to all council members on graduate assessment. There was a lengthy discussion on whether to adopt the draft form for this assessment. Johnson stated that this form would probably not work for the MST Program or the Management Department. Because of confidentiality issues Johnson stated that the form would not be circulated by the student nor would the student ever see the form. Johnson asked for a vote from the council as to how many of the council members approved using the percentage categories versus using a range from 1-4. Of those who voted, one person voted to use the percentage and 5 people voted to use the grading system of 1-4. Johnson stated that he would revise the form and re-circulate it.
- b. Student change of status: Full-time to part-time –would be put on the next meeting’s agenda.
- c. Digital Theses and Dissertations – NDLTD vs. D Space – Johnson stated that the adopted process using NDLTD for repositing digital theses and dissertations was not working. After speaking with the library personnel he learned that D Space is now being put into place. Johnson asked for a committee of three people to look into this further.
- d. Other – No other business

5. New Business:

- a. TA Language Proficiency – **A** handout was issued with the council minutes addressing TA Language Proficiency. Johnson explained the options for screening applicants for language proficiency. He stated that he had requested that any files returned to the graduate office offering a TA be brought to his attention so that he could review their qualifications. Johnson would like to bring in all TA’s a week earlier so that they can go through an orientation process so that the school can be assured that the TA’s can teach their classes effectively. There was a discussion on whether these students would be paid for the week. Johnson agreed to request funds for this support from Dr. Gerity. Teare asked the council if this would be considered discrimination on the part of the school and asked to see something in writing from tech lawyers. Teare asked for this in a motion, there was no second and the motion died.
- b. Other – A handout was given to council of description changes in PHYS 501 and 502. Minschwaner made a motion for the approval of these changes, Kieft seconded the motion and the motion passed.

6. Student Questions/Concerns (GSA Representative) :

No student representative was available at the meeting.

7. Adjournment:

It was moved that the meeting be adjourned, Hirschfeld seconded the motion, all agreed and the meeting adjourned at 1:46 P.M.