

MINUTES OF THE GRADUATE COUNCIL MEETING

October 8, 2009

The Graduate Council Meeting was called to order at 2.35 P.M. on Thursday, October 8, 2009 in Library #212. Members present: David Johnson, Chairman, Thomas Kieft, Mark Samuels, John McCoy, Lorie Liebrock, Mark Cal, Thomas Engler, Keith Miller, Anwar Hossain, Fred Phillips

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

The chairman called for approval of minutes of April 17, 2009 meeting. Hossain made the motion to approve the minutes and McCoy seconded the motion. All approved and the motion passed. Lorie Liebrock asked Dr. Johnson to explain the Minority Fellowship Process. Johnson explained how the fellowship was issued and who was eligible.

2). **Announcements:**

- a. Graduate Office Changes– Johnson announced his upcoming retirement in July of 2010. Johnson thanked everyone for their support throughout the years and stated that within the next couple of weeks everyone should be notified as to who the new Graduate Dean would be. Johnson stated that he expected whoever was chosen would be working closely with him throughout the next several months until they take over in July.
- b. Dept. Education Title V Proposal – Westpfahl did not attend the meeting.
- c. Graduate Application Fees and Online Letters of Recommendation – Johnson stated that he had a conversation with Lonnie Marquez concerning graduate application fees. It was agreed that the graduate office would increase the application fee to \$45.00. This fee was cover the cost of Hobson’s Apply Yourself online application services which would permit online submission of letters of recommendation. Before Mr. Marquez signed the agreement, he was informed by the Purchasing Director that we would have to go out to bid to obtain this product placing the start date too late for the Fall 2009 application cycle. Johnson recently had a discussion with Joe Franklin from ISD about accomplishing the same ends through Banner. A meeting with SunGard officials indicates that this can be done, but only after implementation of planned upgrades. Johnson stated that the electronic submission for letters of recommendation would be approximately 2 years away. Because we would no longer be working with Hobson’s Johnson had discussed again with Marquez about leaving the fee at \$16.00. Marquez suggested leaving the fee at \$45.00. Johnson stated that the graduate office does not see any of this money and would like to see it go into the graduate program. Marquez stated that the graduate program would receive funds from this fee but it was not clear as to what it would be used for. There was a brief discussion on how the graduate office could make use of this fee. One idea was to help with the cost of Health Insurance for graduate students. Other ideas were offered but nothing was decided.

d. Graduate Degree proposals to be considered during the month of October:

- i. UNM – ME – Civil Engineering
- ii. NNMC – ME – Information Engineering Technology
- iii. NNMC – MA – Teaching and Learning and Master of Arts in Teaching Mathematics and Science
- iv. NNMC – ME – Mechanical Engineering: Solar Energy Emphasis
- v. NMHU – MS – Athletic Training
- vi. NMSU – Latin American and Border Studies
- vii. NMSU – Doctorate of Nursing Practice

Johnson asked the different departments to look over some of these new proposals that might be of interest to them on academic resources and merits and if there were questions or concerns to get back to him before the next graduate deans meeting.

- e. Graduate Recruitment RFP (Johnson) – Johnson stated that four staff had submitted proposals and that all four had been funded.
- f. Graduate Poster Status – Wallace gave an update on when the posters were mailed out and Johnson mentioned that he would like to continue with sending out posters each Fall. He also suggested that all departments review their addresses.
- g. Other – No other business

3). Old Business:

- a. Other – No Old Business

4). New Business (see Appendix):

- a. Work Authorizations – Johnson presented a plan of allowing students to be registered only for six credit hours to have a work authorization for fall, spring, and summer semesters. He stated that this would especially be helpful to our International students who were in their last semester before completion and are eligible to register for fewer credit hours. As of right now we do not comply with the rules and regulations through our Financial Aid office. They require a student have to be only registered for 6 hours to have a work authorization. After some discussion Engler made the motion to accept this change and Samuels seconded the motion. All approved and the motion passed.
- b. Catalog Changes:
 - i. Environmental Engineering– Cal called for a motion to make some changes (see attachment) to the catalog by reducing the number 500-level ENVE courses required from 15 to 12 credits for the thesis and independent study options and also for the 5-year M.S. degree, ENVE 510 is being dropped as a required course. Kieft seconded the motion. All approved and the motion passed.

- ii. Computer Science and Engineering – Liebrock called for a motion to add CSE 500 Directed Research graded as S/U (see attachment). Kieft seconded the motion. All approved and the motion passed. Before we went on to the next agenda item, Liebrock asked what the process would be if a PhD student wanted to receive their MS degree on their way to receiving their PhD. Johnson stated that we would need the approval of the department to do so and a separate file would be made in the graduate office for the student to complete a MS degree. They would be required to fill out new Advisory Committee forms as well as a new Course Program.
- iii. Biology – Kieft called for a motion to change a course title (see attachment). Samuels seconded the motion. All approved and the motion passed.

5. **Student Questions/Concerns (GSA Representative):** No students attended meeting

6. **Adjournment:**

Johnson asked for a motion to adjourn the meeting. Liebrock seconded the motion, all agreed and the meeting adjourned at 3:30 P.M.