

Colorado School of Mines – GRADUATE COUNCIL MEETING MINUTES
 18 November, 4:00 – 5:00 pm, via Zoom

Attendees:

Voting Members: 24 total (13 - majority needed for quorum). Quorum was present

P	Neal Sullivan (Chair)	P	Amy Hitchner (LB)	P	Andy Osborne (NSE)	P	Owen Hildreth (ME)
A	Dave Benson (HSE)	P	Karin Leiderman (AMS)	P	Ugur Ozbay (MN)	A	*Hedayat proxy for Gabe Walton (UCT)
P	Ebru Bozdag (GP)	P	Juan Lucena (EDS)	P	Jim Ranville (GC)		Zhenzhen Yu (MME)
P	Geoff Brennecka (ML)	P	Tulay Flamand (EB)	P	Danica Roth (GE)	P	Dejun Yang (CS)
P	Elizabeth Davis (HASS)	P	David Marr (CBE)	P	Maxwell Silver (GSG)	P	Luis Zerpa (PE)
P	*Reza Hedayat (CEE)	P	Christine Morrison (CH)	P	Gongguo Tang (EE)	P	Jeremy Zimmerman (PH)

Other Regular Attendees and Guests

A	Justin Bush (CEE)	P	Carolyn Freedman (OGS)	A	Jane Ko (AA)	A	Jennifer Velloff (Tref)
P	Tim Barbari (OGS)	A	Cassie Glenn (CEE)	P	Paul Myskiw (RO)	P	Denise Winn-Bower (PE)
P	Dorothy Cheng (CS,EE,ME)	A	Jennie Kenney (AA)	A	Kendra Stansbury (RO)	P	Mara Green (AA)

Welcome

Neal Sullivan

Sullivan welcomes everyone to the 12/2 Graduate Council meeting. Graduate Student Government is added, ad hoc, to the agenda of the 12/2 Graduate Council meeting.

Sullivan brings a discussion point from Faculty Senate to the attention of Councilors on the development of COVID vaccinations and the question of if the university shall require all students and employees to be vaccinated before coming back in.

Briefings and Information Items

• **Office of Graduate Studies**

Tim Barbari

- Catalog Changes for discussion (for vote 12/16)
 - Admission to the Graduate School
 - Post- Baccalaureate and Graduate Certificate

Barbari opens the floor to Councilors for dialogue and feedback on the proposed Catalog changes.

A comment is brought up regarding the necessity of having the two certificates in the Catalog as well as a question on whether this is being offered only at Mines.

Barbari answers that the change is not unique to Mines and these distinctions can be found in other places. Barbari gives the example of the post-Baccalaureate certificate in Computer Science, this has no graduate content at all but is designed for students that have a bachelor's degree in a different discipline. It then provides students with a 200-300-level core undergraduate Computer Science courses. It is considered Post-Baccalaureate because the students already have this bachelor's degree but this is not considered a graduate certificate.

The language of the Catalog says the post-Baccalaureate has more undergraduate contact without being specific, as it may include graduate courses in addition to some undergraduate content. The Graduate Certificate is mostly graduate content that would allow a 400-level to come in.

Myskiw provides additional information on other institutions having Graduate Certificates that have no undergraduate coursework and are distinct in that way, while a post-Baccalaureate may have a graduate

course or all undergraduate courses. At Mines, there is a little bit of everything and prior to last year (2019) these were all called “Post-Bacc”.

Discussion continues on how many post-Baccalaureate certificates are offered at Mines.

A question is asked regarding the admission requirements being addressed at the department and program level and how clear it is to the applicant what those requirements are.

Barbari responds that the information is very clear to applicants. On the admissions website there is a matrix of all the programs where, if clicked, it'll redirect to the page with the program requirements as well as the application required. Under the application requirements tab it'll say for the master's program, certificate, or PhD program what is required for admissions in regard to materials provided for consideration.

When an applicant is in the platform of a particular program it will display what that applicant needs and keep track of what is still missing from the application. Barbari states that there has been close work with Admissions on updating the Catalog language. Because there are so many programs, some pages were not clear—this led to applicants driving this decision through questions brought up in the application process.

A question is asked how these changes and instructions should be communicated from departments and who should be contacted for these changes, if these changes do not go through CIM. Barbari answers that none of the specific admissions requirements will be in the Catalog for CIM. Angel Dotson, Assistant Director of Admissions, can be contacted for changes outside of the regular cycle.

Barbari brings up that it is discouraged that programs on departmental pages try to reproduce those application requirements to avoid miscommunication or mismatched information. It is encouraged that all programs point to the Admissions page for those particular requirements. Additionally, if a program has forgotten to update a process change through the Catalog, this change can be reflected on the Admissions site. These conflicts are being minimized wherever possible.

Barbari also states that there is too much risk involved with tracking admission requirements across websites, the Catalog, and the Admissions website. The Catalog can end up being the legal document that is read wrong and can cause issues for Mines.

- **Registrar**

Paul Myskiw

Myskiw has one announcement from the Registrar's office regarding an update on Graduate withdrawals. There have been seven graduate withdrawals for the Fall 2020 semester which is the exact amount as the previous Fall 2019 Semester.

A question is asked on clarity for the communication of an in-person class being changed to remote or online. Myskiw states that anytime the modality of a course is changed an email is sent to the students to notify them of this change. An example is provided by Myskiw: if there are thirty seats for an in-person class but forty students desire to take it and ten of those students want to be remote, this is still okay.

The Registrar's Office is pushing students to decide by the first week of January 2021 is whether the student would like all classes remote, but there will not be room for the student to change their mind unless there are extenuating reasons.

A question is asked regarding the preference of hybrid classes or full remote classes. Myskiw states that this decision is based upon the type of content that is within the course and what will work for the individual(s) teaching the course. This is done at a departmental level.

- **Graduate Student Government**

Maxwell Silver

- Revised Graduate Student Quality of Life Survey sent out

Silver begins by informing the Councilors that the Graduate Student Government representative, Amanda Field, sat in with Faculty Senate on 11/24 for a discussion on improving graduate student quality of life.

A survey was sent out by Graduate Student Government to every graduate student for feedback on quality of life, stipends, cost of living like rent, food, and medical expenses; and other sources of income. There has been a response from 350 students since 5:00pm 12/01. The results will be shared with Tim Barbari in the Office of Graduate Studies as well as higher administration and the Council. The survey will be closing next Thursday (12/10).

A suggestion is made to compare the responses of previous graduate student quality of life surveys.

Sullivan states that follow ups have been made with the Health Center to inquire on the data analysis for how much it will cost for benefit changes for graduate students. Silver responds that it has been repeatedly called “very expensive” and that an option provided would be the Mines’ employee health insurance option. Silver informs Councilors that the SHIP health insurance is offered to every graduate student, but this can be denied and students can opt into the employee health insurance. Silver states that this would require students to pay premiums upwards of \$400-500 a month, per person, which is cost prohibitive to those making \$2,000 or less in the graduate programs.

Information has not been disclosed on an estimate of these costs. Silver states that with the information of this survey and the push from Graduate Council and Faculty Senate that this information will come to light and begin moving the process forward.

Curriculum Items – Request for Council Vote (from 11/04/20)

1.1 **GEOLOGY and GEOLOGICAL ENGINEERING**

Danica Roth

[status: CIM 10/03]

3 program changes: GIS & Geoinformatics Certificate: Geohazards Evaluation
GIS & Geoinformatics Certificate: Environmental Studies
GIS & Geoinformatics Certificate: Natural Resources Assessment

Reduced required courses from two to one and moved one of the two required courses as an elective. Changed effective catalog date to 2021-2022

MOTION: To approve the three program changes made to the GGE GIS and Geoinformatics Certificates: Geohazards Evaluation, Environmental Studies, and Natural Resources Assessment. By Brennecka; seconded by Hildreth. 1 abstention; Silver. **APPROVED.**

Continuing Curriculum Items – Continued Discussion (for vote 12/16)

2.1 **CHEMICAL and BIOLOGICAL ENGINEERING**

David Marr

[status: CIM 11/08, Provost approved: 11/09]

1 new course: CBEN530: Transport Phenomenon
This course seeks to advance the Mines@150 mission by expanding graduate education in Chemical Engineering to undergraduate students with degrees in other disciplines.

- 2.2 **CHEMICAL and BIOLOGICAL ENGINEERING** **David Marr**
[status: CIM 11/09, Provost approved: 11/10]
1 new course: CBEN519: Advanced Topics in Heterogenous Catalysis
This course will provide undergraduate and graduate students with fundamental industry relevant modeling and experiment experience and application. It will contribute to the “professionally oriented postgraduate education” and strengthen the “affinity for Mines among our students, alumni, and external partners”.

- 2.3 **CHEMICAL and BIOLOGICAL ENGINEERING** **David Marr**
[status: CIM 11/09]
1 course change: MSPHD-CBE: MS & PhD – Chemical and Biological Engineering
As the size of the MS program increases and educational (undergraduate) backgrounds grow more diverse, this will provide options for the MS core separate from the PhD requirements. Additional options have been added to the core course requirements for the MS degree.

No discussion regarding items 2.1-2.3.

New Curriculum Items

- 3.1 **HUMANITIES, ARTS, and SOCIAL SCIENCES** **Elizabeth Davis**
[status: CIM 11/30]
1 program change: CERT-NERP: CERT – Natural Resources and Energy Policy
Changes to program requirements such as reducing 12 credit-hours to 9, requirement of 4 of 5 required courses has been changed to 2, as well as requirement of an additional elective approved by the NREP Director.

This change was spurred by students attracted to the certificate program being existing graduate students at Mines that desired an additional certificate that exemplifies understanding in policies as opposed to an entire degree.

A question is asked on stackable certificates and whether HASS considers this as a goal. Davis responds that HASS believes in allowing students to stack HASS and other certificates. The certificate has been modified into two required courses and elective due to the elective frequently being in Mining, Environmental Engineering, or Humanitarian and others. This was provided so that students can have some overlap in courses.

- 3.2 **HUMANITIES, ARTS, and SOCIAL SCIENCES** **Elizabeth Davis**
[status: CIM 11/30]
1 program change: MS-NREP: Natural Resources and Energy Policy
Changes made to the course requirements: addition and removal of courses. Minor changes were made to reflect the small influx and outflow of courses.

Classes were removed due to the teaching faculty member retiring at the end of the Fall 2020 semester.

- 3.3 **HUMANITIES, ARTS, and SOCIAL SCIENCES** **Elizabeth Davis**
[status: CIM 11/30; Provost approved: 11/30]

1 new course: HASS568: Environmental Justice

This course is being piloted in Spring 2021 as an independent study with two MS students in the Natural Resources and Energy Policy Program and as a McBride honors course.

This course will provide students with a forum to study current and emerging environmental justice issues and make Mines more attractive to qualified students from all backgrounds. Other first choice STEM universities have long offered environmental justice courses. This course will enable Mines graduates to become innovators and agents of positive and transformative change in the world.

This course is being piloted in the Spring 2021. It provides a shift in the program to look heavier into environmental policy rather than natural resources policy that was done before.

A question is asked regarding students in the Master's in Humanitarian Engineering and Science taking the class as an elective, and whether there are any prerequisites or electives for the course. Davis responds that, as of the CIM submission, there are not any electives or prerequisites.

3.4 HUMANITIES, ARTS, and SOCIAL SCIENCES

Elizabeth Davis

[status: CIM 12/2]

1 course change: HASS535: International Development

This course has become a catchall class for area development classes since they are no longer offered once a year. In combining the last development class, African Development, this course will require an online option. Change made to effective date, Fall 2021.

All courses in regional development such as Asian Development and Latin American Development have been placed into a catchall group named "International Development". These development courses in individual regions are not taught every year; however, a development course is taught. This was developed to provide an overview.

International Development will be offered both in-classroom and online.

Miscellaneous Business

Neal Sullivan

Councilors are asked to consider the previous meeting's big questions for the three subcommittees, and look at steps moving forward to address said question.

Subcommittee Questions

Adviser/Advisee Procedures and Expectations:

1. How are clear, written expectations defined for the advisor and advisee in the graduate program?

The subcommittee discussed written, documented expectations between the faculty advisor and the graduate student. Sullivan points out that the catching points on the document released by Mechanical Engineering and was modified by the Council were the specification of expected number of hours of work. Currently, that document reads forty hours. Discussion continued in the subcommittee on whether or not that number should be included in the document.

Sullivan states that the written expectations are to be a document that is non-binding and flexible. It will be provided more-so as guidance from the Graduate Council to departments.

Interdisciplinary Graduate Programs:

2. Are all interdisciplinary programs being represented on Graduate Council, and are interdisciplinary programs receiving the resources they need to function?

The Interdisciplinary Graduate Programs subcommittee discussed the importance of having representatives from all graduate group interdisciplinary graduate programs at Council meetings. A question arose during discussion regarding policy-related restrictions on the Council’s ability to bring forth program representatives.

This will be looked over in the Academic Faculty Bylaws for future discussion.

Stipend for Graduate Students:

3. Should there be equity across all departments and programs and will this be a multi-year implementation that compares to competing institutions?

The subcommittee discussing graduate student stipends discussed there being a universal minimum but still allowing departmental flexibility to go above that to stay competitive across disciplines or compensate students for additional experience. Quality of life was also discussed regarding the importance of insurance for students, students that have dependents, as well as international students who’s dependent are not allowed to work.

The Office of Graduate Studies displays the minimum stipend for the 20-21 academic year as \$772.50 per two-week pay period for 0.5 FTE and \$1,030 for 0.67 FTE. This information can be found here: [Graduate Assistantship](#) under the “Minimum Stipends” tab.

Adjourn

Meeting adjourned at 5:08pm.

Next Meeting: December 16, 4:00 – 5:00 pm, via Zoom.

Neal Sullivan

Consent Agenda

The following proposals will not be discussed unless specifically requested by Council. With no objections, approval is implied and items will be processed accordingly.

- **Approval of Minutes** – November 11, 2020

Neal Sullivan

4.1 HUMANITIES, ARTS, and SOCIAL SCIENCES

Elizabeth Davis

[status: CIM 11/30]

2 course changes:

HASS521: Environmental Philosophy

Course name changed from “Environmental Philosophy and Policy” to “Environmental Philosophy”. Responsible faculty and contact information were changed. All learning outcomes and objectives have remained the same.

HASS560: Geopolitics of Natural Resources

Catalog description has been changed in order to match with HASS460. Course name has been changed from “Global Geopolitics” to “Geopolitics of Natural Resources”, responsible faculty and contact information were changed.

5 course deactivations:

HASS558: Natural Resources and Development

HASS552: Corruption and Development

HASS542: Natural Resources and War in Africa

HASS545: International Political Economy

HASS541: African Development

Courses deactivated due to professor retiring; no one left to teach boutique topics. HASS545 no longer fits in the program curriculum