

GRADUATE COUNCIL MEETING MINUTES

March 17, 4:00 – 5:00 pm, via Zoom

Attendees:

Voting Members: 24 total (12 - majority needed for quorum). Quorum was present.

P	Neal Sullivan (Chair)	P	Amy Hitchner (LB)	P	Andy Osborne (NSE)	P	Owen Hildreth (ME)
P	Dave Benson (HSE)	P	Karin Leiderman (AMS)	P	Gabe Walton (UCT)	P	Ebru Bozdog (GP)
P	Juan Lucena (EDS)	P	Jim Ranville (GC)		Zhenzhen Yu (MME)	P	Geoff Brennecka (ML & MT)
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) proxy for Gabe Walton
P	Christine Morrison (CH)		Gongguo Tang (EE)	P	Jeremy Zimmerman (PH)	P	Jamal Rostami (MN)

Other Regular Attendees and Guests

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

*Mike Nicholas (Undergraduate Council / AMS)

Welcome

Neal Sullivan

A comment is brought up from the Hydrologic Science and Engineering master's program in which a prospective student noticed the amount of overlap between it and the Environmental Modeling certificate. The student would be able to save money and receive the certificate online and transfer the credits needed into the Masters in Hydrologic Science and Engineering.

Barbari states that this is one of the many items on the Budget Office and President's agenda. However, there is not an explicit statement stating that the student cannot perform this transfer of credits from the certificate into the master's program.

Briefings and Information Items

Office of Graduate Studies

Tim Barbari

Catalog Change – Non-degree Credit Limits

MOTION: To approve the non-degree Credit Limits Catalog Change by Brennecka, seconded by Hildreth. No abstentions. APPROVED.

Catalog Change – Academic Probation and Allowance for Part-Time Students

MOTION: To approve the Academic Probation and Allowance for Part-Time Students Catalog change by Brennecka, seconded by Zimmerman. No abstentions. APPROVED.

A clarifying question is asked: transcripts can read a probation for a given semester and if a student has done well enough the following semester will read that the student is in good standing. This means that the probation remains on the transcript even if the student has improved.

Barbari states that this remains the same; this language change addresses students that will have back-to-back probationary period and come into good-standing in the third semester—the probation originally remained on the transcript through graduation even if the student is in good academic standing. This status has now been removed.

Catalog Change – Combined Undergraduate/Graduate Program Definition

MOTION: To approve the Combined Undergraduate/Graduate Program Definition Catalog change by Zimmerman, seconded by Brennecka. No abstentions. APPROVED.

Barbari returns with edits requested by Graduate Council. The language originally contained vague admission process detailing that a student had to be accepted prior to the end of the registration of their final semester. This has been tightened up.

The proposed change encourages interest in the combined program as early as sophomore year. This provides time for the advisor, admissions, and the Dean to consider the application process. This change is congruent with the 500-level policy changes provided by Myskiw.

Registrar's Office

Paul Myskiw

No updates.

Graduate Student Government

Maxwell Silver

No updates.

Undergrad Learning and Grad Learning Prioritization

Christine Morrison

Morrison raises a concern brought up by the wording on the Scheduling User Guide sent to program schedulers. The language addresses guidelines for scheduling “no more than 40% of classes in high utilization periods (9 AM – 2:30 PM) and no less than 60% of courses in the low utilization periods”.

The concern being that graduate students and Faculty are especially impacted, including those with families or planning families.

Myskiw provides clarification of the guidelines and the tone. These guidelines are not enforced and have been within the Scheduling User Guide for “several years”. The pace and rate at which Mines is growing has led to scheduling and room issues; this burden is being partially rested on the departments to help in spreading out distribution of classes.

Myskiw adds that there will be a campus-wide committee with twenty or so Faculty that will consider the overarching schedule and its components and reevaluating classroom space. This committee will regularly be in contact with Undergraduate and Graduate council, as well as Faculty Senate, for recommendations and concerns.

A second concern is brought up regarding the continuation of remote learning for certain classes. There has been a push to provide face-to-face teaching in Fall 2021, but Faculty have seen certain classes develop more efficiently and effectively in a remote setting. An online course requires training with the Trefny Center that includes a 5-week course followed by a 12-week development period.

For Faculty struggling to recreate the experience of remote in-person; a suggestion is brought up to continue the option of remote learning for courses in which this modality worked best without going through the formal online training program.

Discussion continues with the differences between asynchronous online, synchronous online, remote, and hybrid courses. Consideration is made to drafting a formal letter regarding a discussion of moving some classroom into a virtual space or providing a virtual option for sections.

Undergraduate Council Student Workload Subcommittee
Student Workload Draft for Review week and Finals week

Mike Nicholas

Due to the Graduate Council meeting moving overtime, Mara Green presents in lieu of Nicholas.

The Final Examination Scheduling and Review Week/Day policies section of the Catalog remains outdated with mentions of Dead Week and Dead Day. A new policy has been drafted by the Undergraduate Council subcommittee for Student Workload that addresses Final Examinations and Review Week policy, definitive disallowed and allowed academic activities, and a student's ability to address issues with the department head.

This document is to be shared with relevant departments and Faculty along with the comparison link (<https://catalog.mines.edu/proceduresmanual/7academicprocedures/7-1final examinations scheduling review week day policies/#:~:text=Faculty%20policy%20adopted%20in%20January,possible%20exception%20of%20laboratory%20exams.&text=Faculty%20members%20should%20not%20override,class%20vote%20to%20do%20so>) for reference of what the current policy entails.

Curriculum Items for Vote – Request for Council Vote (from 2/17/21)

1.1 **GEOPHYSICS**

Ebru Bozdag

[status: CIM 2/17; Provost: 2/17]

1 new course: GPGN583: Reading Seminar

This course was formed as a part of revised Geophysics MS programs, including thesis-based and non-thesis MS. The objective is to introduce MS students to a wide range of topics in geophysics and problems of scientific and societal importance in which geophysics plays an important role.

MOTION: To approve the new course in Geophysics GPGN583: Reading Seminar by Rostami, seconded by Brennecka. No abstentions. APPROVED.

Continuing Curriculum Items – For Vote 4/7/21

The items below will be considered for the 2022-23 AY. If there is an urgent change needed, contact the Registrar's Office for addition to the Spring 2022 Addendum ASAP.

2.1 **ECONOMICS and BUSINESS**

Carolyn Freedman

[status: CIM 2/23]

1 program change: CR-BUSANLY: Graduate Certificate in Business Analytics

Minor changes to syntax errors, spelling checks.

2.2 **APPLIED MATHEMATICS and STATISTICS**

Carolyn Freedman

[status: CIM 2/23]

2 program changes: MS-DSCI-NT: Non-Thesis Masters in Data Science

Minor changes to syntax errors, spelling checks. Edits to courses listed under "Sample Course Schedule", restructuring course list into tables for better readability.

XCR-DATASCI: Certificates in Data Science

Minor changes to syntax errors, spelling checks.

2.3 **COMPUTER SCIENCE**

Carolyn Freeman

[status: CIM 2/23]

1 program change: ROB: Robotics

Minor changes to syntax errors, spelling checks. Additional information added on Robotics Course list to reflect Robotics four focus areas.

2.4 **METALLURGICAL and MATERIALS ENGINEERING**

Kip Findley

[status: CIM 2/26]

1 program change: MEMSPHD-MT: ME, MS & PhD – Metallurgical & Materials Eng

Looking to add this change to the addendum. This is not a program update however but a clarification as it is an old option that has recently been resurrected. It happens when thesis students switch to non-thesis and their PI wants a report; had several of those in the last year. - Requested by Nancy Progar and Kip Findley 2/22/21

Graduate Council Subcommittees

Neal Sullivan

- *Advisor / Advisee Procedures and Expectations* – Can document be sent to Graduate Program Coordinators for each department and program? Note that document is non-binding.
 - *Document has been uploaded to Canvas and Teams for Council view*
- *Stipends for Graduate Students* – Should Grad Council recommend new stipend to Faculty Senate?
- *Interdisciplinary Graduate Programs* – GC membership for leaders of new programs considered. Should GC make recommendation to Faculty Senate to change bylaws to include new membership?

Subcommittee discussion tabled for 4/7/21.

Adjourn

Neal Sullivan

Meeting adjourned at 5:18 pm.

Next Meeting: April 7, 4:00 – 5:00 pm, via Zoom.

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** – March 3, 2021

Neal Sullivan

3.1 **GEOLOGY and GEOLOGICAL ENGINEERING**

Cheryl Medford

[status: CIM 3/4]

1 deactivation: GEGN528: Mining Geology

Changing course prefix from GEGN to GEOL as the 'course prefix' was submitted/inputted wrong in the first place (approved as of Sept 2020) as this is a science class and not an engineering class. This course is cross listed with MNGN528 so the prerequisites are the same for both.