

Colorado School of Mines – GRADUATE COUNCIL MEETING MINUTES  
 September 16, 2020 | 4:00 – 5:00 pm, via Zoom

**Attendees:**

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

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

**Other Regular Attendees and Guests**

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

**Welcome**

**Neal Sullivan**

**Approval of Minutes – September 2, 2020**

**MOTION:** To approve minutes of 9/2/20 by Silver; seconded by Hildreth. No abstentions. APPROVED.

**Briefings and Information Items**

**Tim Barbari**

○ **OGS**

Graduate student orientation was conducted via Canvas course, adapted from a version that was used for the online population last spring. OGS is seeking feedback from Council and considering continuing orientations online vs. in person. A benefit being that once enrolled, students will have access to all the information/resources and can revisit as needed.

Completed first round of graduate contracts processed through the new OnBase workflow. Few hiccups along the way but overall optimistic. Positive move away from spreadsheets with student contracts being routed through relevant offices for approvals. Helpful reports and data can be pulled directly from OnBase.

○ **Registrar**

**Paul Myskiw**

Councilors raised questions about the timeline for and utilizing the Addendum to the Catalog. Will be on the agenda for Registrar’s Office to address in the next meeting.

**New Curriculum Items**

Clarified that a new course proposal for MATH588 has been entered in CIM but not included on the agenda because it is pending Provost’s approval in the workflow.

1.1 APPLIED MATHEMATICS and STATISTICS  
 [status: CIM 9/13]

**Karin Leiderman**

- 5 course changes:
- MATH514: Applied Mathematics I – *swap topics with MATH515*
  - MATH515: Applied Mathematics II – *swap topics with MATH514*
  - MATH530: Statistical Methods I – *updated description/prereqs*
  - MATH560: Intro to Key Statistical Learning Methods I – *reorder topics*
  - MATH561: Intro to Key Statistical Learning Methods II – *reorder topics*

Sullivan used the course proposals above as an example of what Grad Council has historically spent a lot of time reviewing instead of bigger picture items. Leiderman anticipated these changes were most likely non-substantive/administrative and would not require much discussion. **(Above course changes to be placed on [Consent Agenda for 10/7/20](#))**

- 1.2 APPLIED MATHEMATICS and STATISTICS **Karin Leiderman**  
[status: CIM 9/13]  
3 program changes: MS-NT in Applied Mathematics and Statistics  
MS in Applied Mathematics and Statistics  
PhD in Applied Mathematics and Statistics

*Slight change in required coursework and updating areas of active research in the department. Removing 1 core requirement and adding new course (aforementioned MATH588) as a new requirement.*

(Above program changes will be up for Council [vote on 10/21/20](#))

Sullivan pointed out the information required in CIM shows some measure of rigor departments already go through to submit proposals to Council. Councilors then bring program proposals (new and changes) to their departments and return with any feedback to share.

#### **Curriculum Items in Progress – Continued Discussion** (from 9/2/20, for [vote 10/7/20](#))

- 2.1 CHEMISTRY **Christine Morrison**  
[status: CIM 8/28, 9/3, 9/16]  
1 program change: PhD in Chemistry

Following feedback from Council on 9/2, Morrison conferred with the department and would like to propose the following language change under PhD requirements. This will allow for the variety of assessment options available for PhD students to demonstrate competency.

*“PhD students must receive at minimum a B in ~~The total hours of course work~~ required core classes; students who receive a B- or lower need to demonstrate subject competency to continue in ~~for~~ the PhD program. The total hours of course work required for ~~PhD degree is determined on an individual basis by~~ the PhD degree is determined on an individual basis by the student's thesis committee.”*

- 2.2 ENGINEERING, DESIGN and SOCIETY **Juan Lucena**  
[status: CIM 9/1 and 9/3]  
2 program changes: MS in Humanitarian Engineering and Science  
MS-NT in Humanitarian Engineering and Science

Minimal change for new Master’s program – *adding one course to the list of electives in the Environmental Engineering track of the program (CEEN575 Hazardous Waste Site Remediation).*

Continuation from previous meeting. No questions or comments from Council.

- Miscellaneous Business** Neal Sullivan

Sullivan referred back to the timeline for approvals and reminded Council that curriculum proposals need to be submitted in CIM by January 13<sup>th</sup> in order to be published in the next Catalog.

- Evaluating graduate course proposals

Council engaged in robust discussion about ways to streamline the course (new and changes) review and approval process. Sullivan thinks too much time is spent on this and if Graduate Council is broadening their scope of responsibilities, something needs to be done moving forward. The majority of Councilors agreed, with the consensus that it is essential to be aware of course proposals, but no reason to formally review unless there are major implications.

There was a question of how much oversight GC is required to have and that someone still needed to be responsible for looking at course proposals, whether that be the Council chair (Sullivan), Council admin (Ko), subcommittees assigned to this task, the Office of Graduate Studies, or some combination. These smaller entities could review for compliance, check language for clarity, and refer to a checklist to determine if any course proposals merited further discussion. Council would continue to be informed of these items (including brief descriptions/summaries) on the agenda, chime in if needed, and still function as the official approval mechanism.

Sullivan recommended shifting this task to Barbari and the Office of Graduate Studies due to their investment in the Catalog and how they interface with all the graduate and interdisciplinary programs.

Barbari proposed the use of a consent agenda for course proposals. Council will see it on the agenda, have the opportunity to comment, and no comments = tacit approval. *A consent agenda will appear in the next meeting with curriculum items from this meeting.*

Council expanded on the topic of subcommittees, with strong interest in establishing groups based on shared interests and subjects, tasked with things other than course reviews.

Sullivan charged Council to come to the next meeting with ideas on what Graduate Council should work on, with the time saved. (Council will still be reviewing new and changes to programs.)

Expressed areas of interest included:

- Graduate student stipends - minimums, variability, and living wages
- 0 credit courses
- Growing importance of interdisciplinary programs
- Staffing for interdisciplinary programs
- Post-baccalaureate certificate language revisions

Barbari has also identified a number of policy areas that could use an update and will provide a broad list for deliberation throughout the course of the year.

### **Administrative Changes to Curriculum**

*See note under New Curriculum Items 1.1*

Meeting adjourned at 5:01 pm.

Next Meeting: October 7, 2020 | 4:00 – 5:00 pm, via Zoom.

**Please send all agenda item requests to Jane Ko ([jko@mines.edu](mailto:jko@mines.edu)) one week prior to meeting.**