

Colorado School of Mines – GRADUATE COUNCIL MEETING MINUTES  
September 1, 4:00 – 5:00 pm, via Zoom

**Attendees:**

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

P	Bettina Voelker (Chair)	P	Lisa Dunn (LB)	P	Andy Osborne (NSE)	P	Owen Hildreth (ME)
P	Eric Anderson (HSE)	P	Karin Leiderman (AMS)	P	Jamal Rostami (MN)	P	Michael Heeley (EB)
P	Ebru Bozdag (GP)	P	Juan Lucena (EDS)		Jim Ranville (GC)	P	Luis Zerpá (PE)
P	Geoff Brennecke (ML)	P	Jeremy Zimmerman (PH)	P	Danica Roth (GE)	P	Qi Han (CS)
P	Elizabeth Davis (HASS)	P	Dave Marr (CBE)	P	Maxwell Silver (GSG)	P	Lori Tunstall (UCTE / CEE)
P	Christine Morrison (CH)						

**Other Regular Attendees and Guests**

P	Tim Barbari (OGS)	P	Carolyn Freedman (OGS)		Jane Ko (AA)	P	Mara Green (AA)
	Jennie Kenney (AA)		Denise Winn-Bower (PE)	P	Paul Myskiw (RO)*		*Roxane Aungst (RO) proxy for Paul Myskiw (RO)

**Special Guest(s):** Jenny Briggs (OGS), Kester Clarke (MME)

**Welcome**

Tina Voelker

**Introductions**

Tina Voelker

Voelker introduces herself and goes around the room with introductions from new and returning Councilors.

**Briefings and Information Items**

OGS

Tim Barbari

Barbari summarizes topics that will be coming to Graduate Council as the semester continues. A new web presence called Graduate School at Mines, or Grad School at Mines. This will be a shell site containing pull-downs for admissions and funding, navigating degrees, professional development, and activities. The Admissions Office, Center for Professional Development and Education, the Career Center, Writing Center, and other resources will enter that shell.

An internal communication change will be for anyone involved with graduate education will be enlisted in a Canvas course to discuss new policies, sharing resources, and additional literature. Internal documents from departments can also be added, expectations on advisory relationships and practices, and other documents to be reviewed.

Registrar's Office

Paul Myskiw

Myskiw thanks Councilors and faculty for assisting in the large class size and adjustments to schedules.

Myskiw asks Councilors for feedback from departments on the waitlist process that was modified for this Fall 2021 to leave waitlists on for the first week of classes. This was done with the goal of reducing the number of registration action forms coming to faculty.

Final touches are being added to the workflow of course substitutions within degrees; this will aid graduate students wanting to do course substitutions from their original degree plan.

A brand-new position has opened within the Registrar's Office for a new registrar advisor whose primary focus will be supporting graduate students in online programs. Students services for students not on campus has been limited; this individual will be starting September 20<sup>th</sup>.

A question is asked on how many students are fully online; 86 students are fully online; many residential students are within an online program but it is in addition to the residential program.

#### Graduate Student Government

Maxwell Silver

Graduate Student Government will be focusing on its normal social programming and deciding on whether the graduate student body should unionize; GSG will not be deciding this unilaterally. This decision would allow graduate students to vote.

COVID has presented financial hardship for international students, particularly those with families that are not receiving support from a business or outside supporter. GSG's goal is to bring this to the Board of Trustees to agree to lowering the cost of living for international students at Mines Park and provide these students with an exemption.

#### Discussion of Graduate Council Operation

Tina Voelker

Voelker introduces discussion of ongoing and new topics to be covered by the Council.

A comment is brought forward on the workflow and approval process for program changes and new courses. Council has not rejected any proposals brought forward, and Council would like to optimize the process to provide high-level discussion and review of curriculum items while spending more time on higher impact items.

Suggestion is made for introduction of a subcommittee to view, provide suggestions, define any issues, and provide general understanding of curriculum submissions prior to Council purview. This subcommittee would streamline the curriculum process to provide additional time for Council to review other topics during the academic year. A concern with this process would be representatives from departments being on this subcommittee who would not have input for a specific curriculum item.

Additional suggestion made for analysis of curriculum items that are missing important topics in advance and returned to the submitter for edits prior to Council review and approval. The subcommittee would work in the understanding that submissions require purview of departments effected for at least a month's time.

Suggestion made that the subcommittee not be made up of four overburdened Councilors but used as a call-to-action for department representatives directly affected by the curriculum submission.

A request is made for completion of a document that outlines general ideas and overarching themes that need to be dealt with by Council, these can then be prioritized for completion by that year's Council or a taskforce within Council.

A comment is made on the subcommittees created by the 2020-21 Graduate Council that had not been renewed or completed. These subcommittees were broken into breakout rooms for discussion, suggestion is made for continuation of this practice.

#### **New Curriculum Items**

## 1.1 CHEMISTRY

Christine Morrison

[CIM: 7/24; Provost: 7/26]

**1 new course:** CHGN509: BIOLOGICAL INORGANIC CHEMISTRY

*This course has been taught once (in Fall 2020) as a special topics course. 7 students enrolled and completed the course, including 5 graduate students and 2 undergraduate students. It was a highly regarded course, and it received above-average evaluations compared to the department, college, and institution. We are seeking course approval now so that it can be made an official elective for the QBE and uQBE programs. We anticipate higher enrollment numbers after this is accomplished, since the QBE and uQBE programs are seeking additional elective courses. This course will also be made an official elective in the biochemistry degree and track, of which ~50% of undergraduate students in the chemistry department participate in.*

This course was taught for the first time Fall 2020; it will be cross listed with an undergraduate course CHGN409 of the same title. The course centers around biological inorganic chemistry. The fall semester had a total of seven students. Assignment of a course number would allow for the course to be listed as an elective within the QBE and uQBE programs, it would also be listed as an elective within the Chemistry program. The course has the potential to positively impact several programs and majors on campus.

Question on prerequisites of the course; Morrison states there will not be prerequisites listed. The course will be taught with the assumption of students have not engaged with the course material of biochemistry or inorganic chemistry—the syllabus does suggest at least one organic chemistry, biochemistry, or inorganic chemistry course listed for ease within the course but there will not be a requirement.

The graduate and undergraduate courses will be differentiated through assessments. There will be two projects and two exams, the exams will be taken by both graduate and undergraduate students. There are higher expectations for graduate students within the projects, graduate students have a longer presentation and more details expected. The second project for graduate students will be a research proposal.

## 1.2 CSM GENERAL

Jenny Briggs

[CIM: 7/28; Provost: 7/28]

**1 new course:** CSM501: GRADUATE STUDENT SKILLS & SUCCESS

*This course looks to support the following Mines@150 goals: 1) strengthening affinity for Mines among our students, 2) improving student success indicators, 3) making Mines accessible and attractive to qualified students from all backgrounds and 4) developing a signature student experience.*

*There is no existing cross-campus onboarding class for graduate students to help them transition to graduate school and to Mines. Course is first being taught as a 598 course in Fall 2021.*

The class is currently being taught as a pilot with thirty enrolled students.

The course is intended as an introductory, onboarding course for new graduate students to share expectations and practices as well as tips tailored for all graduate students at Mines. All students from various programs and disciplines can attend the course.

The syllabus covers common concerns and questions with resources and guidelines. This will cover being

an effective TA to understanding what an advisor may expect from you. Regardless of the program, the course will provide basic project management skills and principles of scientific communication through oral presentations and written proposals and scientific papers. It will provide a refresher on how to read scientific papers and do literature searches. The course will also function as a guide to specialists across campus and experts within these areas.

This course was a product of a Faculty Senate proposal that was funded through the Student Signature Experience.

Question asked on if this course will replace the CSM501 being offered; this course is intended to be more general than CSM501. CSM501 is more focused on research and research projects. This course is meant as an onboarding for any graduate student, regardless of department.

Question on assessments used for this course and how the course will be gauged as effective for students; Briggs states that surveys are planned for administration throughout the course. It will ask on the effectiveness of the topic of the week and how much value the information was to the student.

### **Adjourn**

Tina Voelker

Meeting adjourned at 5:00 pm.

Next Meeting: September 15, 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.

#### **2.1 MINING ENGINEERING**

Jamal Rostami

[CIM 7/13; Provost: 7/13]

**1 new course:** MNGN521: EXTRACTIVE METALLURGY OF COPPER, GOLD AND SILVER  
*The course exists under MTGN-528 for MME students but the faculty is in MN dept. and need to offer the courses to MN students and in preparation for a graduate degree program in Mineral Processing and Extractive Metallurgy in the dept. or as an interdisciplinary program.*