

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

**Attendees:**

**Voting Members:** 23 total (12 - majority needed for quorum). Quorum was present

P	Bettina Voelker (Chair)	P	Christine Baker (LB)	P	Andy Osborne (NSE)	P	Owen Hildreth (ME)
P	Eric Anderson (HSE)	P	Soutir Bandyopadhyay (AMS)	P	Jamal Rostami (MN)	P	Michael Heeley (EB)
P	Jeffrey Shragge (GP)	P	Juan Lucena (EDS)	P	Jim Ranville (GC)	P	Luis Zerpa (PE)
A	Kester Clarke (MME)	P	Uwe Greife (PH)	P	Danica Roth (GE)	P	Dong Chen (CS)
P	Jay Straker (HASS)	P	Dave Marr (CBE)	A	Liam Witteman (GSG)	A	Lori Tunstall (CEE)
P	Christine Morrison (CH)	P	Atef Elsherbeni (EE)	P	Gabriel Walton (UCTE)		

**Other Regular Attendees and Guests**

P	Tim Barbari (OGS)	A	Carolyn Freedman (OGS)	A	Jenny Briggs (OGS)	P	Mara Green (AA)
A	Wendy Adams (HNRS)	A	D. Scott Heath (RO)	P	Paul Myskiw (RO)	A	Roxane Aungst (OGS)
P	Sam Spiegel (Mines Online)	A	Suzanne Beach (Payne)	P	Jen Gagne (Grad Admissions)	P	Kendra Stansbury (RO)

**Special Guest(s):** Linda Figueroa (CEE), Rachel McDonald (PE)

**Welcome**

Tina Voelker

**Briefings and Information Items**

Office of Graduate Studies

Tim Barbari

No updates.

Registrar’s Office

Kendra Stansbury

Stansbury reported summer deadline in-state tuition petitions was 4/15.

- **Question** if the petition is for in-state tuition beginning in summer; Stansbury confirmed.

Graduate Student Government

Liam Witteman

No updates.

**New Business**

1.1

**MINING ENGINEERING**

Linda Figueroa

[CIM 4/4; Provost 4/4]

**1 new program proposal:** CRTG-TAIL: Tailings Engineering Graduate Certificate Program *Tailings Center was created in 2020 to perform research and educate students, people in mining industry, and regulators in the US and foreign countries as well. The center has provided many short courses to various audiences, and it is time to establish a graduate certificate program at Mines.*

*Tailings and the proper management of them are essential and mining industry has paid much attention these days. However, the effort from each company cannot be comprehensive or educational but limited to its immediate needs. Tailings engineering graduate certificate program at Mines will provide a semi-comprehensive curriculum that can be beneficial to engineers and other professionals who are involved in mining business. It is a great opportunity to create a graduate certificate program in Tailings*

*Engineering at Mines that benefits our students and recruits more future students. It also fulfills the Mission and Vision of the Colorado School of Mines, and that supports the Mines @150 goals.*

Figueroa reported the Tailings Center had been in operation for two and a half years and had approval to apply toward an Industry-University Cooperative Research Center (IUCRC) partnership; Figueroa noted part of the IUCRC vision would be the creation of the educational certificate for the center with the desire to expand into an MS and PhD program. The original expectation had been for an online program; current proposal is residential for both the certificate and the required courses MNGN581 and MNGN582. Figueroa presented as the point of contact for the program.

Rostami noted the MNGN581 and MNGN582 course were approved by Council in 2022 as online and modality changes were proposed for the 4/5 meeting.

The certificate program would consist of twelve credits. MNGN581 and MNGN582 would comprise the core, required courses and a list of courses were provided in different disciplinary clusters for students to choose from.

Rostami reported Figueroa and Nelson had held several online, short form courses through the Tailings Center with close to a hundred participants; over the last two years over five hundred had taken the courses for a paper certificate. Figueroa noted there was continued desire for graduate courses worth credit.

- **Question** on the target demographic for residential courses now that online would no longer be an option; the Center would seek to engage with students on campus and research students to increase visibility. There was consideration in expanding into online modalities for off-campus students in the future.
- **Question** if the short form courses would remain as an offering for members of industry; Figueroa reported the proposed graduate certificate would not replace the short form courses.
- **Question** on expanding to larger degree programs like an MS or PhD; Figueroa noted the Center hopes to obtain the IUCRC. The grant would allow for around \$500,000 a year to run operations.

The new program would go to Faculty Senate and the Board of Trustees.

#### Moving Graduate Forms to OnBase

Tim Barbari

Barbari reported working with the Registrar's Office to move from Excel graduate forms to OnBase for graduate form workflows. The initial transfer project would involve four forms: the thesis committee form, the degree audit form, the advancement to candidacy form, and the final thesis defense form. Barbari provided an example image of the OnBase form and potential workflow of the thesis committee form.

The OnBase form would communicate with Banner and allow for certain areas of the form to pre-populate depending on entered data (CWID, faculty email address, department). External committee members could be added into the form manually with an attachment of the resume or curriculum vitae. The form requires four members, but more can be added. The forms would change depending on the graduate program selected, MS or PhD.

- **Question** on what roles can be selected for the committee; Barbari reported the four required

members are advisor, two committee members, and committee chair and these roles would be provided in a dropdown menu when creating the committee. Barbari noted an information bubble could be provided for further explanation of what is needed alongside instructions.

- **Question** on how an external user can access Banner for approvals; Barbari reported there was a workaround, but a workflow proposal could be developed on how approvals are handled for external members.
- **Question** on what department would be selected for an external member; Barbari reported a box could be checked for an external member where a new set of selections could be filled out. Once the form is filled out with an external committee member, the information would be added into Banner.
- **Question** if it is possible to have committee members that do not have a terminal degree of expertise or are researchers and how that process would be handled; Barbari reported members that may not have a PhD or MS could be reviewed by OGS on a case-by-case basis. The workflow begins with review from OGS.

Students can choose voting and non-voting members. The form in OnBase would be the same as the current committee form in Excel.

- **Question** if there would be an opportunity to provide information from the student on why a member does not have a terminal degree; Barbari reported the form could be further developed to include a comments section for deeper reasoning. A resume or CV could be added for each member and would be required for an external member entry.

Barbari noted the form, once ready for primetime viewing, would return to Council for operational edits. Council recommended a live demonstration from the OnBase team through the student perspective.

Barbari presented the proposed workflow for the committee workflow. Students would submit the form which would be reviewed by OGS. OGS could return the form for further edits or approve it. Approval would notify committee members listed in the form while sending the form to advisor review. The advisor may then reject the form with comments or approval. Approval from the advisor initiates an email notification to the department head or program director for approval. Final review falls to the Registrar's Office, where a final notification is distributed to committee members. Committee members listed in the form can deny sitting on the committee. The workflow allows for back and forth between OGS, the student, and the advisor for additional information or edits.

The system would not allow students to be owners of the workflow.

For external members, OGS would check the membership requirements.

The notification emails sent to committee members would contain information on committee responsibilities.

- **Question** if the department head/program director and Registrar's Office can disapprove or reject a form, Councilor noted approval implies the option to disapprove a form; Barbari noted there had not been an instance of a disapproval. Councilor recommended the ability to rollback with comments to allow additional editing later in the workflow process. Barbari noted that by the time the form reaches the DH or Registrar, there should no longer be edits.

Councilor recommended language of rejection should not be communicated, recommendation made to change the language to “return” or “send back” rather than rejection.

- **Question** on how a student would stop the workflow process; Barbari reported the process would be like the paper form. A student that wishes to make a member change during the workflow would need to submit a change of committee form. OGS would be contacted to halt the workflow; the workflow owner, in this case OGS, can halt the workflow.
- **Question** on what a committee member would do if they no longer wished to be a part of the process; Barbari reported the notification email distributed to committee members would contain language on removing membership. Members should then contact Graduate Services.

Barbari encouraged beta testers.

### Adjourn

Tina Voelker

Meeting adjourned: 4:40 pm.

Next meeting: April 19, 4:00-5:00 pm via Zoom. Please send all agenda items to Mara Green ([mgreen1@mines.edu](mailto:mgreen1@mines.edu)) 1 week in advance.

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

3.1 **Approval of Minutes – March 15, 2023**

Tina Voelker

3.2 **GEOLOGY & GEOLOGICAL ENGINEERING**

Cheryl Medford

[CIM 3/20; Provost 3/21]

**3 new courses:** GEOL446: VIRTUAL STRUCTURAL FIELD MAPPING  
GEOL559: APPLIED STRUCTURAL FIELD MAPPING

*This course was designed at the request of Newmont Mining, but currently have Mines students that have taken it also. This course was taught as a GEOL598 course successfully in summer 2022 and spring 2023.*

GEOL526: PLATE TECTONICS

*Course is of interest to GGE, GP, Space Resources, and possibly MN and PE students.*

*Online format allows students in online programs to take it. This course was taught as a GEOL598 course successfully in spring 2022.*

3.3 **MINING ENGINEERING**

Jamal Rostami

[CIM 4/4]

**2 course changes:** MNGN581: FUNDAMENTALS OF TAILINGS ENGINEERING I  
MNGN582: FUNDAMENTALS OF TAILINGS ENGINEERING II

*Modality change from online/mixed-face-to-face to lecture.*