

Colorado School of Mines – GRADUATE COUNCIL MEETING MINUTES
 April 19, 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)	A	Owen Hildreth (ME)
A	Eric Anderson (HSE)	P	Soutir Bandyopadhyay (AMS)	P	Jamal Rostami (MN)	P	Michael Heeley (EB)
P	Jeffrey Shragge (GP)	A	Juan Lucena (EDS)	P	Jim Ranville (GC)	P	Luis Zerpa (PE)
A	Kester Clarke (MME)	A	Uwe Greife (PH)	P	Danica Roth (GE)	P	Dong Chen (CS)
P	Jay Straker (HASS)	P	Dave Marr (CBE)	P	Liam Witteman (GSG)	P	Lori Tunstall (CEE)
P	Christine Morrison (CH)	P	Atef Elsherbeni (EE)	P	Gabriel Walton (UCTE)		

Other Regular Attendees and Guests

P	Tim Barbari (OGS)	P	Carolyn Freedman (OGS)	A	Jenny Briggs (OGS)	A	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)
P	Jon Johnson (Mines Online)						

Special Guest(s):

Welcome

Tina Voelker

Briefings and Information Items

Office of Graduate Studies

Tim Barbari

Barbari reported the 2023-2024 Catalog was in its final stages to prepare for publication; Barbari would review departmental and program changes and may reach out with questions.

Registrar’s Office

Paul Myskiw

Myskiw reported the undergraduate and graduate Catalogs are set to publish around 6/1; a few outstanding items are being processed for the undergraduate Catalog.

Graduate Student Government

Liam Witteman

Witteman reported the Graduate Research and Discovery Symposium (GRADS) went well; Witteman thanked faculty that attended and took part in judging contests.

- **Question** on when and where the results of the GRADS event would be posted; a formal ceremony was done during the GRADS event. The results can be found on the GSG website ([click here](#)).

Witteman reported the spring barbeque would take place on 4/28.

GSG would be hosting elections and encouraged graduate students to take part.

GSG had opened its quality-of-life survey and graduate students were encouraged to fill the form out as the data may guide GSG priorities for the next academic year.

New Business

1.1

MINING ENGINEERING

Jamal Rostami

[CIM 4/17; Provost 4/18]

3 new courses: MNGN572A: MINING INDUSTRY MANAGEMENT CAPSTONE DESIGN
MNGN572B: MINING INDUSTRY MANAGEMENT CAPSTONE DEVELOPMENT
MNGN572C: MINING INDUSTRY MANAGEMENT CAPSTONE DELIVERY – FINAL SECTION

This is the capstone design course for the online Mining Industry Management (MIM) program that is offered by the Mining dept. This course has been offered as MNGN599 for cohort 1 and 2 and Trefny has asked the program to switch to a permanent course number. Furthering online course development for the professional masters program capstone project to allow the project curriculum to work smoothly within the constraints of the various Mines departments' systems.

The courses are capstone design for the online professional master's in Mining Industry Management. The capstone has been offered twice as a 599 under the instruction of Trefny. Each course would take eight weeks. Rostami to communicate offline on the grading scheme for the courses.

Continuing Discussion from 4/5/23

2.1

MINING ENGINEERING

Jamal Rostami

[CIM 4/4; Provost 4/4]

1 new program proposal: 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.

- **Question** on when students would be admitted into the program; Rostami reported the program would like to begin admitting students for Fall 2023.

MOTION: To vote to approve the new program Tailings Engineering Graduate Certificate Program by Rostami, seconded by Shragge. Twelve (12) for, zero against, two (2) abstentions. Motion passed.

Moving Graduate Forms to OnBase

Tim Barbari

Barbari thanked Councilors for feedback on the thesis committee form and modifications had been made based on Council input; the form is being prepared for beta testing.

Barbari presented the current Excel version of the admission to candidacy form. The form highlighted two sections important to the Office of Graduate Studies (OGS): date in which the student successfully completed the qualifying examination and/or course requirement to be admitted into candidacy and the date in which the student successfully defended their proposal. Both dates are to be filled out by the department.

Barbari requested input on how to format the form within OnBase. The form could be like the committee form, where the advisor and program approve advancement to candidacy with an OnBase workflow. Departments have used the Excel form for internal tracking which may not occur in OnBase.

- **Question** if internal tracking for candidacy would be tracked outside of OnBase; Barbari noted a separate form could be created or votes could be recorded, but an external member would not have the same access to OnBase.

Myskiw saw the implementation of OnBase for the forms as a method of recordkeeping and adding the elements of the form into the Student Information System (SIS). Departments could then run reports with the information pushed from OnBase into Banner; there was desire to eventually add the elements from Banner into the degree audit for student or advisor to run reports on student status.

Councilor noted some qualifying exams are a conditional pass and the option for comments would be helpful.

- **Question** if there is language on who is required to approve the forms; Barbari reported the current Catalog states the committee would approve the degree audit and the program or department approved the advancement to candidacy. Barbari noted this language is backwards and could be due to the original, single form for degree audit and advancement candidates.
- **Question** on faculty ability to beta test the forms; Barbari reported work being done to create the beta version. Barbari and the team looking to gain as much initial input and feedback to not update the OnBase forms multiple times.

Barbari reported there had not been mechanisms to track certain language in the Catalog such as advancing to candidacy by the end of the students' second calendar year or requiring thesis proposals.

Barbari requested feedback on how departments use the admission to candidacy form, if the form is used as an internal mechanism for recordkeeping candidacy and student status, and what methods are being used for tracking.

- **Question** on what the admission to candidacy form is beyond committee member signoff; Barbari confirmed the form can be used for reduced registration. Students are not eligible for reduced registration until advancing to candidacy. The degree audit and admission to candidacy are the forms used to place a student on reduced registration.

Myskiw noted the information provided into the forms in OnBase once operational may decrease students seeking separate permissions and department and program tracking; qualifications of the student would be recorded. Barbari reported, in theory, the degree audit and advancement to candidacy forms would disappear with successful implementation of OnBase forms.

Recommendation made to survey departments and programs on what parts of the forms are being

used. The information gathered may inform OGS and Council of what is happening on campus and if the Catalog language is being followed.

Adjourn

Tina Voelker

Meeting adjourned: 4:39 pm.

Next meeting: May 3, 4:00-5:00 pm via Zoom. Please send all agenda items to Mara Green (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 – April 5, 2023**

Tina Voelker