Colorado School of Mines – GRADUATE COUNCIL MEETING MINUTES
September 6, 2023, 4:00 – 5:00 pm, via Zoom

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

P	Soutir Bandyopadhyay (Chair)	P	Danielle Ostendorf (LB)	P	Andy Osborne (NSE)	P	Owen Hildreth (ME)
	Adrienne Marshall (HSE)	P	Bettina Voelker (CH)	P	Jaeheon Lee (MN)		Jared Carbone (EB)
	Yaoguo Li (GP)	P	Juan Lucena (EDS)		Jim Ranville (GC)	P	Pejman Tahmasebi (PE)
	Suveen Mathaudhu (MME)	P	Zhexuan Gong (PH)	P	Ryan Venturelli (GE)	P	Dong Chen (CS)
	Adrianne C. Kroepsch (HASS)	P	Nikki Farnsworth (CBE)	P	Rena Zhu (GSG)		Reza Hedayat (CEE)
			Yamuna Phal (EE)		Gabriel Walton (UCTE)		

Other Regular Attendees and Guests

P	Tim Barbari (OGS)		Carolyn Freedman (OGS)		Jenny Briggs (OGS)		
	Wendy Adams (HNRS)	P	D. Scott Heath (RO)	P	Paul Myskiw (RO)		Roxane Aungst (OGS)
	Sam Spiegel (Mines Online)		Suzanne Beach (Payne)		Jen Gagne (Grad Admissions)	P	Kendra Stansbury (RO)
	Jon Johnson (Mines Online)		Atef Elsherbeni (EE)	P	Richard Krahenbuhl (GP)		

Special Guest(s):

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Welcome   Soutir Bandyopadhyay

Briefings and Information Items

Office of Graduate Studies   Tim Barbari

There is a continuation of the discussion around combined programs from last year, where last year we substituted the grad courses for undergrad requirements and double counted them for the graduate degree. This year we would like to advise students to talk to their advisor and show them what graduate courses are required for their degree for them to choose from. Additional conversation around graduate courses in general, the prefixes, cross-listed courses, how they are numbered etc.

The other thing that is new this year is a grade replacement policy. The graduate school used to have one (from 2007-2011) and a policy was brought back at the UG level a couple of years ago, so there is discussion around doing the same for the grad students. The idea is to have a unified policy across campus.

The last thing this year is the policy surrounding academic standing. After a student is dismissed at the UG level the appeal is brought to the VP of Student Life and so we would like to mirror the appeal process on the graduate student side to appeal to the Provost instead of the current ad hoc committee within the Faculty Senate.

Registrar's Office   Paul Myskiw

The Course Inventory Management tool (CIM) is not yet up and running for this year. The UG council has decided to submit changes via a Word document. Once CIM is up and running the Registrar will take ownership of putting your changes into CIM for you.

Graduate Student Government   Rena Zhu

GSG hosted their first welcome bar-b-que with around 600-700 attending. We also have the graduate

experience mentorship program that is live where this year we are expecting 120 grad students to participate. Zhu is working with the Mines online alumni board which will include grad students in the alumni mixer on career day this year for the first time. For the upcoming year our goal is to increase the travel grants since everything is more expensive now and provide financial support to those grad students that are traveling to conferences. Finally, we will continue the town halls this year in order to bring issues to this committee that grad students are facing.

Updates on the Data Science program   Tina Voelker
Last April the Senate President, Jeff King, realized that there was a Data Science Online Master's Non-Thesis program recruiting students, advertising, and taking application when the modality had never been approved. There was an in-person non-thesis program in data science, but Mines has been in the habit of putting new modalities up for approval. Up until recently all the online programs had been different than the in-person program and ME was the first to offer an online program that was identical to the in-person program.

Preparations were made to fast track the program through grad council and faculty senate where the data science faculty were invited to present the new program. While documentation was submitted, no one from the program showed up and the CIM submission process for catalog changes was bypassed. A memo was presented that the mini-module, while required in the in-person program, was not available in the online program so additional changes would have to be made. Additional questions were raised but there was no one to answer them.

Doug Nychka was finally contacted and since he was new to Mines, did not understand the process and everything that was involved with a new program. After the mid-May grad council meeting, Doug had started to enter the information into CIM but was stalled for various reasons leaving the program un-approved with one applicant. The decision was made to stop recruiting until the program was approved but then the Dean's and the Provost made the executive decision to continue recruiting into the program which brought up the question of whether this is shared governance and why is there an approval process if it can be overridden.

In May, Jeff King sent an email to the Faculty Senate after conferring with multiple faculty requesting the Senates thoughts on the process of this executive decision being made and upheld by the Provost. The Senate did not draft a response by the end of the year and is being rolled over into this year.

All of this brought up the discussion that Tim is hoping to lead about having an official document to spell out what sorts of things need to go to grad council. All of this was brought up so that you understand the background regarding shared governance specifically in regard to online modalities.

-   **Question**: What are the practical implications of this getting approved? Is the process of getting approved by both the senate and grad council just a chance for that specific program to address some of the concerns that come out? Or is the program not getting approved, potentially impacting a student's ability to get a diploma or certificate? In theory, it would need to be approved before a student can be admitted into the program so it would not be preventing anything as the credential hasn't been fully approved by our own internal mechanisms. So, that raises the question, what is the department's bandwidth to start to offer a whole separate parallel program that is essentially a replica of the face-to-face program because it requires faculty resources in order to do that.

There has always been this concern that if the Provost is green lighting at the beginning, as the Provost is always the first step in the process before it even goes into that faculty governance stream, then has the faculty resource question has been addressed? All this also brings up another issue of whether a course not only needs to be approved but also built out before the program is offered.

Soutir reached out and asked Doug to formally submit a program change request in CIM and he agreed to do so before the next Grad Council meeting on September 20th. Soutir will work with him to go over the basics and make sure he understands how to submit the request in CIM.

- **Question**: Can we pass a quick resolution at Grad Council and Senate that required all new modalities of a program require approval? Tim will discuss some bullet points to spark conversation along the lines of what is being suggested and to get something down in writing that Grad Council and Senate can bless and then Tim can work with the Provost and the Deans to make sure they are all okay with it.

There seems to be varying thoughts on the importance of switching modalities where some faculty think it is a big deal and others do not which suggests that we need something independent of whomever is sharing these governance bodies and why it is important to codify some language around this, so we don't get stuck on this repeatedly.

- **Question**: If CIM will be down for the foreseeable future and we are submitting via word documents, I think we need to make clear how these should look. Should they replicate the catalog changes, which is typically how we did CIM, right? Carolyn Freedman should be able to handle this and will send out official documentation to us by our next meeting.

New Business

1.1   Research Grades PRG/PRU   Paul Myskiw

As of today, we are still missing 113 grades from summer. Every summer we struggle to collect grades, especially from PRG research courses. Myskiw's opinion that this should be the faculty's responsibility to submit grades on time. The expectation is that faculty will simply turn them in unless the system is down, in which case the Registrar's office is on standby to help.

The issue is that we are required to have a full set of grades before we can move on with other things like awarding degrees, shifting a student from one program to another, students who are veterans and receiving benefits must have grades before they can move on to the next semester. Additionally, financial aid eligibility is dependent on grades being entered.

Possible changes:

1. *Do not grade the PRG research courses.*
2. *Keep current Process as is, but we must have compliance.*
3. *Default the grade to PRG.*
   a. *Faculty would need to submit a PRU before the default grade assigned.*

Summer is its own issue though; grades are due on the first day of the fall semester. So, a proposal is being made to end summer session a week prior to when the fall semester begins. This would basically shorten it and shorten the contracts, which has its own implications as well.

Barbari mentions that it also affects academic standing and contract eligibility. If a student's grade is a PRU we are not able to put them on probation. If faculty are using the PRU to send a message to their students and see if a correction can be made, they are tying our hands to be able to go through our actual policy on academic standing.

Defaulting to a PRG grade has implications as well. As they can then enroll in the fall semester and so we pull their contract because their grade updates to a PRU and we are 2 or 3 weeks into the fall semester. Do they then drop out? Now they are already on a new contract which has its own ramifications.

- **Question**: Is this just a summer thing? Or is this a year-round issue? Summer is the most critical as there is no turnaround time. During the fall semester we have all of winter break we can track down the grade, and then during the spring we have all of summer to ensure the correct grades are entered.

- **Question**: We used to default to a PRG so not sure why that changed? We also used to receive an email directly to the faculty member. Myskiw ended the practice as it is the faculty members responsibility to enter the grade. Multiple emails are being sent directly to faculty.

1.2   Council discussion on future online approvals.   Tim Barbari

We ran out of time to discuss this agenda item – this be moved to our next meeting.

Adjourn   Soutir Bandyopadhyay

Next meeting: September 20, 4:00-5:00 pm via Zoom. Please send all agenda items to Soutir Bandyopadhyay (sbandyopadhyay@mines.edu) 1 week in advance.

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

2.1   **Approval of Previous Minutes** – May 3, 2023   Soutir Bandyopadhyay