

Colorado School of Mines – GRADUATE COUNCIL MEETING MINUTES
September 4, 2024, 4:00 – 5:00 pm, via Zoom

Attendees:

Voting Members: 22 total (14 - majority needed for quorum). Quorum was present.

P	John Spear (Chair)	P	Danielle Ostendorf (LB)	P	Andy Osborne (NSE)		Kip Findley (MME)
P	Jared Carbone (EB)	P	Bettina Voelker (CH)	P	Jaeheon Lee (MN)	P	Uwe Greife (PH)
P	Jeff Shragge (GP)		Juan Lucena (EDS)		Adrienne Marshall (HSE)	P	Pejman Tahmasebi (PE)
	Mehmet Belviranli (CS)	P	Adrienne C. Kroepsch (HASS)	P	Ryan Venturelli (GE)	P	Jim Ranville (GC)
P	Lori Tunstall (CEE)	P	Nikki Farnsworth (CBE)	P	Kathleen Tomon (GSG)		
P	Rajavasanth Rajasegar	P	Yamuna Phal (EE)	P	Samy Wu Fung (AMS)		

Other Regular Attendees and Guests

P	Carl Frick (OGS)		Carolyn Freedman (OGS)	P	Jenny Briggs (OGS)		Roxane Aungst (OGS)
	Wendy Adams (HNRS)	P	D. Scott Heath (RO)	P	Paul Myskiw (RO)	P	Colin Schneider (RO)
P	Sam Spiegel (Mines Online)		Suzanne Beach (Payne)	P	Kristeen Serracino (AA)		Richard Krahenbuhl (GP)
	Jon Johnson (Mines Online)		Peter Concepcion (Grad Admissions)		Luke Contreras (Grad Admissions)		Kelsie Diaz (CS)
P	Cadi Gillette (IGP)		Rachel McDonald (IGP)				

Special Guest(s): Elizabeth Reddy

Welcome

John Spear

Councilor Introductions

Graduate Council 2024-2025 Structure

Historically, the Graduate Council structured their meetings so that curriculum items were presented and voted on over three meetings. J. Spear will be changing this so that curriculum items are presented and voted on over two meetings. If a third meeting is needed, Graduate Council will use the extra time for additional discussion.

Comment: T. Voelker added that in the past, Graduate Council used three meetings to give everyone a month to notify and discuss with their departments. This was requested by Graduate Council membership at that time.

Comment: D. Ostendorf added that there were some requests during last year’s council to do same day presentation/voting but did not feel this was feasible. J. Spear added that same day voting will not be permitted.

Briefings and Information Items

Office of Graduate Studies

Carl Frick

As a future goal, OGS is pushing for growth of graduate programs, including the non-thesis master’s programs. Additionally, the signature graduate experience has been an idea for years but has not been pulled together entirely so that will be another goal for OGS.

- **Question:** J. Spear asked if there is something that OGS is seeking to done by the departments that will encourage growing graduate programs? An example is offering night courses.
- **Answer:** C. Frick encouraged departments to think carefully about the nature of the students that Mines has for any degree program, especially online programs. For example, the online programs are most attractive to students who are mostly working professionals. It will be good to think about and ensure that programs are geared to those audiences. The same can apply to the non-thesis master’s programs. Are we speaking to our audience with the types of degree

programs that we have? P. Myskiw added that if the target audience is working professionals, evening programs with courses that meet once a week are more ideal. Currently, Mines offers graduate courses at peak times which attracts undergraduate students to take those graduate level courses. If we were to switch to more of a night model, the number of undergraduate students taking those courses might decrease.

Registrar's Office

Paul Myskiw

P. Myskiw encouraged the Council to review the curriculum dates and deadlines for courses and programs. Also, please review the graduate catalog with the updated policy about the content related to combined students (students in an undergraduate program pursuing a master's degree). The updated policy caps undergraduates as earning no more than 18 hours and includes 6 hours of double counting towards a graduate degree before they earn their undergraduate degree. Mines will grandfather in students who have been advised otherwise with the use of 400-level courses. However, from this point forward, this process will be more streamlined and straightforward under the updated policy to maintain Federal Financial Aid compliance. Last week, the Registrar's Office turned on a function in the student's degree audit that ensures undergraduate and graduate courses only fall into their respective degree audits. If there are exceptions to be made, the same process will be used to do waivers and substitutions.

A few years ago, Mines made a change to the Residency process. As a result, Mines has only had a few petitions from mostly graduate students who were denied and appealed. Students have been notified that they need to take action within the first few weeks of arriving to Golden to start establishing Colorado residency to start earning resident-based tuition in their second year. For those that follow the process and guidelines, it is working well.

- **Question:** R. Venturelli asked if it is standard to teach a new class twice before it is inputted into CIM?
- **Answer:** P. Myskiw answered that is a suggestion. There have been plenty of courses that have gone from an idea to an actual course number right away. The rule is more about when a course is being developed, they should not be taught off the books more than twice before the decision is made to make it a course or not.
- **Question:** K. Tomon asked how is the updated policy going to be communicated to combined 4+1 students? T. Voelker asked if the communications can be shared with the Council.
- **Answer:** P. Myskiw answered that communication has already been sent out to all students in the combined program and to every undergraduate student who is enrolled in a 500-level course. A checklist will be added on the Admissions portal so that students are aware of the rules upon application. Undergraduates still must get permission to register for a course. Once registration is received, communication goes out to the student asking how they want the course to count and informing them of the implications. P. Myskiw added that he will send out the communications to the Council.

Graduate Student Government

Kathleen Tomon

GSG is the governing body for graduate students. It is the main social provider for graduate students and assists with professional development and financial help. GSG successfully held a Fall barbecue on August 23rd and had around 500 graduate students in attendance. GSG is launching a GEM Mentoring Program this week which pairs a new graduate student with an older graduate student. So far, about



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This is a program that was introduced during last year's council. Because of concerns that were circulating at that time about online education and copyright, it was tabled. As a reintroduction, the Humanitarian Engineering and Science program evaluated online education and potential markets. This program has expertise in sociotechnical thinking, community-based development, and interdisciplinary collaboration and has an audience of working professionals seeking online degrees. Since last presented, the HES program received support from the Dean and the Trefny Center and got EDNS502 developed. Once the program is approved, the plan is to advertise the program and develop EDNS501, which is based on a course already offered to residential students but needs to be reworked to gear toward online working professionals. There is some course abbreviation discrepancy within the program proposal. Although it is currently proposed as EDNS, there might be HENS designations. The goal is to request HENS course prefixes which the program will pursue approval for when the time is appropriate.

- **Question:** J. Spear asked who worked with the Trefny Center to develop the EDNS502 course? Would it take long to develop EDNS501 once the program is approved?
- **Answer:** E. Reddy answered that Sam Temple worked with Trefny Center to develop the course. EDNS501 would not take long to develop since it is based on a course already offered to residential students.
- **Comment:** T. Voelker added to review the decision from last year's Council that it should not approve any online programs until the copyright issue was satisfactorily resolved.
- **Comment:** S. Spiegel added that the IP policy is regulated by the Faculty Handbook which Academic Affairs and Tech Transfer were updating last year. The concerns brought up were a broader issue than anything specific to the proposed program.
- **Comment:** A. Kroepsch added that during the final meeting of last year's council, not enough information was provided and urged that possibly a person should be brought in during the next meeting to give a more thorough explanation.
- **Comment:** U. Greife added that last year, the concern was regarding the Faculty Handbook documentation about copyright issues that have been withdrawn. Some members thought it is pertinent that these issues be resolved before continuing to approve online programs and courses. The main concerns included can an instructor's course material contributions, voice, image, etc. be used by others and are they compensated appropriately? Are course recordings redone when a faculty member leaves?
- **Comment:** S. Spiegel added that current practice for online course material is the first time a different instructor picks up a course, they may use previous videos and resources due to time constraint. However, there is not a course during the second time around where the current faculty did not replace add videos and adjust content.
- **Comment:** J. Spear added that he would follow up with Faculty Senate at the next meeting since this seems like an issue that needs to be addressed by upper governing bodies such as Senate and Administration.
- **Comment:** J. Shragge added that while this issue is being addressed, approval of online programs and courses should not be halted especially in growing new programs or helping programs become more successful.
- **Question:** U. Greife asked what is the projected enrollment/expectation for this program?
- **Answer:** E. Reddy answered that the in-person program is low. To be self-sustaining, this program would need 25 students per course. The goal is to enroll twice that number of students. Although the program is targeting a more specific audience, it is targeting multiple employees such as public employees, NGO employees, Armed Forces, Peace Corps, DOE, private sector.



