# Graduate Council Meeting Minutes

October 5, 2016, GBB 202, 12:00 – 1:00 PM

*Members Present:* L. Broberg, F. Brown, C. Dumke, L. Frey, K. Hopingardner, G. Lind, G. Morrill, S. Ross, K. Swift  
*Ex-Officio Present:* S. Whittenburg (another student)  
*Members Absent/Excused:* C. Palmer   
*Guest:* J.R. Plate - Submittable

Call to Order

The minutes from 9/7/16 were approved after the demonstration.

## Communications

* The meeting began with a demonstration from Submittable from J.R. Plate. There is a one-time cost of $4,800 then an ongoing cost of $1 plus 5% of the application fee ($4 per application). The decision making process is built into the workflow software. There are several categories with various permission levels for users. The form creation options allow the user to build forms to collect data needed and assign reviewers. Reviewers will receive email messages from the dashboard. Submittable accepts various file formats. The data is stored on the company’s cloud so does not require internal storage. It is likely that Kelly in the Graduate School would design the forms.

The system has a letter of reference feature as well. It sends messages to the reference and allows them to upload the letter directly into the system. Transcripts and GRE scores can also be stored in Submittable. The Council suggests requiring the student to include an unofficial transcript and GRE score that can be verified by the department when the official copy is received. Data from the system can be exported from the system. Over the past three years, the English department has found the program to be user friendly and convenient. It allows multiple users to see information simultaneously and shows the full history of the applicants review.   
  
Implementation is estimated to take a couple of weeks. There are tutorials and representatives from Submittable could help since the company is local. Submittable could be used for other processes as well. VP Whittenburg is considering using it for the IRB process. Currently the application processing fee is handled by Business Services. Handling this directly would help cut costs. The Council agreed that Submittable would be a big improvement to the current process and is in favor of transitioning.

## Business Items

* The curriculum distribution was confirmed. In order to spread the workload the following departments forms were moved from Professional Schools to another subcommittee for review.
  + HHP and Pharmaceutical Science to Science
  + CSD to Social Science
  + Public Health to Social Science
  + PT to Science

With these changes the curriculum count is as listed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | e-curr | Program Modification | Academic  Request |
| Humanities | 20 |  |  |
| Science | 47 | 1 | 2 |
| Social Science | 19 | 7 | 9 |
| \*Professional Schools | 32 | 5 | 6 |
| IIP Oversight |  |  | 2 |

The Council will not meet next week to allow the subcommittees to start the review process. Subcommittee Chairs should inform Chair Frey when they are ready to present so she can determine the next meeting date. Subcommittees should pay particular attention to graduate increments, which often require clarification from the instructor.

* Professor Ross agreed to chair the IIP Oversight Committee.
* The message appended was sent to Council members from Professor Swift, Chair of the Bertha Morton Workgroup. He only received four responses from Council members. There are questions regarding how departments will be chosen to receive the TAship. This will need to be decided upfront or rotate. Inequity in TA’s is a current concern. The Bertha Morton Scholarship already functions as a recruiting tool. It seems there was the most support for option 2. However the out-of-state tuition waiver needed to be verified. The discussion will continue at the next meeting.

## Good and Welfare

## Adjournment

The meeting was adjourned at 1:00 p.m.

### Message sent from the Bertha Morton Workgroup

Charles Dumke, David Schuldberg, and I met to discuss possible changes to how the Bertha Morton funds are used each year. As you know there has been a request to consider using at least a part of the income to fund TA positions as a means of attracting graduate students to the University of Montana (see attached document).

Our discussion resulted in four possible alternatives which are presented below. We are hoping these alternatives can be used as the basis for a discussion at the next meeting of the Graduate Council. **In addition, if you have a strong preference for one of the alternatives I would appreciate it if you would let me know by return email. I will provide a summary your responses at our next meeting.**

Possible scenarios for use of the Bertha Morton funds:

1. Continue as we have in the past which consists of awarding $3,000 scholarships to continuing graduate students, with the possibility of awarding one or two larger scholarships of $5,000 for outstanding graduate students. The scholarships are based on student performance, and not based on need. Assuming available funding of $80,000 this results in approximately 26 scholarships each year.
2. Continue as in the past, but increase the scholarship amounts to $4,500 each. A scholarship of this size would make recipients eligible for out-of-state tuition waivers, thus leveraging the value of the awards. Assuming available funding of $80,000 this results in approximately 17 scholarships each year.
3. Carve out a portion of the funds to use for TA positions for incoming graduate students. PhD level TA positions are funded at about $14,500 and masters level TA positions are typically funded at about $9,000. Thus, if we carved out one of each, the $23,500 used would reduce the number of $3,000 scholarships by about 8 (from 26 per year to 18).
4. Carve out a portion of the funds to enhance TA awards offered to incoming graduate students. This would make the amounts more competitive with other universities, but would not increase the number of TA positions.

Additional comments from our discussion:

* Using the Bertha Morton funds for TA positions would change the nature of the funding from scholarships to payment for work performed.
* During our discussion it was suggested that we consider creating different criteria for students in terminal degree program (PhD, JD, MFA) versus students in masters programs. The intent would be to make more of the funds available to masters students.
* We also discussed including “need” as part of the criteria for awarding Bertha Morton funds to students.