# Graduate Council Meeting Minutes

February 8, 2017, GBB 202, 12:00 – 1:00 PM

*Members Present:* L. Broberg, F. Brown, J. Farnsworth, L. Frey, , G. Morrill, C. Palmer S. Ross, D. Schuldberg   
*Ex-Officio Present:* N. Lindsay, S. Whittenburg

*Members Absent/Excused:* C. Dumke, L. Economides, K. Harris, G. Lind, M. Murphy, K. Swift  
  
Call to Order

* The minutes from 2/1/16 were approved. VP Whittenburg informed the council that Human Resources did not require a search for the position because of the mix and specialization of duties for the half- time Associate Dean / Director of the UM Press.

## Communications

* Dawn Ressel will be at the meeting next week to provide information about how to interpret academic unit data. Graduate Program Directors have also been invited so the meeting will be held in GBB L13. Five faculty have already responded to the invitation.
* Members were notified of the upcoming Course Leaf Catalog Training on February 16th. Course Leaf is the new catalog software. A member of ECOS thought there should be representation from Graduate Council given the current issue with how graduate courses are listed in the catalog. Several members would like to send representatives from their departments that are currently responsible for entering information into degree builder. Professor Schuldberg thought he would be able to make one of the sessions. The most important sessions for faculty will be the Course Data and Display at 1:45 p.m. and the Faculty Data and Display at 2:30 p.m. Camie will send a follow-up message with the final schedule and meeting location.
* Professor Murphy has a course conflict this semester. He may try to find a replacement from his College. If not, he may be able to help with the Bertha Morton review.

## Business Items

* The following Social Science Curricular Items were approved. There were a few other items on the pending list that Camie will research.

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| **Social Work** | | |
| [SW 419 UG](https://winapps.umt.edu/winapps/adminfin/eCurr/CourseForm/Index/1603) | Adverse Childhood Development | New course |
| [SW 421 UG](https://winapps.umt.edu/winapps/adminfin/eCurr/CourseForm/Index/1604) | High-risk Families | New course |
| [SW 422 UG](https://winapps.umt.edu/winapps/adminfin/eCurr/CourseForm/Index/1607) | CW Skills Lab | New course |
| [SW 452 UG](https://winapps.umt.edu/winapps/adminfin/eCurr/CourseForm/Index/1606) | Systems of Care | New course |

* The following course was approved from the Sciences.

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| **Health and Human Performance** | | |
| HHP 541 | Prgrm Plan in Comm Health | Change credits |

The retitle of the Rehabilitation Administration Certificate in Physical Therapy and PHAR 565 are still pending.

* The Council discussed the general misunderstanding of the graduate increment and lack of awareness of the existing guidelines as well as the benefits and detriments of co-convening. The graduate increment guidelines are not well assimilated or easy to find. There is a link in the e-curr form to the policy. It was suggested that the link include the title of the policy not the number for clarity. [A reference and link could also be put in the Graduate School, Teaching Graduate Level Courses Policy (E1.000).] Faculty should be reminded of guidelines during faculty meetings prior to the submission deadline for curriculum review.   
    
  Often students have difficulty meeting the 500 credit rule. Co-convening courses can help with this, but some colleges will not allow a course with enrollment under 5 students to be taught, so this is a down side to co-convening. Some units count 400 level courses as 3 credits toward faculty teaching load, and 500 level courses as 5 credits. There could be an equity issue with how units generate FTE given not all Colleges apply productivity standards. The important issue is that the mechanism is used to best ensure graduate students receive a quality education and experience at UM. UG and Co-convening courses allow faculty to work with students at different levels in the same course. It is up to units to govern the work load and equity issues.

## Good and Welfare

* Vice President Whittenburg asked for advice regarding TARA eligibility for students with scholarships. In 2015 the Council reviewed a list of agencies that would be acceptable to grant TARA eligibility for the Graduate Education Merit Award Program. Camie will send this information to VP Whittenburg.
* The Council recommends the Graduate School send information to the graduate advising community regarding ways to navigate TARA eligibility for students. Many of the Council members did not know about the various ways to meet the requirement until hearing the discussion in the Council. The GPSA has information about TARA on its website. Motivated students will find a way to navigate the bureaucracy. VP Whittenburg will have the new Associate Dean work on improving communication to Graduate Program Directors and send out information about TARA. His previous institution had a generic email address for the title that the program was responsible for updating. This allowed for more efficient communication.

## Adjournment

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