# Graduate Council Meeting Minutes

April 27, 2016, GBB 202, 12:10 – 1:00 PM

*Members Present:* B. Bach, L. Broberg, F. Brown, C. Dumke, L. Gray, A. Kinch, G. Lind, C. Stanick, K. Swift  
Ex-Officio Present: S. Whittenburg  
*Members Absent/Excused:* X. Chu, L. Frey, T. Gupta, C. Orion, C. Palmer

Call to Order

The minutes from April 13th were approved.

## Communications

* The Board or Regents Curriculum Review procedures have been revised. The Provost sent a message to Department Chairs last week and communicated the changes to the Faculty Senate. The changes are intended to improve communication across the system in regard to new programs. We have always had to have our ideas of new programs on a list for OCHE in advance (up to 3 years) of the proposal. This list will now need to include a brief paragraph, followed by the Intent to Plan Form. The forms are considered by the Chief Academic Officers system-wide each month. The Intent to Plan Forms can normally be submitted anytime throughout the year. However, for the transition year it is asked that they be submitted by April 30th for items that need to move through the system next fall. This step allows for system-wide conversations to take place earlier in the process and allows for collaboration. Once approved by the CIOs, programs have 18 months to fully develop the proposal and get campus approval. The Provost’s Office submits the proposal to the Board of Regents for final approval. This will now take place at one meeting rather than two.
* Raquel presented the MOU for management of the IIP collaboration between Montana Tech and UM. The degree is awarded from UM. The MOU was drafted because of recurring questions by the IIP Admissions Committee whenever there is a student from Montana Tech. IIP candidates must be working on an interdisciplinary problem. The MOU lays out how the collaboration will work. Montana Tech has not yet agreed to the MOU. Professor Frey would like to see the required credits increase for UM. The IIP Oversight Committee approved 11 as the minimum. The courses are shaped around the students program. Students must complete 45 credits above the master’s degree. There are currently two IIP students collaborating with Montana Tech. The MOU requires a Montana Tech faculty advisor be identified to serve as a liaison for the IIP admissions committee with regard to course content questions. While there will be further consultation with Montana Tech on the MOU, it is likely that the content of the MOU will not change, as this is our document.
* The IIP annual report was shared with Committee members prior to the meeting. Unfortunately the IIP Committee Chair was not in attendance because of a meeting time conflict. The report will be appended to the Graduate Council’s annual report and briefly mentioned at the Faculty Senate meeting. The students are making good progress.

## Business Items

* Chair Kinch has had discussions with the ASCRC Chair Tim Manuel regarding its proposed Academic Program Review Policy. The draft has been paired back significantly from the first draft. ACRC Chair Manuel had a lot of feedback from the Provost’s Office and ECOS. Mostly the policy is a restatement of the program review process mandated by the Board of Regents. It doesn’t necessarily trigger a separate review process. It is most likely to be referenced when someone thinks there is a program. There needed to be a process to address interdisciplinary programs that don’t fall within an academic unit. The policy was approved.
* The second policy revision from ASCRC addresses situations when permanent courses are proposed by non-tenured faculty outside of academic units. ASCRC has struggled with these courses over the past few years. This procedure will help provide consistency in the review process. Graduate Courses are not likely to be proposed outside of an academic unit. The Council had no objections to approving the revised policy. It did recommend that the references to e-curr be removed as the technology is likely to change.
* Members were sent the letter clarifying the intent of the Bertha Morton Scholarship Fund. VP Whittenburg would like some of the money to be used for TA/RAs to help with recruitment. The topic will be discussed next fall given the funds are dispersed the following fall. The Council may wish to establish a subcommittee to work out the details of how to benefit the maximum number of students. A process will be needed to identify, evaluate, and target candidates. The specific needs of departments vary, but the funds should still be awarded based on potential.
* The Level I and Level II Curriculum Forms have been combined to match the changes of the Board of Regents curriculum review procedure. The Graduate School Dean approval has also been added to the form. We won’t know whether there are any issues with the form until after a semester of using it.
* Members were provided with the draft annual report prior to the meeting. It will be revised to include information from today’s meeting and sent to members for comments and approval.

## Adjournment

The meeting was adjourned at 1:02 p.m.