# Graduate Council Meeting

September 9, 2015, GBB 225, 12:10 – 1:00 PM

Roll Call

*Members Present:* B. Bach, L. Broberg, F. Brown, X. Chu, C. Dumke, L. Frey, L. Gray, A. Kinch, C. Stanick

*Members Absent/Excused:* J. Johnson, G. Lind, N. Lindsay, K. Swift

*Ex Officio Members Present:* R. Arouca, S. Ross, S. Whittenburg

The 5/6/15 minutes were approved just prior to adjournment.

## Communication

* New members were welcomed and members introduced themselves.
* Vice President Whittenburg informed the Council of the administration’s decision to move the Graduate School reporting structure from the Provost to Research. Sandy Ross will continue as Dean through December to help with the transition. A communication will go out to campus soon.
* Today was the Cabinet’s monthly meeting with the Executive Committee of the Faculty Senate. One of the discussion items was how to proceed with the recommendations of the Academic Alignment and Innovation Program’s (AAIP). Four graduate programs were identified as challenged and ready for growth [MCLL, Philosophy, Sociology, and Parks, Tourism, and Recreation Management]**.** The Senate is charged with determining a how to move forward. One possibility is for Graduate Council to meet with these programs. A cost / benefit analysis is needed to determine where our scarce resources would have the biggest benefit.
* Members were reminded that the curriculum deadline is October 2nd.
* Three program reviews are pending from last year. Work on these should take place this September before the Council is busy with curriculum review.

## Business

* After some deliberation Professor Ashby Kinch was elected as Chair and Len Broberg as Vice-Chair.
* Subcommittees met at the end of the meeting to decide on a chair.
* Over the summer a discrepancy was discovered between the information on the website and the information on the form [Policy 302.5,5 IIP Admissions Procedures and Checklist of Requirements for the Doctoral Individualized Interdisciplinary Program]**.** The form was updated (see below).
* The Office of International Programs would like to meet with the Council to discuss the possibility of changing the TOEFL admission score. The Council would like to hear both sides of the argument as well as the student voice. Camie will send an invitation. If they are unable to meet next week, the Council will not meet to allow the subcommittees to work on program review.
* The Council discussed whether it should pursue the creation of a Graduate Faculty. Currently units determine whether faculty members are eligible to teach graduate students. There are not standards used campus-wide. Currently unit standards do not address criteria for faculty to be eligible to teach graduate level courses. A section could be added to address what distinguishes eligibility that the dean approves. Approximately 12 years ago, the topic came before the Faculty Senate and was overwhelmingly rejected. The concern was that it would establish tiered faculty.

One option would be for information regarding faculty teaching graduate courses to be reported during program review. A criterion could be demonstration of activity in the field. Chair Kinch agreed to synthesize the discussion towards information to include in program review.

Language below sent in follow-up email on 9/9 by Kinch, as sample of possible draft language that could be inserted directly into existing forms:
*External Review (to be inserted as a separate line after "an analysis of the level of scholarly productivity"):
an evaluation of the qualification of faculty to teach graduate courses, with special attention paid to currency in the research field, as measured by recent professional activity (recent publications, conference presentation, re-certification, etc).

Department Self-Study
Does your Department regularly evaluate faculty with respect to their qualification to teach in the graduate programs? Are there means of establishing, or losing, qualification to teach graduate classes? If not, can you provide information on the research currency of your faculty in their teaching areas, with attention to the whole cohort? (e.g., "10 of our 12 faculty have publications within the last 5 years" or "All professors who have taught a graduate course in the review period have published, or shown professional competence, in their teaching areas during the period of review.").*

The meeting was adjourned at 12:55 p.m.

Number: 302.55

Procedure: IIP Admissions Procedures

Date Adopted: 2/26/03

Last Revision:

Approved by: Graduate Council

1. Application
2. Pre-application procedures: due to the structure of the IIP, the development of an IIP proposal is considered a pre-application.
3. Prospective committee status: faculty do not officially become members of the student’s program committee until the student is admitted;
4. Preview of credentials: student must present to all proposed committee members their GRE scores and TOEFL (if applicable), transcripts, and letters of recommendation before faculty officially agree to serve. Credentials are needed by the prospective committee to help guide the student in the articulation of objectives and curriculum design and includes assessing transfer credits and residency requirements.
5. Supporting letters from prospective committee members.

Prospective committee members must agree in writing to serve on the student's committee. This agreement should include a) a statement about the value and rigor of the student's proposal, b) an indication of willingness to participate in the collaborative effort, c) a discussion of their specific areas of expertise, and d) how this expertise strengthens the student’s IIP program of study and dissertation project(s).

1. Rule on rejection from traditional doctoral programs.

The Interdisciplinary Graduate Programs’ Director or the Graduate Dean’s Designee will meet with the UM Graduate Program Director/Chair or Graduate Committee Chair of potential applicants who have been rejected, ejected, or want to transfer from an existing UM doctoral program before the potential applicant can proceed with the pre-application process. Students either rejected, ejected or wishing to transfer from an existing UM doctoral program will be considered on an individual basis, taking into account the nature of the IIP as an interdisciplinary degree that cannot be accomplished through a traditional PhD program.

1. Explicit IIP program committee chair responsibilities.

a) Faculty willing to chair IIP committees must be proactive in keeping the collaborative function of the committee together;

b) They should serve as an advocate for the student and must be sufficiently available;

c) They must clearly understand the IIP process as articulated in the Interdisciplinary Graduate Programs webpage.

1. Enforced interaction between Admission Committee and prospective IIP committee chair.

Before the submission of an application, the chair of a student’s proposed IIP committee and the prospective student will meet with the IIP Admission Committee chair to discuss details of the student’s research problem(s) and academic plan. This meeting occurs at least two weeks prior to the application deadline.

1. Formal IIP application checklist

Incomplete applications (according to the checklist) will be screened by the Graduate School before faculty review and returned to the applicant.

1. Admission
2. IIP Admission Committee

The charge of the committee is to review the admission phase in the IIP application process.

The IIP Admission Committee will be composed of five faculty members from any Schools or Colleges that offer graduate programs. Whenever possible, at least three of the five must be from different doctoral-granting programs. The composition will be based on ECOS recommendation and appointed by the President for staggered three-year terms.

1. Two-tiered admission

Applicants who completed a master’s degree program with a thesis are required to write a comprehensive description of the anticipated methodology and approach to be used in the research plan.

Applicants who completed a non-thesis master’s degree and/or a professional masters or professional doctorate are expected to:

1. Describe their preliminary ideas for the methodology section;
2. List all the coursework, and its timeline of completion, pertinent to the acquisition of research methodology skills;
3. List in the timeline the semester when the applicant will propose and defend their research methodology for their student’s committee. The committee would then decide if (1) the student is ready to move forward, (2) the student needs remediation plan to acquire the skills necessary to demonstrate the knowledge required to move forward, or (3) the student has failed to demonstrate the required research methodology skills and a vote will be taken to either allow the student an opportunity to retest or dismissal from the IIP.
4. Decision phase

As in other graduate programs, the admission process is online through Data Portal, the software that manages admission applications; however, prospective students do not submit documents through the portal. The complete application packet is delivered to the Graduate School by the prospective student’s committee chair. After the IIP Admission committee has taken action on the application, its chair will inform the Interdisciplinary Graduate Programs director or the Dean’s designee via email of the IIP Admission committee’s recommendation for each applicant. The Interdisciplinary Graduate Programs’ Director or the Graduate Dean’s designee will register the decision on Data Portal, at which point the Graduate School will finish the admission process and issue the decision letter to the applicant.

1. Objection of admission voting outcome

Anybody on an IIP Admission committee who objects to a voting outcome within the committee may appeal to the Oversight Committee. The Oversight Committee has the right to recommend that the Graduate School Dean or Interdisciplinary Graduate Program’s Director intervene to remedy the conflict.

Application Materials (current checklist attached)

Deadlines for applications are April 1st & November 15th.

Criterion for evaluation includes:

1. GRE General Test and if relevant TOEFL (>600) Scores
2. Masters Degree or equivalent that includes at least 30 credit hours of graduate work and a minimum of 3.0 GPA.
3. Statement that the applicant has not applied to and has not been rejected by an existing doctoral graduate program at UM.
4. A clear indication the proposal is for a truly integrative PhD that cannot be constructed using an existing UM doctoral program.
5. Application and Proposal
6. Academic and professional goals including statement of research problem(s) and articulation of objectives (skills and competencies) to be developed
7. Curriculum Plan
8. Assessment Plan
9. Relevant Research Plan with, at minimum, PhD level research questions
10. CV
11. Transcripts from all previous institutions
12. Letters (3) of recommendation
13. Commitment letters from prospective IIP committee members
14. Checklist completed by applicant and the 3rd page completed by IIP prospective committee Chair.

Notes:
A. Incomplete applications will be returned and only re-reviewed once.

**CHECKLIST OF REQUIREMENTS FOR THE DOCTORAL INDIVIDUALIZED INTERDISCIPLINARY PROGRAM (IIP) (Applicant)**

**IMPORTANT!! ITEMS 1 - 6 MUST BE COMPLETED BEFORE AN ONLINE APPLICATION IS SUBMITTED.**

Applicant name: UM ID/SSN # - -

Semester Applying For: Spring Fall Phone: - -

Meeting with Director of Interdisciplinary Graduate Programs (Y/N) Date: \_\_\_\_\_\_\_\_

1. Committee Chair identified (Name, Dept, email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Disciplines involved (at a minimum 2):
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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	4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Letter of Intent: (Y/N): \_\_\_\_\_
3. Assemble admission packet materials for your Committee:

a. GRE test scores submitted to UM and if relevant TOEFL (>600) scores also

(Y/N)

Test Date:

V: Q:

W:

b. Masters Degree or equivalent that includes at least 30 credit hours of graduate work and a minimum of 3.0 GPA. Transcript included (Y/N): :

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Official transcripts from all previous institutions included (Y/N):

d. Curriculum Vitae included (Y/N):

e. Three letters of recommendation (Name, Dept):

i.

ii.

iii.

1. IIP Proposal
2. Academic and professional goals, personal statement. This section would include descriptions about the relevancy and quality of professional work to date and potential for PhD level work as well as provide a clear indication the proposal is for a truly integrative PhD that cannot be constructed using an existing UM doctoral program. Articulation of objectives (skills and competencies) to be developed in preparation of research goals or professional goals.
3. Relevant Research Plan with, at minimum, PhD level research questions. This section should include a statement of research problem(s) and a relevant, detailed research plan that clearly describes the methodology and approach that will be used to address the research problem(s).
4. Curriculum Plan that includes proposed courses of study, brief description of these courses and their relevancy to the IIP.
5. Assessment Plan that includes details for how the student’s progress in the IIP will be assessed. This section should also include details about the format and protocol of the students’ comprehensive exam. Please include a timeline for the IIP which would include the courses, assessment, comprehensive exam and final defense dates, various stages of the dissertation research plan, and deliverables (i.e., manuscripts, books, presentations, final dissertation, etc.)
6. Commitment letters from committee members (List name, department and phone).

 Please Print Legibly.

 Name Dept Phone

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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\*5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\* Must be a faculty member of a doctoral granting program.

1. Online application filed (Date):
2. **Statement by Applicant:**

I affirm that I have not applied to and been rejected by, or been dismissed by, an existing doctoral program at the University of Montana.

Print Name Signature Date