

Approved Graduate Curriculum and Policy Committee Meeting Minutes
Wednesday, September 12, 2012
ML1027

Committee Members present: B. Bergman, D. Cronn-Mills, K. Filter, C. Kamphoff, K. Lindstrom Bremer, R. Palma, C. Pragman

Meeting called to order by C. Pragman at 2:05 pm

1. Committee operating procedures.

a. How do we make decisions?

Decisions made by majority, with minority reports optional.

b. Schedule members to take notes for faculty meetings. Can we approve the notes electronically and send them to Donna Blom?

Notes (minutes) will be sent out for review electronically by the note-taker within 1 week of the faculty meeting. Note-takers will be as follows: September meeting—R. Palma; October meeting—D. Cronn-Mills; November meeting—C. Kamphoff. If a December meeting is held, a decision on note-taking will be made then.

c. What is the cut-off date for CDS graduate proposals for the monthly GCAP faculty meeting? Fall semester faculty meetings will be held on the second Wednesday of the month. Should it be one week before our next meeting?

The deadline for committee review is 4:00 pm the week prior to the faculty committee meeting. If all committee members electronically agree on recommendations for a proposal, it will not be given further discussion at the faculty meeting. It was suggested the deadlines be posted on the proposal website.

d. What should be the deadline for reviewing graduate CDS proposals for the academic year? Spring break is March 11-15, 2013 and our last meeting may be on April 10, 2013. Some faculty may work on proposals over spring break. Should we have our March meeting before or after spring break?

For proposals to be reviewed by the committee, they must be at GCAP by Friday, March 1. The faculty meeting will be held Wednesday, March 6.

2. MAGS 2012 Thesis Award

Nominations are due to college representatives by Friday, September 14, 2012. Dean Ries must submit MSU's nomination by Wednesday, October 31, 2012.

a. GCAP members get their college's nomination to the library by Monday, October 1, 2012. Barb, can you facilitate this?

B. Bergman will either post online or make the theses available at the library circulation desk for review.

b. Committee members will read the theses nominated and be prepared to vote on MSU's nomination at our Wednesday, October 10, 2012 faculty meeting and the committee will forward its nomination to Dean Ries at the October 17, 2012 Sub Meet.

- i. How do college reps handle multiple nominations from their college?
Different college reps have different procedures for handling multiple nominations. Committee members will investigate previously used procedures for their college and report back to the committee in October, with the aim of making a recommendation to Dean Ries at the October Sub Meet of a codified procedure and timeline for the future.
- ii. How do we vote as a GCAP committee to select the single thesis nominated by MSU?
At most 1 thesis from each of the 5 potential college sources will be evaluated in rank order (1 to 5) and numerically rated (1 to 100).
- iii. Can a GCAP member vote for a thesis if he or she is one of the advisors for the thesis nominated by his or her college?
No, the committee member will not vote in this case.

3. Agenda items for the September Sub Meet (Wednesday, September 26, 2012)

Each of the following items was reviewed and agreed upon as agenda items for the September Sub Meet. The status of graduate and research faculty applications was discussed as another potential agenda item.

- a. MSU's graduate student stipend is not large enough to allow international students to qualify for a visa if they do not have additional income.
- b. Availability of data on graduate students' publications and presentations.
- c. Common course number for graduate CO-OP courses.

Meeting adjourned by C. Pragman at 3:15 pm.

Respectfully submitted, R. Palma