

Graduate Committee – Approved Minutes
Faculty Meeting
Tuesday, November 8, 2011
1 to 3 pm, ML1027

Present: Jennifer Pepperell, Claudia Pragman, Bobby Bothmann, Cindra Kamphoff, Nancy Fitzsimons, Melissa Purdue and Bob Sorensen

Absent:

Note taker: Jennifer Pepperell

1. Nancy's Updates

- a. Feedback SBS faculty: Nancy received an email thanking the committee for the handouts.
- b. CDS system meeting and proposed changes: Nancy will be attending CDS meetings. The committee can bring suggestions for changes to Nancy to be brought to the meetings.
- c. AVP Enrollment Management Structure: The steering committee and subgroups being formed are looking for one person to represent UG and grad enrollment management on each committee. Nancy sent an email to FA President and to Dean Ries regarding concern of adequate graduate college representation. This is in the process of being formed and discussing how graduate education can best be represented. Dean Ries will be meeting with the AVP to discuss graduate needs.
- d. MAGS list of theses submitted: Bob will send information from CSET to Nancy (via Emily GA). A complete list will be forwarded to the Grad College Dean so that all students can be acknowledged.
- e. Revise Graduate Committee charge – Nancy will disseminate once done and we will discuss at the next meeting. : This will be discussed at a future date.
- f. Spring meeting Schedule: This time does not work for all members of the committee. Nancy will send out a new doodle to schedule the faculty meeting dates.
 - i. Tuesday 1 to 3 pm work for everyone? No
 - ii. Faculty Meeting dates: January 10, February 14, March 13, April 10
 - iii. Sub Meet and Confer: January 24, February 21, March 27, April 24

2. Meetings with College Curriculum Committees

- a. Report from committee members: Melissa (CAH) has communicated with College Curriculum Committee via email. College Committee has been conducting business online. Cindra (CAH&N) will be meeting next week. Jennifer in process of arranging to meet (COE).

3. Graduate Faculty Applications

- a. Review by College
 - i. Recommend. Majority recommended at level requested.
 - ii. Discuss: At this point 6 will be sent to Dean Ries to review for recommendation. Eight more applications to review for CSBS. Committee member will review and let Nancy know outcome prior to the next Sub Meet and Confer.

b. Feedback for Dean Ries on process: Having more emphasis placed on highlighting the CV would be important for the review. Several of the applications had a brief summary of accomplishments, this was helpful for the review. The cover forms were very helpful to the committee for reviewing the applications. To make the process easier, the committee wondered if potentially a form for the criterion where individuals could cut in the information, supporting documentation would not be needed. A discussion took place around the role of the committee in reviewing these and what the expectations are. For research faculty status, a discussion took place around the meaning of the status. This will be added to the Sub Meet agenda.

4. Review Draft Survey: <https://www.surveymonkey.com/s/MSU-GRC> : The committee provided feedback on the Graduate Research Conference Survey. This will be added to the Sub Meet agenda.

5. CDS Program and Course Proposals:

a. Recommend: 3279, 3280, 3281, 3208, 3166, 3201, 2405, 3446, 3447, 3138, 2113, 3237, 3219, 3220, 3205, 3227, 2845, 3174, 3197

b. Discussed: In a general discussion of the process it was determined that proposals that needed additional information or clarification would be sent back through the system. It was recognized that this would be more work for the faculty and college committee, but it felt important for the graduate committee to be able to be consistent in its process.

The following proposals were discussed as needing more information/clarification:

- 3348- The department minutes do not reflect approval of the course proposal at the department level. This will be sent back for the inclusion of department minutes.
- 3200, 3244, 3245, 3247, 3246- Student learning outcomes need to be provided at the graduate level; delineating differences from UG level. These proposals will be sent back with a request for 600-level learning outcomes and graduate enhancements.
- 3476- Student learning outcomes need to be provided at the graduate level; delineating difference from UG level. This proposal will be sent back with a request for clarification on graduate learning outcomes.
- 3174 and 3128 are the same proposal. 3174 was approved, the committee will ask that 3128 be removed as it is a duplicate.
- 2053- It is not clear if this is required or an elective. The student learning outcomes are also unclear. This will be sent back for clarification.