

Minutes of **University Graduate Council**  
November 18, 2009

**Present:** CHAIR Tim McDermott (AG), Rollin Beamish (A&A), Bonita Peterson (BUS), Marilyn Lockhart (EHHD), Warren Jones (ENGR), Carl Fox (DGE), Robert Bennett (L&S-Letters), Yves Idzerda (L&S-Science), Jane Scharff (NURS), Sara Davis (STUDENT), Richard Wojtowicz (Faculty Senate).

Also attending were Nathalie Caillaud (OIP), Robert Carson (NPTT), Ginny Heimann (DGE), Jennifer Smith (CHEM), Ken Bowers (MATH), Chris Livingston (ARCH), and Donna Negaard (DGE).

Meeting commenced at 10:05 a.m. in 325 Leon Johnson.

Approval of Minutes

- Minutes for September 23<sup>rd</sup> and October 21<sup>st</sup> – moved, seconded and **unanimously approved**.

Open Campus Forum

- No one came forward

UGC Committee Reports

- None

NPTT Certificate

- a. There are an increasing number of non-degree graduate students seeking certification.
  - a. Students who already have a degree in a teachable field.
  - b. Resident-based undergraduate programs don't meet the needs of working adults.
    - i. These are students that typically already have families, mortgages, etc.
- b. NPTT started with the No Child Left Behind funding in 2003.
  - a. Program has been very successful.
  - b. Two years ago NPTT became self supported on its tuition revenue.
  - c. Admitting 90 people per year.
  - d. Currently NPTT is for licensure only.
  - e. Now seeking approval as a certificate program.
- c. All coursework would be at the Masters' degree level.
  - a. 24 credits required for the graduate certificate.
  - b. Coursework could also be used toward a master's degree.
  - c. Currently, only a 1/3 of the non-degree NPTT students don't opt for the Master's degree.
- d. Division of Graduate Education would provide quality control.
  - a. Students then get a transcript-able, accredited certificate.

- b. Students would also be eligible for Financial Aid.
- e. Students with a science, math, engineering degrees, etc., & have worked in their field but have no teaching background are perfect candidates for this certificate.
  - a. Program is pre-supposing that they have a mastery of their field and can handle graduate level coursework.
- f. Difference between NPTT & MSSE
  - a. Programs serve different audiences.
    - i. MSSE students are already practicing science teachers.
    - ii. Much of the MSSE coursework is science content based.
    - iii. NPTT students have the subject content, but need teaching curriculum.
  - b. Often NPTT students already have graduate degrees, and are not always interested in pursuing another degree.
- g. There is international interest in this program.
  - a. 8% of NPTT students are international.
- h. NPTT has agreements with MT, SD, & WY to recommend licensure, they are in conversations with ID, AK, OR, and WA.
- i. All coursework will be available online.

Motion: Moved, seconded and **approved** for recommendation to the Provost.

#### Continuous Enrollment

- a. A PhD student in math typically takes 4-7 years to complete the degree.
  - a. The comprehensive exam is given in the first year, and the continuous enrollment policy is then triggered.
  - b. The student then has 3-6 years left to finish their degree.
  - c. These students are continuing, and are registered for six credits every spring and fall.
    - i. Graduate students are teaching most of the math courses offered during summer semesters.
    - ii. Math is then providing tuition waivers for these GTAs.
  - d. Limited tuition waiver allocation has complicated this issue a great deal.
- b. These are continuing, full time students that do not need a nudge to finish up their degree.
  - a. This policy is actually penalizing students that are continuing.
- c. Courses offered in the summer are limited.
- d. UGC proposes to remove the summer term from the continuous enrollment policy.

Motion: Change policy wording to say, "To maintain graduate status, a student must be enrolled in three (3) or more credits (including thesis or dissertation) each semester, **excluding** summer semester." Moved seconded and **approved**.

#### Thesis and Dissertation Alternative Format

- a. DGE has researched other universities style guides, many of which offer an alternative format.

- b. Students submit articles in manuscript form to journals, and format them by the journal's guidelines, then have to re-format the material for their thesis or dissertation to meet DGE guidelines.
- c. For example, a student with three different articles would format their thesis with an overall, comprehensive introduction, use the three articles as chapters, then conclude to tie everything together.
  - a. Other universities have had the manuscript added as an appendix.
  - b. Some departments may wish to use the current formatting requirement, which is their prerogative. Different disciplines may have different standards.
  - c. In the sciences and engineering, however, students need publications, and are having to re-format them for their theses.
- d. Students must relate manuscripts to each other.
- e. What part of the process would the article be acceptable for the thesis or diss.?
  - a. Article as a draft, article has been submitted or, article has been accepted or published by the journal.
  - b. Acceptance to a journal may take up to a year.
    - i. Students have more control over submission, but not acceptance.
  - c. Submission requires fine-tuning and refining.
  - d. Graduate committees would be responsible for controlling the quality of the submission before DGE would review it.
- f. DGE would accept the alternative format if the manuscripts included have been submitted to a journal.
- g. How much credit does the student get, versus the co-authors?
  - a. Some journals will require that the author give written credit to each co-author or contributor for their work.
  - b. This is important especially when Intellectual Property is involved.
    - i. Would the appendix be an appropriate place for giving such credit to authors and co-authors?
    - ii. Or perhaps another section of the thesis?
- h. General consensus that DGE should accept articles for a thesis at the submitted level.
- i. General consensus that authorship credit will be left up to the committee and department.
  - a. Will have to be careful in some instances, for example, certain journals don't allow any other publication containing the same data to precede the published article.
    - i. This issue would have to be addressed on a case-by-case basis.
- j. Specific details for an alternative format will be decided by the Policy & Procedures committee.

### Masters' in Engineering

- a. The goal is to agree on a draft of the proposal for the degree in UGC by February, so that it may be considered at BOR's March meeting.
- b. The Master of Engineering degree would essentially be a course only degree, with many options and concentrations such as Chemical Engineering, Bioengineering, Mechanical Engineering, etc.

- a. These degrees exist already, but are Masters' of Science degrees and require a thesis or professional paper.
- c. National Council on Engineering Examination (NCEES) designed a model law enacted in 2006 to offer an additional 30 credits beyond their bachelors' degree. Upon completion, students would then be able to sit for the Professional Engineering (PE) exam. Some states will enact this practice next year, but the law will be put in place until 2015.
- d. UGC will review the full proposal at our next meeting.

#### DGE Handbook

- a. A section on Responsible Conduct of Research will be added.
- b. Please submit any feedback by the end of the semester.
- c. We also would like feedback on DGE policies and procedures by the end of the semester for the catalog.

#### Briefing Paper for President Cruzado

- a. Please make any comments you would like on DGE's Briefing and Issue papers to Carl.

#### Post Doctoral Appointments and Training

- a. NSF is requiring a one-page document describing how a PD will be trained.
- b. MSU would provide PD's with teaching experience.
  - a. PD's would be required to give at least three lectures, administer undergraduate research mentoring, get grant writing experience and present a seminar once a year.
- c. This training is purely voluntary.
- d. One goal is to create opportunities for PD's to have access to the Montana Bioscience Alliance. MBA frequently hires PD's and would be a terrific resource.
- e. The Provost office will be providing a scholarship to the winner of an abstract competition. That money could then be used for domestic and international travel for different conferences.
- f. Shows that MSU is committed to comprehensive training for PD's.
  - a. Would also like to formalize a web presence so that we may easily site our dedication to this training in different proposals.
- g. Should also be added to the NSF EPSCOR proposal as well.
  - a. Will have to be amended in at this point.
- h. As we move forward with Responsible Conduct of Research training, would it be appropriate to include PD's in graduate students' RCR courses, orientations, or whatever training mechanism being offered?
  - a. The council agrees that we should include PD's in this training.
- i. There are currently 70-75 PD's on campus.
  - a. Some are listed as research faculty, so they are difficult to identify as PD's.

### GTA/GRA Appointments

- a. Informational only: DGE addressed questions and issues with our current appointment policy at an HR training.
- b. Anyone who would be interested in this information can contact DGE.

### Comprehensive Exam Policy

- a. Current policy requires that every degree program have a comprehensive exam.
- b. Architecture already has a modified version of this policy for their Plan B option.
  - a. Other programs have similar waivers to this policy.
- c. Many universities will require a cumulative experience put together in a course, project, or perhaps a paper.
- d. The current requirement also states that a student have 2/3 of their coursework completed before their comps. are taken, and often departments are in violation of this part of the policy anyway.
- e. This issue will be discussed further at our next meeting.

Meeting adjourned at 11:53 a.m.

Catherine Dale, UGC Secretary  
Division of Graduate Education