

## University Graduate Council Minutes

Monday, January 28, 2013

3:00 p.m.

114 Sherrick Hall

- Minutes of November 27, 2012: No discussion, approved.
- Graduate School Dean: What should we look for?
  - Start fairly soon, need to come up with position description
    - Talked to all dept heads for feedback:
      - Extremes: Break up GS or Dean who is a vs. strong advocate for GS
  - Discussion:
    - Majority supports: want strong advocate so issues not lost and graduate program can remain strong.
    - Strong grad program, be able to facilitate faculty in mentoring of PhD students and graduate of PhD students while maintaining integrity of system.
    - Someone that understood different kinds of programs-professional vs. research programs
    - Growth area in professional program over last 3-4 years
    - Organization and administration available as a graduate school book-resource
    - Someone who is able to maintain flexibility for programs (professional vs. research science; exceptions to maintain student focus)
  - Search Committee Members:
    - Research council member
    - UGC member
    - Dept head from professional program, EDUC/BUS/ARCH, hard science, social science, MSSE
    - Student
  - Starting search ASAP
- DegreeWorks
  - Currently-degree requirements
  - Implementation-looks for student to be tied to advisor to access
    - ~10% students don't have advisor on admin paperwork
    - New policy: upon admission student must have advisor assigned
      - Start using right away
      - Students can still change advisors
      - Working with Admissions to implement procedure and not process app until advisor assigned
      - Suggestion:
        - If dept doesn't have advisor listed-default advisor
    - Fall 2013-Faculty Access Spring 2014-Student Access
    - Will write up policy, then come in and ask for a vote by next mtg
- Grad Reps
  - Needed for comps, dissertation, defense
    - Expected to sign off that exam was completed

- Not needed for proposal
- Policy read
- Email policy out to remind when grad rep is needed
- Late fee for Application for Advanced Degree
  - Chronic issue
    - Want to help students prepare for professional future
    - Not allowing Grad School to do due diligence
  - Want to incentivize students to turn in on time
    - Univ. Idaho-charge late fee
    - Discussion: Present not as “penalty” but as administrative necessity to provide proper student support. “Business realism”
  - Discussion ensued
  - Need to go to Board of Regents to get approval
    - If no approval, go back next year
  - Proposal for late fee needs to be before UGC before end of January
    - Range of \$20-50→ \$30 fee or \$40 or \$50
    - Late fee for “express audit”, “late penalty”
  - **Motion** to call it a “late audit fee” of \$30
    - Seconded
    - One opposed
    - Discussion: What to call on student accounts vs. explicit language in emails to students. “Penalty” **In addition to audit.**
    - Issues:
      - Banner-“late audit fee”
      - Emails-Explicit that there is a penalty involved
    - **Motion Passed**
- Motion to adjourn. Passed 4:15pm.