

MINUTES OF THE GRADUATE COUNCIL MEETING  
October 13, 2015  
Fidel Center – Collaboration Room – Graduate Office  
3:45 P.M.

**Call to order:**

The Graduate Council Meeting was called to order at 3:45 P.M. on Tuesday, October 13, 2015 in Fidel Center – Collaboration Room – Graduate Office. Members present: Lorie Liebrock, Chairman, Snezna Rogelj, Penny Boston, Navid Mojtabai, Corey LeClerc, Mark Samuels, Michelle Creech-Eakman, Ivan Avramidi, Frank Reinow, Dongwah Shin, Aly El Osery, Clint Richardson, Sara Grijalva, William Stone, Kevin Wedeward, Bryan Watson. Guests: Peter Mozley, Jamie Kimberley, Susan Dunston.

The minutes from the graduate council meeting held September 8, 2015 and the Biotechnology updated course descriptions were approved via email on October 23, 2015 by the council. Biotechnology updated course descriptions have been integrated in the proposal.

**Announcements:**

**WAGS-Liebrock**

Liebrock announced to the council that Western Association of Graduate Schools (WAGS) will be accepting nominations for a UMI Innovation in Technology Award 2015-2016. Liebrock will send out information to all departments. Nominations will need to be submitted during spring of 2016.

**Offer Letters-Liebrock**

Liebrock announced to the council that if any specific verbiage/offer needs to be put in their letter of admission, it must be stated on the recommendation form. If not CGS will issue our standard admission letter. CGS can make the letters specific for each department with notification.

**Inactive Files- Liebrock**

Liebrock let the council know that CGS will keep inactive files for 2 years. After that, CGS will send all important documents to the registrar's office to be kept in the student's permanent file and shred the remaining items.

**Recruiting-Liebrock**

Liebrock let the council know that she went through the recruiting budget and will be letting departments know their available budget for recruiting. Also, Megan would like to meet with all departments about how to recruit effectively for their current needs.

**Old Business:****Biochemistry Description- *Rogelj***

Rogelj went over the catalog description for MS in Biology with a Specialization in Biochemistry: This specialization will be offered in Biology and Chemistry department. Stone suggested it should be listed as a specialization in both departments. Snezna Rogelj made the motion to approve the program description. Michelle Creech-Eakman seconded the motion; the change was approved for the Biology department. As for the Chemistry department, there was no representative at the meeting, so approval will be brought back to the council and put on the agenda at our next Graduate Council meeting.

**New Business:****Deadlines for Completion-*Liebrock***

Liebrock provided the council with new deadline dates for completion. The council had some reservation regarding the dates. Stone asked if there will be further discussion before these dates are set. Another concern was that these changes will cause some students to have to register for another semester. Stone and Mojtabai spoke about an option that UNM gives their graduate students to be able to register for 1 credit after they have finished all the course requirements and just need to finish their thesis or dissertation. There were a lot of questions regarding this topic. Liebrock said she will look into this and get back to the council.

**Translation of Foreign Transcripts-*Liebrock***

Liebrock received a concern from a department regarding translation of foreign transcripts. Liebrock would like to make sure that all international transcripts are translated to English. Grijalva was asked about WES which is a reputable company that translates transcripts, but is a little pricey. Avramidi asked if we could use a cheaper service. Grijalva said she will get with Titia and ask if she can put together a list of some translation services that are available.

**Catalog Changes for Mathematics Department-*Avrimidi***

Avramidi reviewed the catalog changes for the Mathematics Department: Ivan Arvramidi made the motion to approve the catalog changes. Aly El-Osery seconded the motion; the changes were approved.

**Catalog Changes for Mineral Engineering Department-*Mojtabai***

Mojtabia reviewed the catalog changes for the Mineral Engineering Department: Liebrock made a suggestion to delete "that may have to be covered" from new catalog change. Mojtabia agreed. Navid Mojtabia made the motion to approve the catalog changes. Penny Boston seconded the motion; the changes were approved.

**New PhD Proposal Mechanical Engineering- Kimberley**

Kimberley reviewed the proposal of the new PhD in Mechanical Engineering with Specialization in Intelligent Energetic Systems. A couple of changes had been made which Kimberley went over for the council. Dr. Lopez and Dr. Ostergren are fully supportive of this new PhD proposal. Jamie Kimberley made the motion to approve the new PhD proposal. Michelle Creech-Eakman seconded the motion; the new PhD proposal was approved.

**New PhD Proposal Biotechnology- Rogelj**

Snezna Rogelj reviewed the proposal of a new PhD in Biotechnology. Tom Kieft is heading this proposal but is currently out of the country on travel. This PhD program will involve 11 departments. Snezna would like to get this approved and started by fall 2016. Snezna Rogelj made the motion to approve the new PhD proposal. Jamie Kimberley seconded the motion; the new PhD proposal was approved.

**iThenticate - Liebrock**

Liebrock reviewed the iThenticate certificate draft with the council. Any feedback or comments will be discussed at the next graduate council meeting in November. Also Liebrock let the council know that the graduate office is ready to set up log ins for all faculty to be able to check thesis/dissertation in iThenticate. Mozley was used as our guinea pig to test out iThenticate and let the council know it is very user friendly.

**Student Questions and Concerns: (GSA Representative) – Bryan Watson**

Bryan asked the council if they would ask around their departments for graduate students that would be interested in being part of the GSA. Volunteers are needed. Liebrock stated that there should be at least 1 graduate student from every department involved in GSA. GSA received a list of committee's on campus from Mark Samuels to take a look at to see if any of these committees should have some representation from a graduate student.

**Adjournment** – The Dean made the motion to adjourn the meeting 5:10.