

MINUTES OF THE GRADUATE COUNCIL MEETING  
September 13, 2016  
Fidel Center – Collaboration Room – Graduate Office  
3:50 P.M.

**Call to order:**

The Graduate Council Meeting was called to order at 3:45 P.M. on Tuesday, March 8, 2016 in Fidel Center – Collaboration Room – Graduate Office. Members present: Lorie M. Liebrock, Chairman, Snezna Rogelj, Corey LeClerc, Richard Sonnenfeld, Frank Reinow, Dongwan Shin, Steve Simpson, Aly El Oser, Andrei Zagrai, Anwar Hossain, William Stone, Kevin Wedeward, Sara Grijalva, Michael Heagy, Glenn Spinelli, Navid Mojtabai, Nikolai Kalugin, Mark Samuels, Jamie Kimberley, Guests: Kip Carrico.

The Chair called for approval of minutes of the April 12, 2016. Liebrock made the motion to approve, Mojtabai seconded the motion, all approved and the motion passed.

**Announcements:**

**Graduate Education Day - Liebrock**

Liebrock let the council know that Graduate Education Day will be held on March 6, 2017, 2 weeks before the session closes. Liebrock requested that departments nominate their top student(s) also what impact their research has on NM. No deadline as of yet. There might be more slots available due to some institutions do not have the funding to go. More information will follow.

**NM Tech Day – Liebrock**

For the very first time under the new leadership of President Wells NM Tech Day. This will be held on January 26, 2017 in the round house in Santa Fe with the legislators. We have 23 spaces available. There will also be a press conference with Dr. Wells.

**LaTeX Vs Microsoft Word – Liebrock**

Liebrock explained to the council that students who used Microsoft word for their thesis/dissertation is a nightmare for them and our office. It can take up to 4 weeks to get all the corrections fixed. When a student makes a change something else will break. Rogelj inquired about training for LaTeX. Liebrock let the council know that Rebecca Clemmons and John Shipman will be doing training on LaTeX.

**Electrical Engineering PhD Development – *El-Osery***

El-Osery informed the council that Electrical Engineering has a new PhD proposal called Cyber Electronic Systems into Dr. Wells for his review. El-Osery gave a brief description of the new PhD and let the council know that he has checked out other institutions and has not found anything like this program. Once Dr. Wells has reviewed it and gives his okay El-Osery will bring it back to the council for review.

**Mechanical Engineering Application Package Components – *Kimberley***

Kimberley handed out a list of new documents that the mechanical department would like to be including for all new PhD applications. Liebrock asked the council to please review and take back to their department. We will bring this back to our next meeting for discussion.

**Background Checks – *Liebrock***

Liebrock talked to the council about background checks for students. Not sure what to do with students that are in a labs that have hazardous materials. This is a hazard for the whole campus.

**Admission Letter – *Liebrock***

Liebrock handed out a copy of the graduate admission letter to the council for them to review and noted a change made regarding 2 years support for MS and 4 years for PhD. Liebrock asked the council to review and if they have any suggestion or changes please contact the graduate office.

**New Business:****Proposed Catalog Changes for Biology 5 Yr. – *Rogelj***

Rogelj reviewed the catalog changes for Biology 5 year program:

Rogelj made the motion to approve the catalog changes. Hossain seconded the motion. All approved and the motion passed.

**Proposed Catalog Changes for E&ES – *Spinelli***

Spinelli reviewed the catalog changes for E&ES. There were some suggestions from the council regarding this change. Spinelli made the motion to approve the catalog change. Samuels seconded the motion. All approved and the motion passed.

**Music,Etc. Graduate Courses – *Liebrock***

Liebrock requested the council not to sign a registration form from a student to take a 300 level music class that will go towards their academic credits. The council had several comments regarding this issue. A majority of the council felt that if the advisor is okay with a student taking a 300 level music course that would be fine to count towards there required credits of 9 or 12.

**Non-Performance Research –*Liebrock***

Liebrock let the council know that if they have a student who is not meeting their performance towards their research please send a memo to the graduate office to be put in the students file so we will have written documentation. This way the student would not be blindsided .If you give the student a grade of a U the student would be placed on academic warning at the end of the semester.

**Online Recommendation Systems – *Liebrock***

Liebrock would like to change our submission of recommendation letter to electronic instead of paper. Liebrock let the council know any addition cost would be made up by increasing the application fee to graduate school. Liebrock asked for some volunteers to evaluate some other systems. Mojtabai and Heagy will look in to this and bring back more information for our next graduate council meeting for review.

**Adjournment** – The Dean made the motion to adjourn the meeting 4:50.