

MINUTES OF THE GRADUATE COUNCIL MEETING

February 12, 2013 – Fitch Hall 206/207

The Graduate Council Meeting was called to order at 4:00 P.M. on Tuesday, February 12, 2013 in Fitch Hall 206/207. Members present:

Lorie Liebrock (Chair), Snezna Rogelj, Barbara Bonneken, Anwar Hossain, Ken Eack, Mark Samuels, Corey Leclerc, Gary Axen, Michael Pullin, Hamdy Soliman for Subhasish Mazumdar, Navid Mojtabai, Julie Ford, William Stone, Thomas Engler, Mark Cal, Peter Anselmo, Michael Olguin, Bhaskar Majumdar, Iver Davdison by Skype, Sara Grijalva, Registrar, George Becker, MST Coordinator, Gus Tolley, GSA Representative

1). **Call for Approval of Minutes:**

The chair called for approval of minutes of December 11, 2012 meeting. Hossain made the motion to approve the minutes, Soliman seconded the motion. All approved and the motion passed.

2). **Announcements:**

- a. Entrepreneurship – Michael Olguin and Peter Anselmo – A handout was given to the council introducing a one week course in Entrepreneurship instructed by Dr. Raul Deju. The course is a 40 hour course that involves student/teacher interaction followed by student research over a 2 week subsequent period and would be followed up by a written presentation given to the instructor. The course will run from June 10 – 14 of 2013 from 8:00 – 5:00 every day including lunch. Everyone was asked to promote the course around campus and get students involved. Spaces are limited. If there are any questions please contact Michael Olguin.
- b. Copyright in Thesis and Dissertation – Lorie Liebrock – To be entered on the final page of each thesis and dissertation with the title and author's name:

Permission to make digital or hard copies of all or part of this work for personal or classroom use is granted without fee provided that copies are not made or distributed for profit or commercial advantage and that copies bear this notice and the full citation on the last page. To copy otherwise, to republish, to post on servers or to redistribute to lists, requires prior specific permission and may require a fee.

The Dean stated that John Shipman has been working with herself and Lisa Beinhoff, the librarian on this form. Liebrock stated that this will go into a template for Thesis and Dissertation.
- c. UNM Conference – Lorie Liebrock – The Dean brought several postcards with information on NMSKC (New Mexico Shared Knowledge Conference) which would be held at UNM Graduate Resource Center in April. She asked that all department chairs take a handful of them to their departments and distribute them among their students.
- d. AFRL Collaboration Opportunities – Lorie Liebrock – The Dean provided a handout of research opportunities and areas that might be of interest to different departments and asked that they provide a faculty member as a contact.

3). **Old Business:**

- a. No Old Business

4). **New Business:**

- a. Department Chairs Approving Course Programs – Lorie Liebrock – The Dean stated that in a previous Graduate Council Meeting some faculty had requested that the department should sign off on Course Programs for their students. After re-visiting the subject the following departments decided they would like that opportunity: **Mechanical Engineering, Chemistry, Mineral Engineering and Petroleum Engineering** will sign off on their students course programs. A signature line will be added to those course programs for departments requiring that extra signature. It was decided that this would be based on each department and whether they wanted the additional signature.
- b. IELTS Scores – Lorie Liebrock – IELTS is another testing service used for Language speaking skills. The Dean asked for a motion to accept both TOEFL and IELTS scores stating that some countries do not offer the TOEFL scores. Liebrock stated that the scores should be based on the TOEFL scores requirements. Mojtabai made the motion and Eack seconded the motion. All approved and the motion passed.
- c. Optional Grade Improvement Form put in place as a requirement for all graduate courses and completed forms to be put into student's graduate files – Lorie Liebrock – Liebrock made available a copy of the form that would be made available for student's signature as well as the instructor and

the department chair. The form is for Time Extension/Grade Extension. This form was already in place in the Registrar's Office but was modified by the Dean and is put on file. The form is a way of basically making an agreement with the student. After a brief discussion among the council and a small change on the form to read, "expected within the subsequent semester, but should not extend past two semesters". Stone commented that he did not want more paperwork and that it should be made available electronically and put on the website. Rogelj stated that having this form on file was a comfort.

See attached file: Graduate Course Grade Extension.pdf

- d. Environmental Engineering – Deleting ENVE 530 and ENVE 535 from Course Catalog – Mark Cal – Cal made a motion to accept his changes in deleting ENVE 530 and ENVE 535 from the course catalog. Ford seconded the motion. All approved and the motion passed.

Master of Science in Environmental Engineering

Delete Courses from Catalog

ENVE 530, Advanced Air Pollution Engineering, 3 cr, 3 cl hrs

ENVE 535, Transport and Fate of Air Pollutants, 3 cr, 3 cl hrs

These courses have not been taught for about the last 10 years, and there have been no requests from graduate students to take these courses.

- e. CLASS – Adding THEA 514 to Course Catalog – Barbara Bonnekessen – Bonnekessen made the motion to add THEA 514 to the Course Catalog. There was a brief discussion as to why a 500 level Theater Course was needed in the catalog since there is no degree program in this field at NM Tech. Engler asked where the department planned to go with these types of courses. Bonnekessen responded that she would like to offer these course for students who are interested in them and that it is still up to the advisory committees to decide whether they are going to allow their students to use it in their degree program. Soliman seconded the motion to allow adding the course. All approved and the motion passed.

THEA 514 (3 cr) Introduction to the Theater 3 cr, 3 cl hours

Theory and practice of analysis of the play as literature, applying basic modes of literary criticism and vocabulary of literary analysis. Coursework includes organizing and leading a discussion on such subjects as literary analysis, directing, scene or costume design, or writing for the stage, or the drama as it transitions from stage to film. Practical application includes producing a readers theater performance.

- f. Notification in Workflow to Department Administrators – Lorie Liebrock – The Dean stated that the issues with workflow are slowly getting cleaned up. E-mails will eventually be sent to the department chairs after the committees have been formed. Axen asked if there was any way department chairs could go into workflow to see the committees. Liebrock stated that right now it is pretty messing in workflow trying to decipher what's happening but they are working on setting up reports that would allow the chairs to see the formed committees. The report would more than likely be set up through brio-serve through ISD as the current report is for faculty to see what committees they serve on.
- g. Curriculum Overhaul for Physics Dept. – Ken Eack – Handouts were provided for the curriculum overhaul for the Physics Department. Eack made a motion to accept the revisions to the Physics Curriculum. Pullin seconded the motion. All approved and the motion passed.

See attached file: Physics_grad_program (2-2013 update).pdf

- h. Other – No Other New Business

- 5). Student Questions and Concerns (GSA Representative): - Gus Tolley, GSA Representative spoke on International taxes. He stated that they would have this discussion in their next GSA Meeting. Liebrock stated that the tax software would be available very soon. Tolley stated that the GSA would be updating their constitution soon.
- 6). Adjournment: Liebrock made the motion to adjourn at 5:05 P.M.