

## MINUTES OF THE GRADUATE COUNCIL MEETING

February 11, 2014 - Fidel Center - Graduate Office

The Graduate Council Meeting was called to order at 4:00 P.M. on Tuesday, February 11, 2014 in Fidel Center - Graduate Office Conference Room. Members present: Lorie Liebrock, Chairman, Snezna Rogelj, Barbara Bonnekessen, Subhasish Mazumdar, Ivan Avramidi, Corey LeClerc, Michelle Creech-Eakman, Mark Samuels, Clint Richardson, Gary Axen, Navid Mojtabai, Bhaskar Majumdar, Julie Ford. Others who attended were: Bill Stone, Sara Grijalva, Tom Engler, Steve Simpson, Mallory White, Shari Montazeri

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

The Chairman called for the approval of minutes of January 14, 2014 meeting. Liebrock made the motion to approve the minutes, Mazumdar seconded the motion. All approved and the motion passed.

### 2). Announcements:

- a. Engineering Institutional Name Exchange National Consortium Proposal - Megan McElroy - Megan gave out handouts of information on the Engineering Institutional Name Exchange National Consortium Proposal. She received information on this exchange during a recruiting event for graduate students. Liebrock asked the council if this was something they would want to participate in. There was a lengthy discussion. Liebrock stated that the cost is about \$1,000.00 a year to participate. Liebrock also explained that the students would do a self- entry if they were interested or the University would have to do a comprehensive list. The students on the list would

have to agree to this (FERPA). Several other questions could not be answered due to limited documentation. The council chose not to participate.

- b. Other - No other Announcements
- 3). Old Business:
- a. Other - No Old Business
- 4). New Business:
- a. Math Department proposes a change in policy regarding the PhD Preliminary Examinations - Ivan Avramidi -

## Mathematics Proposed Catalog Changes

February 6, 2014

Doctor of Philosophy in Applied and Industrial Mathematics

Proposed Changes to Degree Requirements (changes underlined):

\_ Preliminary exams in differential equations, analysis, and numerical analysis (usually taken in the third semester, or in the second semester for students who already have a MS degree). Students may, if necessary, repeat one or more exams the following semester year. Students who do not receive satisfactory scores after two attempts (not counting an attempt in the first semester) will be dropped from the PhD program.

Avramidi made a motion to accept the proposed catalog changes. The motion was seconded by Mojtabai.

Liebrock commented on the last sentence of the proposal that stated, "will not be accepted into the PhD program". Liebrock stated that the students were already in the program and that there needed to be an amendment made that would read, "will be dropped from the PhD program". All agreed on the amendment. All approved the amended motion and the motion passed. Final version of the approved motion is presented here.

- b. Department Recommendation on Graduate Student Application – (Revised Form) – Lorie Liebrock – A handout of the new Recommendation Form for Student Application was given to the council. Liebrock explained what the changes were and how the chairs would need to fill out the revised form. The council agreed with the revision but requested that more revisions be made to the form as well. Those revisions will also be made to the form and the online application will also reflect the changes that need to be made.
- c. Graduate Student Re-Admits – Lorie Liebrock – Liebrock made the announcement that all graduate student re-admits will now be taken care of through the graduate office rather than the registrar’s office. This process will let us keep better track of our graduate students.
- d. Communication Fellows Discussion – Lorie Liebrock/Steve Simpson – Liebrock invited Steve Simpson to the council meeting to explain what communication fellows do to assist our graduate students. PPOHA has been paying Stem Fellows through Grant Funding in the Writing Center, Boot Camp, Thesis and Dissertation preparation, and writing workshops. They have benefited all departments in some way. Not only do they benefit the departments but they themselves get experience in teaching others. They receive a one quarter fellowship. Liebrock asked the council to consider ways to keep the funding going. PPOHA will no longer be funding this when funding ends in the fall. One proposal was to take one 20 hour TA from the university TA pool and support one Engineering Communication Fellow and one Science Communication Fellow. After a long discussion the

council decided to table this until the next meeting so that they would have to time to figure out if their departments were willing to help continue funding this. Most departments stated that they did not have the money to take away from their TA's or RA's to fund this program. We will meet again in March and continue to discuss ways this program could be funded.

- e. Strategic Planning Ideas to take us to a Nationally Ranked PhD Institution - Lorie Liebrock - Liebrock spoke about making this institution a Nationally Ranked PhD Institution. Right now we are short approximately 5 PhD students. We need to graduate 20 PhD students per year to have a national rather than regional ranking.
  - f. Liebrock has a proposal for a new Masters from UNM. In analyzing this proposal (and others from the New Mexico Council of Graduate Deans) she will develop graduate program proposal best practices. She stated that she would like to have a mini workshop on how to do budgets in particular for departments that are developing new graduate programs.
- 5). Student Questions and Concerns: (GSA Representative) - Mallory White from the GSA attended the meeting. She asked for an update on using ProQuest. Liebrock stated that we have to get the payment side set up and that Megan and Debbie would need to attend training on how to manage ProQuest. Right now we are still asking students for three printed copies.
- a. Other - Liebrock also stated that New Mexico Tech would possibly be getting out of student insurance. NMT would be cancelling the agreement with Macori. TA's and RA's are out of reach of extended medicare.

We have a month to decide what is going to be done. An analysis was done a year ago about reducing the stipend and not paying tuition. Students would have to pay more taxes this way. Students did not want to do that. Mallory stated that the students would re-think this and would get back to us before the month was done. 49 students are on Macori insurance right now.

6.) Adjournment:

The Dean made a motion to adjourn the meeting. The meeting was adjourned at 5:00 P.M.