# Graduate Council Meeting Minutes

CHAIRED BY: David Kieda TIME: 3:00pm

DATE: September 29, 2014 PLACE: 300 Park

COUNCIL MEMBERS PRESENT: Krishnan Anand, Connie Bullis, Tim Formosa, Tim Garrett, Chuck Hansen, Susan Johnston, Laura Kessler, Winston Kyan, Robert Mayer, Paul Mogren, Valeria Molinero, Vanessa Stevens, Mary Jane Taylor

EX OFFICIO MEMBERS PRESENT: David Kieda, Abigail Ririe, Donna White

EXCUSED MEMBERS: Ed Barbanell, Lyndi Duff, Glen Hanson, Ginny Pepper, Sean Redmond, Ryan Smith

FINAL AGENDA

1. Welcome and Introductions

Dean Kieda welcomed the Graduate Council to the second meeting of the 2014-15 academic year. Timothy Garrett is a new member on the Graduate Council from the College of Mines and Earth Sciences.

2. **Minutes of August 25, 2014 meeting**

Vote: Approved Unanimously

Abstained: None

Comments: None

**5. Program Review:** Department of Civil and Environmental Engineering (CVEEN)

Winston Kyan presented the program review of the CVEEN Department.

Vote: Approved unanimously

Abstained: None

Comments: Dean Kieda asked a question about the student diversity section of the review and the female/male percentage of students graduating. As the percentage of males in the program and graduating is much higher, this should be a recommendation not a commendation. Several Council members suggested the committee look at rates beyond the one year examined in the report. The commendation could remain for increasing faculty diversity, but student diversity should be moved to a recommendation.

The report states that advising and mentoring in the department are excellent; however, it is a recommendation that the department be more proactive in this area due to growth and scheduling issues. It was suggested that the recommendation could be for the department to proactively investigate why undergraduates are not being retained rather than to assume it is an advising issue.

It was also suggested that there be a recommendation to have the faculty engage in a discussion about perceived valuing discrepancies between PhD production versus MS or undergraduate programs.

Finally, the Council suggested the recommendation concerning assessment be amended to include undergraduate assessment and move towards quantitative measures of student outcomes.

ACTION: Winston Kyan will make the requested changes to the report and send it to the ad hoc committee.

**6. Center Institute Bureau (CIB) - Guidance Document:**

Donna White offered an opportunity for Council members to give input or edits on the CIB Guidance Document. She also presented the Letter of Intent for creating a new CIB. Robert Flores and Donna White took policy 600-1 and the guidance document to the CAD. Chuck Hansen made the point that institutes are very different from centers, and it was his understanding that they are already reviewed. This may be the case for some CIBs, but not all. All CIBs are very different in structure, function, and reporting. The request was made that the language concerning definitions of CIBs be clarified further. There was discussion about which centers may already undergo a review process. Laura Kessler asked if units housed in departments would need further review beyond the program review the Graduate Council already performs.

ACTION: Abi Ririe will send data/statistics about CIBs to the Council, including how many are already reviewed and which will need to be reviewed by the Graduate Council.

ACTION: Abi Ririe will add an item to the annual report draft that addresses any possible current review process CIBs are undergoing.

ACTION: Further discussion and questions should be sent to Donna White and Abi Ririe before the October Council meeting.

**7. Information Items from the Graduate School**

Dean Kieda presented information on 1) Language in the Graduate Catalogue regarding credit hours for thesis-based master's degrees; 2) Discussion of emeritus faculty service on graduate committees (chairmanship); 3) Online degree approval at the University of Utah and associated accreditation (NWCCU) requirements.

1) Comments: The Graduate Catalogue includes an ambiguous statement: 9-12 hours are elected. Dean Kieda proposed we remove this language.

Vote: Approved Unanimously

Abstained: None

2) Comments: Under ‘Supervisory Committee’ the Graduate Catalogue says that emeritus faculty can serve on supervisory committees. It makes no mention of whether emeritus faculty can chair a committee. The right to vote can be extended to these members. Dean Kieda said that there is a system of checks and balances with the Graduate School, and therefore a change is not required.

3) Comments: NWCCU requires a substantive change proposal when 50% or more of a program is offered online. This action is not required by the University of Utah or Board of Regents. Dean Kieda proposed two options for handling this situation: 1-Change policies and procedures to require all online degrees to go to the Academic Senate, Board of Trustees and the Board of Regents. 2-Send online degrees to the Academic Senate, Board of Trustees and Board of Regents as an information item. The Council elected the second option. Notification of these degrees will be sent to the Graduate Council and Undergraduate Council as well.

Time of Adjournment 5:05pm.

The next Council meeting will be held 27 October 2014 at 3:00pm in Winder Board Room 300 Park.