UBGS MINUTES

To:                           UBGS Members
From:                        Jeanne Hossenlopp
Date:                        1-20-11
Re:                          University Board of Graduate Studies
                             Approved Minutes of the January 20, 2011 UBGS Meeting

Present:                     Margaret Bull, Jay Caulfield, Ed Fallone, Robert Griffin, Stephen Guastello, Kim Halula, Arthur Hefti, Jeanne Hossenlopp, Kanoe Fish, Ed Inderrieden, Mike Johnson, Sarah Knox, Stephen Merrill, Albert Rivero, Jim South
Excused:                     Jay Caulfield, Ed Inderrieden, Kanoe Fish
Also Present:                Melody Baker (note taker), Erin Fox, Tim Melcher, Craig Pierce, Tracy Stockwell (INPR candidate), Steven Goldzwig (COMM)

The meeting was called to order at 2:00 p.m. and the agenda was approved with agreement to move the reports to after the INPR proposal presentation.

New Business:
INPR Proposal: A candidate and advisor presented an INPR proposal.

Reports:
Chair’s Report – Dr. Griffin reported that Gary Meyer had inquired about the status of the UBGS document on Grad Student Learning Outcomes. This will need to be reviewed later in the semester.

Dean’s Report - Dr. Hossenlopp reported that the new Physical Therapy CTSI related program was very well received by CTSI external advisory board members at a meeting this week.

Assistant Dean’s Report - Mr. Pierce reported that the Graduate School is in the 4th year of offering a week-long dissertation boot camp. Although it is no longer funded, there were 24 participants in last week’s camp which was very successful in helping students make progress with their dissertation. Students are already looking forward to the next one.
        Also, Erin Fox shared a handout with the members showing a year to date comparison of applications for each program.

Other New Business:
4000/5000 level courses –
        Mr. Pierce explained that this involved a form that is used to justify awarding graduate credit for what is primarily an undergraduate course. These courses used to be denoted as #sign courses but now with the new designation (4000/5000) the form may not be necessary.
        In discussion it was pointed out that if the course description states that the 5000-level version of the course is a graduate level course and extra work is required, a form should not be necessary. A suggestion was made to strengthen the wording in the bulletin to include examples of extra work, and the grading system used, but discontinue the form. Other opinion is that this should be handled through the syllabus. No one knows of any written grading scale for the university, just letter grades.
There is no discussion in the bulletin of how students are graded in these courses, but it should be assumed students will be graded as graduate students. The UBGS members agreed that this form could be discontinued.

International Student Deadlines –
Mr. Pierce explained that, in the case of applications to departments that do not have a specific deadline, more time is needed for international students between application and acceptance due to the time needed to obtain visas. The deadlines he is recommending to remedy this are:

- Fall – by June 1
- Spring – by October 1

The UBGS members were in agreement with these dates.

Other -
Dr. South brought up that several chairs have contacted him regarding the agenda being shared with them. There was a request that the agenda topics needs to be a bit more descriptive.

Due to a recent inquiry, there was also some discussion of whether UBGS meetings should be open to MU people who are not board members. It was pointed out that some topics are private, such as INPR proposals. This will also be discussed at the Academic Senate so the board will wait until after that to bring it up again.

The meeting adjourned at 3:40pm.