

# UBGS MINUTES

**To:** UBGS Members  
**From:** William Wiener, Ph.D.  
**Date:** 12-14-06  
**Re:** Marquette University Board of Graduate Studies  
Approved Minutes of the **December 14, 2006** UBGS Meeting

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*Present:* Rich Friman, Robert Griffin, Colin Hahn, Kim Halula, Gerald Harris, Tony Iacopino, Ed Inderrieden, John Karkheck, Mary Ann Lough, Tim Melchert, Dale Noel, Craig Pierce, Albert Rivero, Michael Waxman, Bill Wiener

*Excused:* Jay Caulfield

*Also Present:* Melody Baker (note taker), Georgia McRae (Registrar)

The committee was called to order at 2:00 p.m. The agenda and the minutes of the November meeting were approved.

## Reports

### *Report from the Graduate Dean*

Yardley Research Group: Dr. Wiener informed the board about the upcoming Yardley Review and the process that would be taking place. He also briefly discussed the new Program Review Guidelines. The board was informed that the Yardley Group would be coming to campus the week of January 22<sup>nd</sup> to evaluate 16 doctoral programs at Marquette University. This differs from the program review in that *all* programs would be compared to 10 of M.U.'s peers. Dr. Wiener has consulted with other universities that have been reviewed by Yardley and has received good reports on the company. Once the Yardley Group has met with the President, Provost, Deans, Chair, DGS's, and Faculty and all assessments have been done, a report will be delivered back to the university for MU decisions involving program status, reallocation, and capital campaign strategies. Dr. Wiener went on to list the peers that would be used in the Yardley evaluations and explain why they were chosen. The chairs have also been asked to submit suggestions for peers that they feel should be used. There was some discussion amongst board members and concerns were voiced about the role, if any, of the UBGS in this process. Some members feel the UBGS should have a part in the process. A motion was made to include the UBGS in any follow up procedure resulting from the Yardley Review. The board would like to read the report and have an opportunity to provide input before the report goes to the Academic Senate, as consistent with previous policies and practice regarding university program reviews by the UBGS. The motion was seconded. A vote was taken and passed unanimously.

Arrangement with Proquest for dissertations: It has come to the attention of the Graduate School that a graduate's dissertation (not intended for release) was found available for sale on Amazon.com. In a meeting with a Proquest representative, Dr. Wiener learned that the student must sign a form to prevent a release that would make their dissertation publicly available. However, upon investigation, no such form or

verbiage was found with the UMI forms that would allow a student to do this. As a result, a form has been developed and posted on the Graduate School website that is available for student's to use to prevent Proquest from making their dissertations available. The student can print it out, sign it, and the Graduate School will submit it to Proquest. One later solution being considered is for a new process for electronic thesis and dissertation submission.

SFF/RRG Applications: Dr. Wiener reported on the results of the recent evaluations for the SFF & RRG Awards and how much money was awarded by the Committee on Research.

Faculty Research Institute: Dr. Wiener announced that the Institute would take place on January 10<sup>th</sup>. The topics being offered and keynote speaker were described. The board was asked to inform their colleagues.

Forward Thinking Poster Session: Dr. Wiener reported on last week's very successful event. There were three winners, receiving \$1000 each.

**New Business:** (attachment)

Dr. Melchert reported on the issues that the Policy subcommittee has been working on:

*Full- and Part-Time Status for Graduate Students* – currently full time status is considered to be 7 credits. This creates a problem because courses are 3 credits each and students have to find a way to get another credit to be eligible for their teaching assistantships and even some loans. The subcommittee discussed changing FT status to 6 credits.

Dr. Wiener shared that IPEDS, which is a government required report, considers 9 credits to be full time (work as a TA can be included as the equivalent of 3 credits in the 9 credit requirement). Georgia McRae, Registrar also shared the results of some research she has conducted on how this situation is handled at other universities. She also described how this could be handled in the MU system. Ms. McRae pointed out that FT status is not necessary to receive financial aid or defer loans. She suggested it would be possible to set up a special holding course that could be used to make up 3 credits for graduate assistants so that they would not have to enroll in three academic courses while engaging in teaching or research for their departments. Ms. McRae made a recommendation to specially code students in the system to flag them as TA's, thus making the eligible to register for the special 3 credits. Another concern raised was the fact that international students need to be FT to retain their visa status; and they would need to maintain 9 credits to achieve that status, which would be an additional expense.

Also, the continuous enrollment credit would still be available as needed for appropriate situations such as for students needing them during theses or dissertation work. Dr. Melchert asked Ms. McRae to put together a proposal to change FT status to 9 credits with an option for a 3 credit course that would allow students already working as TA's

and RAs. It was agreed that more time needs to be spent on this topic and the issue of how to accommodate internationals and graduate assistants. Feedback on these topics will be needed from departments. A document will be distributed to the board a couple of weeks before the February meeting when this topic will again be addressed.

*Leaves of Absence (LOA)* – Ms. McRae stated that there is currently no option in the system for coding students for leave of absence. However, it is very important to establish such coding and to make sure this is documented for any military person being called up because a leave must be granted to them by law.

Dr. Melchert further addressed the topic of LOA as described in the subcommittee's minutes. The recommendation of the subcommittee is to reverse the existing policy so that the "clock" for time to completion of degree will stop during the period when students are granted a leave of absence. Secondly, to add the following guideline to the existing policy: Leaves of absence are normally granted for either one or two terms. The subcommittee decided that a time limit was not necessary because there is no record of this having been abused. It was agreed to add some examples of what is considered legitimate cause for leave such as illness, injury, hardship, or military service. A motion was made to accept the recommendations of the subcommittee, seconded, voted on, and unanimously approved.

*Academic Honesty Policy* - Dr. Melchert reported that the subcommittee read the undergraduate policy and the one large difference was an absence of addressing research misconduct. In the interest of efficiency they recommend adding such verbiage to the existing undergraduate policy and having one policy to govern both graduate and undergraduate. It was also recommended to define research misconduct as: "Research misconduct consists of any fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results." In addition they would like to see the policy reworded to reflect the complexities and broad spectrum of departments that may be involved in any one case. The subcommittee will continue to work and develop specific language.

Since the policy would apply to both undergraduate and graduate students, the subcommittee will share its suggested modifications with the UBUS for joint approval of the proposed changes. A vote was then taken to accept the suggested changes and passed unanimously.

*Accelerated Degree Programs (ADP)* – Dr. Melchert explained that these programs allow exceptional students, who are admitted early into advanced degree programs, to begin taking graduate credits in the second semester of their senior year of undergraduate study. Graduate programs were polled to see what requirements or restrictions they would have regarding graduate credits being taken by undergraduates. Some of the issues included acceptable GPA, courses not being able to "double" count for both grad and undergrad, minimum credits that must be taken once entering the graduate program. Some of the differing requirements between programs were discussed. It was recommended that one third or a maximum of 12 credits could be

included in a graduate program when taken as part of this program. It was also recommended to change the wording of the document so that if a student were to earn less than a B in a graduate level course while the student was still an undergraduate, he or she would lose the ability to count those credits towards their graduate degree, but they would NOT lose their offer of admission to the graduate program. It was also recommended that: In addition to allowing graduate courses (200-level or above) taken while an undergraduate to be applied toward a graduate degree, allow for “pound-sign” courses (undergraduate courses specifically approved and taken for graduate credit) to be applied toward a graduate degree. All of the other requirements for applying courses taken while an undergraduate still apply (e.g., must obtain a grade of “B” or better, two thirds of credits or a maximum of 12 credits may be transferred into a graduate degree program). It was mentioned that the ADP may not necessarily apply to professional programs. Members then voted on these recommendations, passing unanimously.

The meeting adjourned at 4:00 p.m.

**Future Meetings:**

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| January 11, 2007 | 2:00 – 4:00 PM Raynor, Conference Room A |
| February 8, 2007 | 2:00 – 4:00 PM Raynor, Conference Room A |
| March 8, 2007    | 2:00 – 4:00 PM Raynor, Conference Room A |
| April 5, 2007    | 2:00 – 4:00 PM Raynor, Conference Room A |
| May 3, 2007      | 2:00 – 4:00 PM Raynor, Conference Room A |