

AGENDA
For
UNIVERSITY GRADUATE COUNCIL

Wednesday, March 18, 2015

1:00 – 3:00 p.m.

Sherrick 103

Opening – 1:05 p.m.

Approval of Minutes – March 4, 2015

Announcements

- PhD Enhancement Award is now closed and ready for review; Process?
- Research Award Competition (up to \$2K) for Graduate Students
http://www.montana.edu/gradschool/fellowships/index.html#fellowships_internal

Old Business

- Change in grading method for 590/690 thesis/diss, credits (Borkowski, Hoo)

Committee Reports

- Policy and Procedures Committee (Borkowski, Bangert, Shreffler-Grant, Ragain)
 - Graduate Teaching Assistant Term Performance Evaluation; form
 - Graduate Representative policy revision; discussion
 - Video conferencing policy revision; discussion
- Governance Committee (Dyer, Al-Kaisy, Christensen)
 - Revised UGC by-laws regarding role of Faculty Senate member, vote needed
 - Revised UGC by-laws regarding role of graduate student member (handout)
- Curriculum Committee (Miles, LeCain, Lipfert, Babbitt (alternate))
 - Report on Guidelines for Level of Review for Curriculum Changes (Miles)

New Business

- EDUC course renumbering; meaning of 6xx labeling (Hoo, Bangert)
- Graduate Research Assistant Term Performance Evaluation; form

End: 2:55 p.m.

Next scheduled meeting – Wednesday, April 1, 2015 1:00 – 3:00 pm in Sherrick 103

Graduate Representative



The Graduate School assigns the graduate representative to each graduate committee once the [Graduate Program of Study & Committee](#) form is approved. A graduate representative is a tenured or tenure-track faculty member at MSU outside of the student's degree granting department.

GRADUATE REPRESENTATIVE'S RESPONSIBILITY — The primary responsibility of the graduate representative is to ensure that [committee meetings examinations and defenses](#) are conducted in a fair and satisfactory manner. The graduate representative ~~is to~~ **must** attend all [committee meetings examinations and defenses](#) with the exception of the written comprehensive examination. The graduate representative ~~must be a participant~~ **attend in** any reviews of the results of the written exam. At examinations ~~and defenses that are open to the faculty~~, the graduate representative has the same privileges to questions and comments that are accorded to any other [faculty committee](#) member.

EXAM REPORT — Within five (5) days after the examination ~~or defense~~, the graduate representative must file a brief written report with The Graduate School regarding the ~~event~~ [examination](#). See [template](#). Reports should be submitted to degreesandcertificates@montana.edu. Comments also may be made regarding the candidate's performance. The Graduate School will consider carefully any written suggestions submitted by the graduate representative.

REPLACEMENT — The candidate and the candidate's committee chair are responsible for scheduling that allows the graduate representative to attend. If illness or some other emergency prevents the graduate representative from attending, the graduate representative is required to notify the Office of Degree Programs & Certificates (ODPC), if at all possible, fourteen (14) business days in advance. The ODPC will identify a list of up to five (5) potential replacements. It is the responsibility of the candidate and the committee chair to inform the ODPC of the selection. In cases where a replacement is found that is not on the list, the replacement must first be recommended to the ODPC for approval. The Graduate School must be notified of any substitutions before the examination ~~or defense~~ is held. In cases where a substitute is not approved by The Graduate School, the examination ~~or defense~~ must be postponed and rescheduled.

Examinations ~~and defenses~~ held in the absence of the graduate representative, or a previously approved substitute, will be considered invalid and must be repeated.

Videoconferencing policy

For master's and doctoral examinations and defenses, the student, graduate committee chair, one MSU faculty committee member, and graduate representative (if doctoral student) must be present in person.

Note: a graduate representative is not required at a written exam. See [Graduate Representative](#).

The Graduate School requirements for video conferencing during all examinations and defenses are as follows:

- The conference must be two-way video with audio.
- The student and/or department is responsible for initiating and implementing the conference process.
- The student and/or department are responsible for all costs incurred.
- If communication is broken during the examination or defense and cannot be re-established, the examination or defense must be terminated and rescheduled for completion at a later time/date.

Note: The College of Nursing's MN and DNP program has unique logistical issues. There is no restriction on the number of members who can videoconference. The MN and DNP student and committee members, including the chair and graduate representative, must be visible via video camera to the entire committee, as well as be present at a College of Nursing campus (locations: Bozeman, Billings, Missoula, Kalispell, Great Falls). Neither the student nor any committee member is allowed to telephone into the conference.