Graduate Faculty Council Minutes
November 7, 2017

Members (16): Ebenezer Tumban (Bio Sci), Jingfeng Jiang (Biomed Eng), Mari Buche (Bus), Julie King (Chem Eng), Lei Pan (Chem Engg), Ashutosh Tiwari (Chem), Veronica Webster (Civ Env Eng), Kelly Steelman (Cog Sci), Michael Roggemann (Elec Comp Eng), Chris Schwartrtz (Kinesiology), Leonard Bohmann (Engg), Craig Friedrich (MEEM), Judith Perlinger (Atmo Sci), Kari Henquinet (Peace Corps), Yoke Khin Yap (Phys), Eugene Levin (Sch Tech), Melissa Baird (Soc Sci)

Guests (7): Nancy Byers-Sprague (GradSch), Debra Charlesworth (GradSch), Faith Morrison (GradSch), Mary Stevens (GradSch), Molly Crockett (GradSch), Hossein Tavakoli (GSG)

Approve previous minutes.
The minutes passed on a voice vote with no discussion or abstention.

New Business
1. Proposal to Shelve the Interdisciplinary Graduate International Profile Certificate. (J. Perlinger)
   Shelving The Interdisciplinary Graduate International Profile was passed on a voice vote.

Old Business
1. Liaison to the University Senate from the GFC. (J. Perlinger)
The council agreed to have a liaison to the Senate on an ad-hoc basis when there are proposals to be reviewed, and a Senate representative will be asked to attend the council meeting, if there are issues raised by the Senate that are important to the council. The GFC Chair agreed to be responsible for reviewing the Senate agenda and the council agenda will include a standing item “Business Before the Senate”.

Membership of PhD Graduate committees. (F. Morrison)
A draft Senate proposal "Further Revision of Graduate School Policy Regarding External Membership on Graduate Committees," was presented at the October GFC meeting, articulating discussions that took place last year about who can serve in what roles on graduate committees. The proposed changes include who serves as a sole external committee member or as a sole advisor. Members were asked to review the proposal and the Graduate School did not receive any feedback.

During discussion at this meeting, Leonard Bohmann opposed changes to the new rules as they affect emeritus/a faculty, specifically not permitting an emeritus/a faculty member to be a sole advisor. Bohmann noted that Senate policy 703.1, 4 –j covers the rights of emeritus/a faculty. Bohmann read to the council that the policy states they are eligible to be recommended by the departments/schools to supervise the masters and
doctoral degrees, and to serve on appropriate advisory and examining committees. Bohmann advocated amending the table and change “No” to “Yes”, allowing emeritus/a to serve as a sole advisor (thus, to leave advisor policy unchanged with respect to emeritus/a faculty).

Morrison commented on the reasons that the Graduate School advocates that emeritus/a faculty not be a sole advisor. This is because the Graduate School wants to make sure every student has the support of a faculty member that is fully associated with the department. If an emeritus/a faculty is not fully associated with the department, he/she may not be attending faculty meetings, or may not share in resources the same way as a full-time faculty member would. This is also the reason it was advocated to put “No” for ad hoc faculty members and adjunct faculty members to be a sole advisor. There was further discussion of this topic, with a consensus emerging to not make any changes to the roles emeritus/a faculty may take. Morrison suggested that the last row of the table be deleted and that the first two rows of the table be amended adding “emeritus/a included,” and superscript 3. The addition of superscript 3 emphasizes to departments that they may be more restrictive than the policy in the proposal.

The council voted to amend the first two rows to say “Includes emeritus/a” and Morrison will change any text in the proposal that needs to accommodate that change. In addition, a vote was approved for the proposal with those changes included.

Announcements
Welcome Molly Crockett, Office Assistant in the Graduate School. Molly will be the face of the office and will be assisting all of the Graduate School staff.

3 Minute Thesis (3MT) by GSG
GSG is hosting the 3MT where graduate students can present their thesis in three minutes and are allowed to have one Power Point slide. This is a good opportunity for them to prepare for job interviews. The competition was scheduled for November 8 but only three students showed up so GSG moved it to November 30. Please promote this competition in your departments. The winner will be sponsored by the Graduate School to participate in the 2018 Midwestern Association of Graduate Schools (MAGS) competition.

Adjourned: 4:45 pm
The University Senate of Michigan Technological University
Proposal X-XX
(Voting Units: Academic)

“Proposal to Shelve the Interdisciplinary Graduate International Profile Certificate”

This proposal is to request the shelving of the International Profile Certificate of the Graduate School.

According to the related Senate Procedure 414-1-1, following is the information required to request shelving the International Profile Certificate program:

1. Full name of program to be shelved: International Profile Certificate
2. Final term program will be open for new admits: Fall 2017
3. Plan to complete all enrolled students and any returning students: There are no students enrolled in the certificate program.
4. Reason for shelving: No students have enrolled in the program since its inception in 2011 (proposal 16-11).
5. Financial impact (if any) to the department and university: None.
November 7, 2017

Handouts of the Graduate Faculty Council

1. Membership of PhD Graduate Committees

2. Three Minute Thesis (3MT) Competition

Michigan Tech
<table>
<thead>
<tr>
<th>Members of the Graduate faculty who are:</th>
<th>Member on committee</th>
<th>External(^1) member of committee</th>
<th>Sole External member of committee</th>
<th>Co-advisor</th>
<th>Sole advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty with (\geq 50%) appointment in the student's home department</td>
<td>Yes</td>
<td>No(^1)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty with &lt; 50% appointment in the student's home department</td>
<td>Yes</td>
<td>Yes(^1)</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
<td>Yes</td>
<td>Yes(^3)</td>
</tr>
<tr>
<td>Affiliated faculty in student's home department or in their interdisciplinary PhD program(^2) (have primary faculty appointment in another dept)</td>
<td>Yes</td>
<td>Yes(^1), as long as they are not the advisor or co-advisor</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
<td>Yes</td>
<td>Yes(^3)</td>
</tr>
<tr>
<td>Adjunct faculty with an appointment in the student's home department (do not have MTU academic appointment)</td>
<td>Yes</td>
<td>Yes(^1), as long as they are not the advisor or co-advisor</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Ad hoc member of Graduate Faculty—an appointment for one particular student only</td>
<td>Yes</td>
<td>Yes(^1), as long as they are not the advisor or co-advisor</td>
<td>Yes, as long as they are not the advisor or co-advisor</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Former faculty in the student's home department who have left the University and whose students are finishing up (special ad hoc status)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Emeritus/a faculty</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Table 1: Graduate School policy summary for PhD graduate committees at Michigan Tech.

**Departments/Schools/Programs are permitted to be more restrictive than these policies.** Items in blue shaded cells are Senate/University policy; all others are Graduate School policy. Changes are shaded yellow.

1 Senate Proposal 37-15, 2015. Note that Senate Proposal 37-15 makes no mention of adjunct faculty; thus they come under faculty with >50% appointment in the department.

2 For Interdisciplinary PhD students, "external" is defined as external to the student's administrative home department, which is the department of the main advisor.

3 Departments can be more restrictive than this policy; for example, they may wish to allow affiliated faculty to be sole advisor only if that faculty member is supporting the student.
The University Senate of Michigan Technological University

PROPOSAL xx-17
(Voting Units: Academic)

"Further Revision of Graduate School Policy Regarding External Membership on Graduate Committees"

I. Background:

The membership of a student’s advisory committee is recommended to the dean of the Graduate School by the advisor and the chair, dean, or graduate program director of the student’s academic home department or school or program.

In 2014-15 the Senate passed Proposal 37-15 revising Graduate School policy on which Graduate Faculty members could serve as external and internal committee members for graduate students (http://www.mtu.edu/senate/policies-procedures/proposals-year/2014-15/37-15/index.html). The proposal was approved by the Administration on April 22, 2015 and became Graduate School policy on that date.

In 2016-17 the Graduate Faculty Council and the Graduate School discussed some changes to the policy to improve clarity for applying the policies for faculty with various types of appointments (part-time appointments, affiliated, adjunct, ad hoc, emeritus/a) and serving in various roles on graduate student committees (internal member, external member, sole external member, co-advisor, sole advisor).

As articulated in Senate Proposal 37-15 approved in 2015, the Graduate School policy on Membership on Graduate Committees seeks to give students and advisors the maximum flexibility to recommend the most appropriate members of the Graduate Faculty to serve as members of a specific graduate student’s committee. Members of graduate students' committees serve in several roles; the current proposal will specify the requirements of these roles as described below:

- The primary role of the "internal" members is to provide consideration of a student’s research from a perspective from the student’s home department. Internal members are part of the home department and provide a link to policies and practices in the home department.
- The primary role of “external” members of a PhD graduate student’s committee is to promote cross-disciplinary scholarly collaboration and consideration of a student’s research from a perspective that might not be available if all committee members were drawn solely from the student’s home department. For interdisciplinary PhD students "external" is defined as external to the student’s administrative home department, which is the department of the main advisor. There must be at least one external member to PhD committees.
• The advisor or co-advisor is the chair or co-chair of the student's graduate committee. The advisor or co-advisor is strongly associated with the project and therefore is not able to serve as the sole external member of the committee. Also, as the advisor or co-advisor is the primary advocate for the student and the project at the university, at least one of the advisors must have a greater or equal to 50% regular faculty appointment at the University (excludes adjunct, ad hoc, and emeritus/a faculty from being sole advisor. This new policy ensures that each student has an advocate within the University. Affiliated faculty (faculty who have a regular faculty appointment in a department other than the student's home department) may be sole faculty advisor at the discretion of the department (no prohibition from the Graduate School).

Additional related topics addressed in this proposal:

1. In the current, policy faculty with precisely 50% appointments in a department (the other half being an administrative appointment, for example) will be considered to be internal.

2. The special, automatic, departing-faculty ad-hoc role is eliminated. A faculty member who leaves the university but whose students are finishing up will need to be appointed adjunct or ad hoc faculty in order to continue to serve on the students' committees. Departing faculty who chair a graduate committee will be required to share the committee-chair position with an on-campus co-chair to ensure that the student has an on-site advocate for the duration of their studies. The Graduate School will work with the department/program to process in a timely manner the appointments caused by faculty departures.

The Graduate Faculty Council and the Graduate School would like to replace the entire policy articulated in Senate Proposal 37-15 with the text in this proposal (shown with track changes). The new text is clear on all the permutations of role and appointment and will permit the Graduate School staff to implement the policy in a transparent manner.
II. Proposal:

Beginning fall semester, 2015-2018, the policy on members of graduate committees shall be as articulated below. Note: for non-departmental degree programs, the policy is the same as articulated below, with "department" replaced with "program." The administrative home department of a student pursuing a non-departmental degree is the department of the student's advisor.)

- "External" committee members will not be required for master's students.
  - All members of the Graduate Faculty (affiliated, adjunct, ad hoc, emeritus/a included) are eligible to serve on graduate committees.
  - Faculty eligible to serve as sole "External" committee members will be defined as:
    - Faculty who are not the advisor or co-advisor, and
    - who have less than 50% appointment in a student’s administrative home department or who are adjunct or ad hoc faculty members.
  - At least one of the advisors must have a greater than or equal to 50% faculty appointment at Michigan Tech. At their discretion, departments may choose to require that this appointment be in the student’s home department.

In addition, faculty who leave the University and whose students are finishing up will no longer be afforded automatic ad hoc status. Departments are suggested to provide adjunct or ad hoc appointments for these former colleagues; in addition, for sole advisors who leave the university, departments are required to appoint a co-advisor internal to the University to comply with the policy above.

Final approval of the composition of graduate committees remains the purview of the dean of the Graduate School.

- Faculty eligible to serve as “Internal” committee members will be defined as members of the Graduate Faculty with greater than 50% appointment in a student’s administrative home department
- Faculty eligible to serve as “External” committee members will be defined as:
  - Members of the Graduate Faculty with less than 50% appointment in a student’s administrative home department.
  - This includes members of the Graduate Faculty who possess Affiliated Faculty status in a student’s administrative home department or with the student’s graduate program (for non-departmental and interdisciplinary programs) unless the Affiliated Faculty member is serving as the student’s advisor or co-advisor.
  - Ad hoc members of the Graduate Faculty.
Proposal History:

Proposed to the Graduate Faculty Council on October 3, 2017.

Approved by the Graduate Faculty Council on October xx, 2017.

Academic Policy Committee xx??

Dean’s Council on xx??

Introduced in Senate xx

Adopted by Senate: xx

Approved by Administration: xx
AN 80,000 WORD THESIS WOULD TAKE 9 HOURS TO PRESENT. THEIR TIME LIMIT... 3 MINUTES.

THURSDAY
NOVEMBER 30, 2017
MUB BALLROOM B1 & B2
COMPETITION STARTS AT 2:00 PM

FOR MORE INFO VISIT:
HTTP://GSG.MTU.EDU/

The Three Minute Thesis (3MT®) is an academic research communication competition developed by The University of Queensland (UQ), Australia. More Information about 3MT® is available at www.threeminutethesis.org
Graduate Faculty Council Agenda

November 7, 2017

Approval of previous minutes.

New Business:
- Proposal to Shelve the Interdisciplinary Graduate International Profile Certificate. (J. Perlinger)

Old Business:
- Liaison to the University Senate from the GFC. (J. Perlinger)
- Membership of PhD Graduate Committees. (F. Morrison)

Announcement:
- Three Minute Thesis (3MT) (Graduate Student Government)

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