Graduate Faculty Council Minutes  
March 5, 2019

Members Present: Mari Buche (Acct, App Nat Res Econ), Kelly Steelman (App Cog Sci), Will Cantrell (Atmo Sci), Tarun Dam, (BMB), Ebenezer Tumban (Bio Sci), Feng Zhao (Biomed), Becky Ong (Chem Eng), Shiuye Fang (Chem), Veronica Webster (Civ & Env Eng), Thomas Oommen (Comp Sci & Eng), Ann Maclean (FSRES), Ramon Fonkoue (HU), Zhenlin Wang (Comp Sci), Ben Ong (Data Sci/Math), Alex Mayer (Env Eng), Leonard Bohmann (MS Eng), Craig Friedrich (MEEM), Yoke Khin Yap (Physics), Eugene Levin (Sc of Tech) Chelsea Schelly (Soc Sci)  

Members Absent: Jean Mayo (Comp Sci), Mike Roggemann (Ele Comp Eng), Chad Deering (Geo Min Eng & Sci), Steve Elmer (KIP), Stephen Hackney (MSE), Kari Henquinet (PCorps)  

Guests Present: Adrienne Minnerick (SoT), Pushpa Murthy (Grad Sch), Jacque Smith (Grad Sch), Mary Stevens (Grad Sch), Deb Charlesworth (Grad Sch), Nancy Byers Sprague (Grad Sch), Apurva Baruah (GSG)  

Approval of February 5, 2019 minutes  
The February 5 minutes passed on a voice vote.  

Business before the University Senate (V. Webster)  
The Senate will continue to review proposals:  
• Proposal 10-19 Modification of Graduate Faculty Status in Faculty Handbook  
• Proposal 32-19 Replace Senate 411.1: Graduate Certificates  
• Proposal 24-19 Proposal for a New Graduate Degree Program Masters in Engineering Management (MEM)  
Mari and Pushpa will attend the March 6 meeting.  

Graduate School Updates  

Admissions Update (J. Smith)  
• As of March 4, the number of applicants, accepted applicants, incomplete and applications under review are up from last year.  
• The Graduate School requests all departments to make decisions by March 15 and to reach out to the incomplete applicants to encourage the student to finish the process.  
• Funding for campus visits is available. Contact Jacque if interested.  
• Accepted applicants will receive a letter from President Koubek and Dean Murthy in a few weeks.  

Action Items:  
• The Graduate School will  
  o Provide departments lists of items needed to complete the application.
Provide departments a copy of the welcome letter sent to accepted students and is requesting departments to follow with a welcome letter.

Request the City of Houghton’s Manager to also write a welcome letter, as requested by Leonard Bohmann.

**Update:**
- Departments that requested information received the list of items needed to complete applications.
- The City of Houghton provided a welcome letter.

**Graduate Student Orientation (D. Charlesworth)**
- The Fall 2019 Graduate School Orientation events in August are scheduled. Departments are asked to not schedule any events during the Graduate School Welcome session so all students can attend.

**Action Item:**
- Deb will send GFC the Pathways to Success in Graduate School pdf.

**Template for Proposing New MS Programs (D. Charlesworth and N. Byers Sprague)**
- Templates for new graduate programs and assessment plans are on the Graduate School’s web page [http://www.mtu.edu/gradschool/policies-procedures/academic/program-policies/](http://www.mtu.edu/gradschool/policies-procedures/academic/program-policies/).

**Action Item:**
- The Graduate School will make a Graduate Student Handbook template available soon.

**WRITE-D (P. Murthy)**
- The Graduate School and The Multiliteracies Center has partnered with the WRITE-D program to assist graduate students with writing major projects, proposals, thesis or dissertation. Physics and Chemistry Departments started the program and hired a facilitator trained by the Multiliteracies Center. WRITE-D groups meet to help students make progress on writing projects and refer students for additional help, when appropriate.
- Tarun and Will reported the students find the program helpful.

**IDP Update (D. Charlesworth)**
- KIP, Biology, Forestry, and MEEM are using IDP to assist students with mentoring. The Graduate School is evaluating the progress and will make adjustments, if needed. Everyone is welcome to use the resources available on the web page [https://www.mtu.edu/gradschool/resources-for/students/professional/idp/](https://www.mtu.edu/gradschool/resources-for/students/professional/idp/).

**GRE Scores as an Indicator of Success in Graduate School (P. Murthy)**
- Time did not allow discussion.
Mentoring Workshop (P. Murthy and W. Cantrell)
  • Time did not allow discussion.

New Business
Proposal to Change Degree Title from “MS in Medical Informatics” to “MS in Health Informatics” (A. Minnerick, School of Technology)
  • The proposal was approved on a voice vote after a brief discussion.

Old Business (None)

Reminder
Judges needed for the Graduate Research Colloquium (A. Baruah)
  • All GFC members are invited to the GRC banquet on March 28 and GSG will be sending a formal invitation tomorrow.
  • GSG is pleased to announce there will be 66 oral presentations and 35 poster presentations and they are in need of judges March 27 & 28. Please sign up if you can help.
  • The Graduate School will be awarding a department for the highest percent of participation.

Adjourn
  5:05