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), Shiyue 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
  - 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
Graduate Faculty Council Agenda
March 5, 2019

Approval of February 5, 2019 minutes 4:00

Business before the University Senate (V. Webster) 4:05

Graduate School Updates 4:10
- Admissions Update (J. Smith)
- Graduate Student Orientation (D. Charlesworth)
- Template for Proposing New MS Programs (D. Charlesworth and N. Byers Sprague)
- WRITE-D (P. Murthy)
- IDP Update (D. Charlesworth)
- GRE Scores as an Indicator of Success in Graduate School (P. Murthy)
- Mentoring Workshop (P. Murthy and W. Cantrell)

New Business 4:40
- Proposal to Change Degree Title from “MS in Medical Informatics” to “MS in Health Informatics” (A. Minnerick, School of Technology)

Old Business (None)

Reminder 4:50
- Judges needed for the Graduate Research Colloquium (A. Baruah)

Adjourn 5:00
<table>
<thead>
<tr>
<th>Fall 2019 (Increase or decrease compared to Fall 2018, % Change)</th>
<th>Total Applications</th>
<th>Accepts</th>
<th>International Accept Noaid</th>
<th>Incomplete</th>
<th>Under Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Wide</td>
<td>3,652 (+68, +1.9%)</td>
<td>327 (-16, -4.7%)</td>
<td>868 (+61, +7.6%)</td>
<td>1,450 (+191, +15.2%)</td>
<td>441 (+42, +10.5%)</td>
</tr>
<tr>
<td>School of Business and Economics</td>
<td>75 (-14, -15.7%)</td>
<td>15 (-1, -6.3%)</td>
<td>5 (-2, -28.6%)</td>
<td>45 (-12, -21.1%)</td>
<td>2 (+1, +100%)</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>1,973 (-92, -4.5%)</td>
<td>178 (-16, -8.2%)</td>
<td>594 (+23, +4.0%)</td>
<td>703 (+92, +15.1%)</td>
<td>177 (-6, -3.3%)</td>
</tr>
<tr>
<td>School of Forest Resources and Environmental Science</td>
<td>85 (+8, +10.4%)</td>
<td>18 (+2, +12.5%)</td>
<td>4 (0, 0%)</td>
<td>44 (+12, +37.5%)</td>
<td>12 (-1, -7.7%)</td>
</tr>
<tr>
<td>College of Science and Arts</td>
<td>1,132 (+139, +14%)</td>
<td>107 (-5, -4.5%)</td>
<td>173 (-18, -9.4%)</td>
<td>482 (+85, +21.4%)</td>
<td>207 (+84, +68.3%)</td>
</tr>
<tr>
<td>School of Technology</td>
<td>38 (-2, -5.0%)</td>
<td>6 (+1, +20%)</td>
<td>14 (+7, +100%)</td>
<td>14 (-9, -39.1%)</td>
<td>1 (-2, -66.7%)</td>
</tr>
</tbody>
</table>

* Admissions Dashboard - Week 27 (Fall 2019 compared to Fall 2018)

* Data was collected on 3/4/19 - Since then 107 decisions were made.
Pathways to Success in Graduate School
Fall 2018 Featured events

Welcome to the Copper Country: Community Expo
August 22-24 | Wadsworth Hall Annex | noon—3pm
Information about health insurance, shopping, cell phone providers and more.

Hosted by International Programs and Services

Welcome to Graduate School (required)
Monday, August 27 | Memorial Union Building (MUB) Ballroom | 4:00-5:30pm
Meet the Dean, Graduate Student Government, Career Services, Public Safety, and more. Also receive your Husky T-shirt!

Hosted by the Graduate School

Build your Community: GSG Picnic
Monday, August 27 | Hancock Beach | 6:00-8:00pm
Open to all graduate students and their families. Transportation provided from outside the Memorial Union Building. Event includes picnic food and games on the beach!

Hosted by the Graduate Student Government (GSG)

Orientation to Graduate Studies and Research (required)
Tuesday, August 28—for Mechanical Engineering graduate students
Wednesday, August 29—for all other new graduate students
10:30am-1pm—Check-in and lunch in the MUB Commons
1-5:00pm—Training program in the MUB Ballroom
Learn about campus policies and essential elements of responsible conduct of research that are critical for your success in graduate school.

Hosted by the Graduate School
Graduate School Orientation – Fall 2019

Graduate School Welcome – Monday, August 26th – 3:30 – 5:00pm
  • New event in fall 2018
  • Invited city and campus individuals to welcome new students
  • Well received by students and presenters

GSG Picnic (tentative – based on 2018) – Monday, August 26th – 5:00pm, Hancock Beach
  • Yearly event for all graduate students and family

Orientation to Graduate Studies and Research
  • Basic RCR Training and other academic policies
  • Mechanical Engineering – August 27, 2019 – 1:00-5:00pm
  • All other graduate students – August 28, 2019 – 1:00 – 5:00pm

Other events
  • GTA orientation – led by Center for Teaching and Learning
  • Social events – organized by Wahtera Center (Afternoon on the town, movies, etc.)
  • Program orientations
  • Welcome week – sponsored by IPS – some events open to all students
Departments/Programs update on the use of GRE scores for admission decisions:

- Biological Sciences will not require GRE scores starting the Fall 2018 semester.
- Andrew will propose the Forestry Department no longer require the test. However, the admissions reviewer can request the score or the student will be asked to take the test if they have not done so.
- Cognitive & Learning Sciences requires the score but eliminated the cut off and eliminated requiring Michigan Tech students who are above 3.0 GPA.
- Chemistry are waiving the requirement on a case-by-case situation.
- Biomedical Engineering will continue to require the GRE score.
- Chemical Engineering will require the score for international students, not domestic students.
- Physics will not require the score for domestic students and will not require from some international universities.
- Humanities will strongly recommend the score.
- Atmospheric Sciences will use the GRE score.
- Civil Engineering waive the score for Michigan Tech students but require it for all other applicants. They do not have a required minimum score. The department has discussed waiving it for ABET accredited institutions. The Environmental Engineering program requires the score.
- Mechanical Engineering will use the score and the department will discuss dropping it for domestic ABET accredited institutions.
- Electrical & Computer Engineering can waive the GRE score for MS admissions, but not PhD admissions.

Departments/Programs no update on the use of GRE score for admission decisions:

- Accounting
- Business and Economics
- Computational Science & Engineering
- Computer Science
- Data Science
- Environmental Engineering
- Geological & Mining Engineering & Sciences
- Kinesiology
- Master of Science in Engineering
- Materials Science & Engineering
- Mathematical Sciences
- School of Technology
- Social Sciences
The University Senate of Michigan Technological University  

Proposal XX-19  
(Voting Units: Academic)  

Proposal to Change Degree Title from “MS in Medical Informatics” to “MS in Health Informatics”.  
School of Technology  

Contact: Guy C. Hembroff, Director - Medical Informatics Graduate program hembroff@mtu.edu  
Adrienne Minerick, Dean minerick@mtu.edu  

1. General description and characteristics: This proposal serves as a modification of the title to reflect the program’s alignment with emerging trends of the discipline.  

2. Related programs to public universities in Michigan: The University of Michigan has a MS in Health Informatics and Grand Valley State University has a MS program in Health Informatics and Bioinformatics.  

3. Rationale: The MS in Medical Informatics has been in place since 2012. It was developed as the first medical informatics graduate program in Michigan. The primary focus was its dedicated focus to the patient-physician relationship, with courses reflective of this focus, such as clinical decision making, population health management and monitoring, and systems analysis and design. As the program evolved, educational content and research were conducted successfully beyond the traditional medical informatics specialty, and into the larger health informatics domain, in which medical informatics is a sub-specialty. New courses, such as the Introduction to AI in Health, Mobile Health, and Information Governance and Risk Assessment, have been recently developed to meet the needs of the Health industry. A change in the program’s name to Health Informatics accomplishes the following: 1) provides more flexibility to the curriculum and research aims of the program as the health informatics industry continues to expand and evolve; 2) becomes more appealing to a broader range of students interested in health, science, and computing; 3) provides more opportunity for the program to offer subspecialties and certificates to students in areas such as security and privacy in health, medical informatics, nursing informatics, and imaging informatics; 4) places the program in a strategic position to qualify and attain accreditation from the Commission of Accreditation for Health Informatics and Information Management (CAHIIM); and 5) provides a natural progression to potentially start a health informatics undergraduate degree at Michigan Tech (an undergraduate degree in medical informatics does not seem to exist in the United States).  

Internally, 100% of the program’s faculty have agreed that a name change to Health Informatics would be a positive change and more reflective of the evolving curriculum/research, while reaching a broader student base. Externally, informal conversations with organizations who hire our graduates also agree with the proposed name change, stating a combination of reasons 1-5 listed in
the above paragraph. This proposal is therefore a response to both internal and external recommendations.

4. Accreditation requirements. No additional accreditation requirements at this time, however we do anticipate this change to help our program better align with CAHIIM accreditation.

5. Planned implementation date: The proposed change will be implemented in the 2019-2020 academic year.

Approved by vote of faculty in SoT: March 1, 2019

Approved by dean of SoT: March 2, 2019

Approved by Dean’s Council: TBD

Approved by the University Senate: TBD

Approved by Provost: TBD