

**THE UNIVERSITY OF NEW MEXICO  
SENATE GRADUATE COMMITTEE**

The Senate Graduate Committee met on Thursday, September 7, 2006, in the Ortega Reading Room, Ortega 335.

**Present:** Marianne Berwick, Ann Cunliffe, \*\*\*Mariana Ibáñez, Claudia Isaac, Jim Jacob (chair), Ann Massmann, Rose Mitchell, Sue Queen, Zane Reeves, Wolfgang, Rudolph, \*David Sanchez, \*Kathleen Sena, Yu-Lin Shen, Geoff Shuster and Amy Wohlert

**Excused:** Ron Andrews, Sam Truett and Mary Walker

**Absent:** Joseph Garcia

**Introductions:**

Each member introduced him or herself and identified their college affiliation. Jim Jacob, SGC chair noted that there would be 2-3 additions to the membership.

**Minutes:**

Claudia Isaac moved approval of the May 4, 2006 Committee minutes; Marianne Berwick seconded the motion. The minutes were approved.

**Academic Program Review:**

Graduate Dean Wohlert presented a historical overview of the program review process, noting that reviews had centered on evaluation of graduate programs until 2003. It was then that the Faculty Senate decided that undergraduate programs should undergo periodic review as well. Then Provost Brian Foster established a committee to create a new policy, instructing them to change the focus of the reviews to future planning rather than past performance. Dr. Wohlert was given the task to complete the process when she joined the Provost's staff in 2004.

Wohlert explained that the office of Institutional Research is providing a wider selection of data for reviews. Those units that are subject to accreditation processes can use much of their accreditation report as part of the self-study. Bessie Gallegos, APR Coordinator, will work with departments in preparing the self-study and assist with the review processes as well.

The role of the SGC in program reviews has changed in two ways: 1) the APR process includes undergraduate education as well as graduate education, and 2) the responsibility for conducting program reviews has been moved to the Provost's office. The SGC will, together with the Faculty Senate Curriculum and Undergraduate Committees, participate in the Pre-Visit meeting, the Exit and Report Response meetings, as well as meeting with the APR team during the site visit.

Chair Jacob told the Committee that the change in APR processing would affect the SGC's standing subcommittees. Two committees were required when the SGC oversaw the review process: The Program Review subcommittee was responsible for formulating and amending the unit review procedures as well as managing the process; the Implementation subcommittee was responsible for systematically assessing past reviews. The Committee could, he noted, collapse the two into one subcommittee (The APR subcommittee) that would have responsibility for the SGC's role in the APR process. Isaac moved to create one new subcommittee from the two existing ones. Zane Reeves seconded the motion, which passed.

Jacob announced that three APR's are scheduled for Fall 2006: Sociology, Nutrition and LLSS. He asked for volunteers to serve as the SGC representative to each program review. Marianne Berwick will serve on the Sociology review and Zane Reeves on Nutrition's review.

### **Subcommittee Roles:**

Chair Jacob described the responsibilities of each standing subcommittee. He noted that the Catalog and Curriculum subcommittees will have heavy loads this year as UNM is still producing yearly Catalogs to accommodate Banner. The other subcommittees have varying time commitments. Isaac noted that the Honorary Degree subcommittee completes its work by the end of fall term. She said that it was critical, however that the SGC representative attends the selection meeting. David Sanchez said the Off-Campus subcommittees met as the need arose to deal with problems with current off-campus programs or new programs based off-campus were proposed. Jacob asked that members review the standing subcommittee descriptions provided as well as their proposed assignments and to report any changes to him or Mariana Ibáñez, SGC liaison.

Jacob noted that the Committee will have full agendas over the academic year, including how best to support and encourage interdisciplinary programs and how to provide academic and administrative oversight; possible courses or certificate program(s) focused on teaching students how to teach; the impact of technology on graduate education, etc. He told the Committee that one policy revision issue has already been brought forward and noted that the Committee should act on it.

The North campus programs offer a "flexible tenure" to some new faculty. The faculty is hired in a tenure track but with a three-year option to choose clinical or research tracks. The SGC was not familiar with this process last spring when it accepted the new categories for faculty service on student committees' approval process. The question of how to categorize flex tenure faculty. The OGS suggested that Category Three was the most appropriate. These faculty members can serve on any student committee, and can chair those in their programs. If the faculty person chose the research track at the end of the three-year flex track plan, s/he could be changed to Category One. Sue Queen moved to approve this amendment to the policy. Isaac seconded the motion, which passed.

**Reports:****GPSA:**

GPSA was not represented at this meeting.

**OGS:**

As part of the Provost's reorganization of his office, the Vice Provost for Curriculum and Instruction (Dean Wohlert's previous title) was abolished and two new vice provostial positions were formed. The two new titles are Vice Provost for Graduate Education and Dean of Graduate Studies and the other is Vice Provost for Undergraduate Education and Dean of University College. Peter White was appointed to the latter, Wohlert to the former.

Wohlert's duties have changed. She is no longer the Provost's liaison to the FSCC, but will have responsibility for University accreditation and assessment. She will also manage the Academic Program Review process. Wohlert noted that as part of the Provost's reorganization Nancy Middlebrook has been named Director of Accreditation and Tom Root is the Assessment Manager.

The Office of Graduate Studies has undergone some reorganization as well. The admissions operation has completely moved to the University's Office of Admissions. Wohlert noted that there are still some issues that need resolving, but that Mary Jane Heinrichs continues to oversee the transition and smoothing out any problems that arise. A new position was created for OGS, that of Assistant Dean. A search was conducted and Barbara Carver will assume that role on September 25<sup>th</sup>.

There have also been some physical changes for OGS. The major one was due to a waterline break that flooded the office. The damages were limited to one computer and the carpet. The office was "under construction" for several weeks, but is now ship shape. The Teaching Assistants Resource Center (TARC) oversight moved from CASTL to OGS during the summer and is now physically housed in the OGS Mitchell Hall office. The PMGC has moved from Mitchell Hall to the plaza level in the SUB; a move that was well received by students as it is now centrally located and more accessible. The non-degree admission and advising office that was housed in Mitchell Hall has also relocated. The admission function moved to the Admissions Office, while advising is now associated with the University College Advising Center (UCAC). As a result, room 108 in Mitchell has been converted to a seminar room that will be used for future SGC meetings.

The University is still waiting for the NM HED to complete a new degree approval process. We are anxious for the new guidelines to be put into place. In the meantime UNM has a graduate certificate (Women Studies) that has been thru all the approval steps except HED in a holding pattern. Currently the MS in Clinical Laboratory Sciences and the graduate certificate in Systems Engineering are awaiting review by the Academic Council of Higher Education (ACHE), the step before review by HED. The Regents will hear the proposal for the MS and PhD in Nanoscience and Microsystems at their October

meeting. In addition there are at least 2 proposals for new graduate certificates in the pipeline as well.

In addition to the new degree/certificate proposals some issues that OGS will focus on over the next year include dual/interdisciplinary degree programs, assistantship (variety of types, regulations, requirements, etc.), the possibility of offering a general master's degree, and participation in the National Research Council (NRC) ranking report.

**New Business:**

Geoff Shuster told the Committee about the problems he encountered while advising a doctoral student. He was unable to find the information he needed on manuscript formatting and content, policies and regulations, responsibilities of student and advisor, etc. in one concise space. He wanted to know if OGS had or had plans to produce a handbook for graduate students and/or advisors.

Dean Wohlert noted that there is information on the OGS web page, but that it was not in one area; manuscript information was in one space, policies in another. She indicated that OGS had begun work on a handbook to explain policies and document common procedures and she recognized that the handbook should be a priority.

The meeting adjourned at 9:20.