

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

The Senate Graduate Committee met on Thursday, October 5, 2006, in 108 Mitchell Hall.

Present: Lonna Atkeson, Marianne Berwick, *Barbara Carver, Ann Cunliffe, Donald Godwin, *Mariana Ibáñez, Claudia Isaac, Jim Jacob (chair), Wolfgang, Rudolph, *David Sanchez, *Kathleen Sena, Yu-Lin Shen, Geoff Shuster, Sam Truett and *Amy Wohlert

Excused: Ron Andrews, Ann Massmann, Sue Queen and Zane Reeves

Absent: Anne Calhoon, Joseph Garcia and Glenn Kostur

* Ex-Officio

Minutes:

Claudia Isaac moved approval of the September 21, 2006 Committee minutes; Lonna Atkeson seconded the motion. The minutes were approved.

Curriculum Subcommittee Report:

Claudia Isaac offered 3 curriculum forms to the Committee for their consideration:

1. Form B for ENGL 450/550 Middle English Literature; approved.
2. Form B CHNE 522L Fundamentals of Nanofluidics; approved.
3. Form C from Public Health clarifying GRE score requirements; approved.

Professor Isaac also noted that the subcommittee had considered one Form A from CHNE requesting addition of graduate credit to 4 300-level courses. The subcommittee questioned the faculty member offering the courses and was satisfied with his justification.

Catalog Subcommittee:

Jim Jacob reported on the Catalog subcommittee's work to date, noting they recommend two language changes as follows:

- 1) On p. 59 of the current Catalog, a heading was omitted allowing the "Reapplication" and "599/699 Reinstatement" processes to run together. A heading will add clarity.
- 2) On p. 71 under "Transfer Credit" the phrase "and submitting an official transcript from the institution where each course was taken" added to the end of the first paragraph will help clarify University policy in this area. Students have challenged the need to submit transcripts for transfer work.

The Committee was also asked to review two suggested policy changes. The first defines the eligibility criteria for undergraduate students who want to take a course for graduate credit. The current policy allows only students who are "within 10 hours of earning the baccalaureate degree" to take a course for graduate level; there is no provision for

students in undergraduate status who have earned a baccalaureate degree. The subcommittee proposed the following language:

“To enroll in a graduate-level course for graduate credit, a student must be in bachelor’s status and ~~an undergraduate~~ must first meet the following requirements:

- 1) Have a completed baccalaureate degree; OR
- 2) Be within 10 hours of earning the baccalaureate degree; and
- 3) Have an overall cumulative grade point average of at least 3.0,

No more than 9 hours of graduate credit taken in undergraduate status may be applied to a graduate degree at the University of New Mexico.”

A motion to approve the policy change was passed.

A new policy pertaining to grade replacement was presented to the Committee for discussion. The policy allows students to petition a change to their transcripts replacing a grade received in a course for a higher grade. The policy would be limited to 9 hours, and only apply to core/required courses for which the program faculty has declared a minimum passing grade that the student did not achieve on his/her first attempt.

In the discussion the Committee agreed to add that the policy would be effective for courses taken Summer 2007 and forward to coincide with the publication of the 2007 UNM Catalog; students will not be allowed to petition for grade replacements prior to Summer 2007. The motion to approve the new policy passed unanimously.

Faculty Senate Charge to SGC:

Professor Jacob spoke to the charge of the SGC as defined in both the Faculty Handbook and the Graduate Procedures Handbook. He noted that there are inconsistencies between some of the charges and the actual responsibilities the Committee has. For example, the defined charge states that the SGC will manage program reviews, a responsibility that now falls to the Provost. He noted that there are communication gaps and that faculty often has not heard of the SGC nor do they know what the Committee is doing. He noted, for example, when he contacted some colleges about appointment of SGC members he was told that they already had “senators.”

He noted that the Graduate Procedures Handbook, which delineates the roles of the graduate unit, its college, OGS and SGC, has not been edited since 1988. Jacob asked if members were familiar with it and when the answer was a resounding “no,” he speculated that not many on campus even know it exists. The discussion included the reason the Handbook was written (part of the decentralization of the Office of Graduate Studies), whether it was still needed, how well it served as guidance to faculty, etc.

Jacob suggested that SGC needed to review and, if necessary, redefine the charges and role of the Committee. He asked that the Graduate Procedures could be added to its web site so all members of the Committee could have access to it. He also suggested that he

work with Graduate Dean Amy Wohlert and Assistant Dean, Barbara Carver, to review the SGC charge/responsibilities and the Graduate Procedures Handbook in preparation of their discussion by the SGC.

Mariana Ibáñez will email SGC members with URL as soon as the Handbook is available on-line.

Reports:

GPSA

No representation from GPSA at the meeting.

OGS:

Dean Wohlert noted that Barbara Carver has been in OGS for 10 days and continues to learn more each day.

The Dean attended an NRC meeting in Chicago last week to learn more about the NRC survey. The report will contain information on 26 programs from UNM, all doctoral research programs. Currently the programs are compiling lists of faculty members who meet the NRC criteria. The faculty submitted will receive a questionnaire from NRC. Dean Wohlert is developing an information sheet to assist faculty with some of the more complicated questions. Students use the NRC rankings when selecting a degree program.

Dean Wohlert informed the Committee that she is working with the Office of Admissions on department application deadlines for graduate programs. She noted that the definition of “deadline” seems to vary widely and is causing problems for the Office of Admissions. One Committee member suggested the development of a glossary of terms might help. Dean Wohlert will take the suggestion back to the Office of Admissions and OGS staff working to resolve the deadline issue.

New Business:

Mariana Ibáñez reported that the Faculty Senate had approved a posthumous doctoral degree at its September 26th meeting. Unfortunately no one realized that neither the student’s college nor the SGC had reviewed the petition. The petition will be withdrawn and will be forwarded through the appropriate channels. The student’s family had not been informed that the Senate had approved the petition.

Marianne Berwick told the Committee about her experience as a member of the Sociology APR. She noted that she felt ill prepared to answer the variety of questions asked by the review team. She said the questions intimated a deeper understanding of UNM and that either the SGC member should be better informed or more than one representative serve on each team.

Dean Wohlert said that faculty from the FSCC and the Undergraduate committee had made similar comments. A decision has been made to discontinue the meeting with representatives of the FSCC, Undergraduate and SGC and the review teams. The representatives of these 3 faculty committees will continue to read the self-study and

participate in the Pre-Visit, Exit and Report Response meetings. The information garnered at that combination of meetings will provide valuable insight to the program and allow for full evaluation by each FS committee.

The meeting adjourned at 9:25.