

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

The Senate Graduate Committee met on Thursday, September 6, 2007, in 108 Mitchell Hall.

Present: Michelle Arthur, Lonna Atkeson, Mel Armstrong, Yemane Asmerom, *Barbara Carver, Linda Felton, *Charles Fleddermann, *Mariana Ibáñez, Claudia Isaac, Jim Jacob (chair), Glenn Koster, Greg Martin, Ann Massmann, *David Sanchez, *Kathleen Sena, Geoff Shuster and John Stormont, Sue Queen and Linney Wix

Absent: Mario Rivera

Guests: Loyola Chastain and Laurie Schatzberg from Anderson School of Management; Winnie Shu from Electrical Engineering and Eric Toolson from Biology

Minutes:

Claudia Isaac moved approval of the May 3, 2007 minutes; Geoff Shuster seconded the motion. The minutes were approved.

Introductions and Subcommittee Assignments:

Chair Jacob invited each member to introduce him/herself, noting college affiliation. Jacob pointed out that the member roster, meeting schedule and subcommittee assignments was attached to the agenda and asked each member to review the information and to email Mariana Ibáñez with any corrections.

Jacob reviewed the standing subcommittee roles and assignments. He noted that the UNM Catalog is revised yearly and that two subcommittees (Curriculum/New Programs and Catalog) would be very busy with proposed changes during the fall term. The bulk of the Honorary Degree subcommittee's work will also be completed in the fall term. He noted that a separate agenda item would cover the Academic Program Review subcommittee's work.

Curriculum/New Programs Report:

Claudia Isaac reported that the subcommittee met the previous week and had reviewed a number of curriculum forms. The Committee will consider five forms at today's meeting; the others will be considered at a future meeting. She noted that the forms recommended for approval by the subcommittee are brought forward to the SGC as a seconded motion.

Isaac presented a Form B from Biology (BIOL 492-592) and advised that Eric Toolson, faculty member in Biology, was in attendance and could answer questions that the Committee might have. She said that the subcommittee had had a few questions that they submitted to Professor Toolson and were satisfied with his response. The focus of the

subcommittee's concern was the grading practice in a dual numbered course. Professor Toolson provided a verbal reiteration of his email. The motion to approve passed.

Isaac then introduced Loyola Chastian, Lauri Schatzberg and Winnie Shu who were invited to the meeting to explain their proposal for dual degrees between the Anderson School MBA and the MS in Computer or Electrical Engineering. The main concern was the combination of the Anderson 3-2 program in combination with the MS degrees.

Chastain offered information on the Anderson 3-2 program as follows: the basic premise is that an undergraduate student who is majoring in a discipline other than business, completes the first two years of his/her undergraduate program and in the student's junior year they apply to the MBA graduate program. In they are admitted to the MBA, in the student's junior and senior years they complete 18 hours of 500 level/graduate courses, earning an undergraduate business minor. The 18 hours of graduate courses taken in undergraduate status are core/required courses for the MBA. Therefore these 18 hours are waived for the graduate degree, reducing the number of hours required for the MBA degree from 51 to 33.

In the dual degree program with Electrical and Computer Engineering, the student would not share/use any of the 18 hours used for the undergraduate business minor toward the dual graduate degree requirement. The hours taken for each graduate degree (MBA and Electrical/Computer Engineering), including the shared hours are all taken at the graduate level and after admission to the graduate dual degree status.

Schatzberg and Shu noted that the MBA will include only 6 hours of ECE courses; the ECE degree will allow up to 15 hours of MBA coursework for either MS.

As the subcommittee had not made a recommendation to the Committee, Isaac noted that a motion to approve was in order. She then moved to approve the two curriculum Forms C; Geoff Shuster seconded the motion. The motion carried.

Isaac presented the last two curriculum Forms for consideration. The first a Form C from Anderson creating a new concentration in Information Assurance for the Post Master's Certificate in Management. The Committee approved. The last item was a Form C from Chemical and Nuclear Engineering creating a concentration in Radiation Protection Engineering. The Chemical and Nuclear Engineering has been offering a curriculum in this focus area for a number of years and chose to formalize it. The Committee's approval will allow formal recognition of the work by students because concentration areas are transcribed. The form was approved.

Academic Program Reviews:

Ann Massmann reported that one of her responsibilities as chair of the Academic Program Review subcommittee was to acquire an SGC representative to serve on each program review. She noted that seven reviews have been scheduled for this academic year and she asked members of SGC to volunteer for service on one after reviewing the departments and site visit dates.

When asked for specifics about the role of the SGC member she responded that the responsibilities were to:

- a) read the self-study prepared by the program scheduled for review;
- b) attend the pre-site visit to discuss the self-study and formulate specific questions for the external review team;
- c) participate in the Exit Interview held on the last day of the site visit;
- d) read the Review Team’s report and attend a meeting to discuss the findings; and
- e) Participate in the Action Plan Meeting that is held a few months later.

The following chart identifies the program, site visit dates and SGC representative for program reviews in the 2007-08 academic year.

Program	Site Visit	SGC Representative
Linguistics	Nov 5, 6, 7, 2007	Greg Martin
Latin American Studies	Nov 15, 16, 17, 2007	Ann Massmann
Spanish & Portuguese	Jan 28, 29, 30, 2008	Linda Felton
Media Arts (Undergrad)	Feb 25, 26, 27, 2008	Linney Wix
Biology	Apr 7, 8, 9, 2008	Geoff Shuster
Mathematics & Statistics	TBD – Spring 2008	Yemane Asmerom
Geography	TBD – Spring 2008	Claudia Isaac (dependent on final dates)

Military Service Withdrawal and Reinstatement:

Charles Fleddermann, acting OGS Dean, reported to the Committee that he had acted on two student petitions over the course of the summer that involved military deployment. The students in question were assisted through the readmission, using a process that was designed for undergraduate students. He noted that readmission was not the major issue, rather UNM policy on time-to-degree was the focal point. He granted the students retroactive leaves of absence so that they would not be adversely impacted by their active military status. Fleddermann asked if the SGC would consider drafting a policy that would cover these situations.

Jacob asked Fleddermann to draft a policy that the Catalog subcommittee could review. A number of Committee members noted that there were advising issues that must be considered in the policy language (age of courses, content changes, etc.). Registrar Kathleen Sena noted that some undergraduate students were not ready to return to their studies once they had completed military service. This could mean another “withdraw/readmit” process that was an unexpected result of the stresses of active military service. Fleddermann will prepare a draft for consideration.

Reports:

GPSA: Mel Armstrong reported that she is the chair of the Graduate Council and that the Council’s first meeting will be on Saturday (September 8th) morning. She will have more to report at the next meeting.

OGS:

Dean Fleddermann reported that the OGS held a New Graduate Student Orientation on August 15th; the first one in several years. It was a success with over 300 students attending. The feedback from students was very positive and he commended Assistant Graduate Dean, Barbara Carver for her efforts and organization. He did note that the only draw back was that a freshman orientation was scheduled in the next ballroom and that the freshmen were an exuberant group who sometimes drowned out the graduate orientation speakers.

Barbara Carver reported that OGS is ramping up to begin a recruitment push this fall. Recruitment efforts will be focused on the Southwest portion of the country this time. Visits have been planned for NM State University, the SACNAS conference and a graduate and professional school fair sponsored by Idealistic, Inc. in San Diego California.

She also noted that OGS has a new web page and encouraged everyone to visit the site. The re-write was to make the site more accurate, responsive and “user-friendly.” Comments are welcome.

Carver noted that the role of OGS in recruitment efforts is generic and focused on getting UNM’s graduate programs before the general public. Sometimes students know which program and which University they want to attend, sometimes they don’t. OGS endeavors are focused on getting information to students about what UNM offers and then to direct the student to the specific program. In addition to its own efforts, OGS is working with departments to help them in their recruiting efforts.

Mariana Ibáñez reported that a team from OGS, library and ECE are preparing a report on the pilot ETD (electronic thesis/dissertation) submission. The pilot project asked for volunteer submission of theses and dissertations from ECE students graduating in Spring and Summer 2007. The report will include student comments, process issues from staff, issues/questions that remain unanswered and a recommendation. The report will be distributed to the SGC when complete.

SGC:

Jacob asked Committee members to familiarize themselves with the SGC web site (<http://www.unm.edu/grad/senate/senate.html>). He specifically asked them to review the “Graduate Procedures Handbook,” a document that the Committee will review and update this academic year.

Jacob also reported on the Faculty Senate retreat held Friday, August 31. He noted that the Faculty Senate has completed their reorganization of standing subcommittees that begun last year. Some of the twenty-seven plus subcommittees were disbanded; others were combined. Jacob will provide members with the new structure. He noted that most of the subcommittees disbanded by the FS were student based, but not enough students seemed interested in serving on them. The FS will be reviewing the charge of each subcommittee and revising them as appropriate.

Another focal point of the FS retreat was the need for better communication – between FS and its subcommittees and between the various subcommittees as well. Jacob noted that communication was one of the vital components of SGC membership. It is imperative that SGC members carry information to their college graduate committees for dissemination to all programs and to also serve as conduit for issues/questions from the colleges to the SGC. We will continue to work on communication efforts through the academic year.

One business item left over from last year is centered on the training of our GA's and TA's. How we train, how successful that training is, what we teach them are important factors. Some departments/programs have well developed GA/TA training initiatives, should their practices be adapted to a University wide model? What is the status of TARC? These are just some of the questions the Committee will explore.

Jacob pointed out that each member was given a packet of information on joint degrees to review. Joint degrees are those offered by UNM and another University. The packet of information includes a proposal for joint degrees with the UNM Electrical and Computer Engineering program and Shanghai Jiao Tong University in China, information on a similar program with UNM and the University of Campinas in Brazil, and the boilerplate document for joint degrees. The members were asked to review these materials in preparation for a discussion of the ECE proposal.

The meeting adjourned at 9:25.