

APPROVED APRIL 10, 2017

Minutes of the Meeting of the University Committee on Graduate Studies  
March 13, 2017, Chittenden Hall, 1<sup>st</sup> Floor Conference Room

Participants: J. Francis (LAW), J. Reed (MUS), G. Wittenbaum (CAS), G. Roloff (CANR), K. Poindexter (NUR), T. Hammond (SOC), R. Hallgren (MED), D. Welicky (CNS), L. Schwartzman (CAL), A. Contreras (CVM), P. Jha (COGS), K. Tollefson (CNS), A. Nair (BUS), D. Hardison (CAL), S. Kravchenko (CANR), D. Wang, D. Nguyen (COGS), M. Morgan (COGS), D. Jordan (COGS), U. Okeke (COGS), J. Stoddart (GS), C. Hogan (BUS), I. Wichman (for S. Baek) (ENG)

Guests: Abijah Taylor, Richard Spreng, Glenn Omura

The meeting was called to order at 3:00 p.m.

1. Approval of Agenda as distributed: *Motion to approve, seconded, and carried.*
2. Approval of February 6, 2017 Minutes: *Motion to approve, seconded, and carried.*
3. Remarks from the Chairperson (Hogan):  
Announcement regarding Office of Regulatory Affairs and Responsible Conduct of Research training (see item 13).  
In the past, UCGS has participated in the review of the Research Integrity Officer every 2 years in accordance with the stated policy. This year at the request of President Simon, a more formal 5-year review was conducted. The chair proposed and the committee accepted that UCGS should consider whether to formalize the 5 year review process, which would require a change from the current policy. Consideration of formalizing a 5-year review policy for the Research Integrity Officer will be taken up by the UCGS Academic Research Policy subcommittee in academic year 2017/18.
4. Remarks from the Dean of the Graduate School (Stoddart):  
There is an information session for international students on Thursday, March 16, 2017, from 5:00-6:45 p.m. in 115 Int'l Center. The session will discuss the executive orders related to immigration and travel.
5. Remarks from the COGS Representative (Jordan):  
COGS is hosting two events this week. Please encourage attendance by graduate students and make necessary accommodations for students who might have conflicts.
  - 1) A Student Town Hall on realigning counseling and mental health services.
  - 2) A Diversity, Inclusion, and Sensitivity workshop on Saturday, March 18, 2017, from 9:00 a.m. to 4:00 p.m.
6. University Committee on Graduate Studies Subcommittees

**Curriculum and Program Review Committee (Reed and Wittenbaum):**

Agenda items 7, 8, and 9 have been forwarded as a slate for approval because the requests were straightforward. *Motion to approve, seconded, and carried.*

This subcommittee was asked to draft language about sharing credits between certificate programs and doctoral programs. Students cannot use credits transferred to master's degree to also transfer to a doctoral degree. The committee presented an edited version of the policy, which the MSU Registrar's

Office supports. Each unit can decide how many credits can be imported and under what circumstances. *Motion to approve, seconded, and carried with one abstention.*

**Academic Research Policy Subcommittee (Nair)**

The subcommittee was asked to recommend procedures to allow non-regular MSU faculty to serve on graduate committees. The committee recommended language that faculty with a strong record will not require outside letters. According to the proposal, the faculty member must have a Ph.D. and a strong academic record. In other cases, such as faculty without a Ph.D. or without a strong academic record, an outside letter of reference would be required. After discussion, UCGS asked the subcommittee to revise the proposal and present it again at the April UCGS meeting.

**Graduate Instruction, Employment, Mentoring Subcommittee (Poindexter)**

The subcommittee recommended an increase in minimum stipend levels for RAs and TEs. Additionally, there is no current written policy for parental leave for graduate students, and the subcommittee proposed the creation of a policy. Additionally, the subcommittee recommended a 2% raise for RAs and TEs. The subcommittee also discussed the current disparity of tuition and credits available to RAs and TEs as compared to TAs. The subcommittee recommend increasing the pool of funds available to RAs and TEs. *Motion to approve recommendations, seconded, and carried.*

7. Request to change the requirements for the **Master of Science** degree in **Biomedical Laboratory Operations** in the Biomedical Laboratory Diagnostics Program. *Motion to approve as part of slate, seconded, and carried.*
8. Request to change the requirements for the **Master of Science** degree in **Business Analytics** in the Eli Broad College of Business. *Motion to approve as part of slate, seconded, and carried.*
9. Request to change the requirements in the **Graduate Certificate in Forest Carbon Science, Policy and Management** in the Department of Forestry. *Motion to approve as part of slate, seconded, and carried.*
10. Request to change the requirements for the Master of Jurisprudence (M.J.) degree in **Legal Doctrine Analysis** in the College of Law. *Motion to approve, seconded, and carried.*
11. Request to change the requirements for the **Master of Science** degree in **Marketing Research** in the Department of Marketing. *Motion to approve, seconded, and carried.*
12. Request to change the requirements for the **Master of Business Administration** degree in the Eli Broad College of Business. *Motion to approve, seconded, and carried.*
13. RCR Requirements (JR Haywood, Office of Regulatory Affairs and Judith Stoddart, Graduate School) Assistant Vice President Haywood presented a policy change that requires all graduate students to participate in Responsible Conduct of Research (RCR) online training. The focus of the training is on issues that are relatively more common among graduate students, including plagiarism and authorship. Units have a great deal of flexibility in how the content is delivered beyond the online training. This new policy applies to master's degree plan A, master's degree plan B, and doctoral students.

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14. Roundtable: No discussion.

The meeting adjourned at 4:45 p.m.

Respectfully Submitted,

Jeremy Francis, Ph.D.  
Secretary, UCGS