

**MINUTES OF THE 330TH GRADUATE COUNCIL MEETING
UNIVERSITY OF NOTRE DAME
JANUARY 30, 2013**

Members present: Christine Maziar, Acting Dean of the Graduate School, Vice President and Senior Associate Provost (Council chair); Robert Bernhard, Phillip Bess, Sunny Boyd, Laura Carlson, Thomas Corke, Dennis Doordan, Jeremy Fein, Rick Garnett (representing Dean Nell Newton, Law School), Roger Huang, Mark McCready (representing Dean Peter Kilpatrick, Engineering), Gerald McKenny, Margaret Meserve, Katherine Rueff (Graduate Student Union), Mark Schurr (representing Dean John McGreevy, Arts and Letters), Rich Taylor (representing Dean Gregory Crawford, Science) Alain Toumayan, Diane Parr Walker

Members excused: Panos Antsaklis, David Bennett, Cindy Bergeman, Mark Cummings, Margaret Doody, Umesh Garg, Marvin Miller, Doug Rice

Graduate School representatives present: Brian Baker, Brian Flaherty, John Lubker, Nyrée McDonald

Guests present: Prof. Ed Maginn, Chair, Chemical and Biomolecular Engineering; Prof. Don Howard, Theology and Director, Reilly Center for Science, Technology, and Values; Prof. Christina Wolbrecht Political Science

Reporter: Mary Hendriksen

Dr. Christine Maziar, Acting Dean of the Graduate School, and Vice President and Senior Associate Provost, welcomed Graduate Council members to today's meeting and took up the agenda items as follows:

1. Minutes of the meeting of October 2, 2012: The minutes of the Graduate Council meeting of October 2, 2012, were approved as presented. [They are now posted on the Graduate Council website, as are all minutes of meetings: <https://graduateschool.nd.edu/about-the-graduate-school/graduate-council/>.] [The Executive Committee of the Graduate Council recommended that Dr. Maziar cancel the full Council meeting scheduled for November 12, 2012, because the agenda was both short and not urgent. All items were transferred to today's meeting.]

2. Announcements

(a) Incomplete Policy: Associate Dean John Lubker said that the fall 2012 semester was the first semester of the new incomplete policy—providing that incompletes are to be given only in exceptional circumstances and that students have 30 days to submit work for a grade. [See: http://graduateschool.nd.edu/assets/72055/academic_code_for_current_students.pdf]

Dr. Lubker reported that for the Fall 2011 semester, there were 148 completes; this fall, 120. While he said that the reduction itself was not as great as he had hoped, of the 120 incompletes this term, 33% had a grade change submitted almost immediately. Dr. Lubker also reported that he received 15 very legitimate requests for extension beyond the 30 days. The policy seems to be working well, he believes.

Several students have expressed their appreciation for the deadline, as it saves them from the “cascading” effect of working on both current and past assignments.

(b) Dr. Lubker also announced that the University’s inaugural Graduate Student Appreciation Week is scheduled for February 18-24. Organized by Mimi Beck, program director for Graduate Student Life, the week will offer opportunities for Notre Dame graduate students to participate in both fun events and ones that nurture professional development and academic success.

The week will coincide with many departments’ visit weeks for prospective or admitted students.

A full schedule of events is at: <http://gradlife.nd.edu/grad-life-resources/graduate-student-appreciation-week/>

(c) Finally, Dr. Lubker shared with Council members the six winning proposals for the new Graduate Student Life grants, for which there was an invitation to graduate students to submit proposals that would build community among themselves. With a total budget of \$10,000, the projects funded will be: University Village Healthy Living Series, Mental Wellness Workshop Series, Women Redefining Graduate Studies in Science and Engineering Luncheon Series, The Real Me Project 2.0 (minority graduate students doing outreach with local Latino high school students), ND International Spouse Club, and Conversations in Brain, Mind, and Behavior Journal Club.

Dr. Lubker said that he expected the grants initiative to continue next year.

3. Masters of Science in Interdisciplinary Mathematics: For many years, the Department of Mathematics offered both its own doctoral students and doctoral students in other departments the opportunity to earn a master’s degree—either on the way to a Ph.D. in mathematics or, if the student belonged to another department, as an additional credential on the way to the Ph.D. in his or her own field.

The landscape changed when the University created a new Department of Applied and Computational Mathematics and Statistics (ACMS). Thus, at the Graduate Council meeting of October 2, 2012, members approved the transfer of a master’s in applied mathematics (MSAM) from the Department of Mathematics to the new ACMS department and renamed that degree a Master’s of Science in Applied and Computational Mathematics and Statistics (MS-ACMS) while also updating the title and requirements to reflect current standards.

At today’s meeting, Dr. Baker explained, the task is to approve a name change for a master’s degree in “pure” mathematics for doctoral students—again, not for a stand-alone program but for those students who are earning a master’s degree in mathematics on the way to a Ph.D. Because this is not a new degree program, he emphasized, it does not require any new resources. Approximately two students every year earn a master’s degree in pure mathematics—primarily engineering or philosophy students. The degree would be renamed the Masters of Science in Interdisciplinary Mathematics (MSIM) and be administered by the Department of Mathematics.

Council members unanimously approved the proposed name change for a portion of the former MSAM degree to the Masters of Science in Interdisciplinary Mathematics (MSIM).

4. Doublecounting of graduate and undergraduate credits: Next, the group discussed a proposed amendment to the *Academic Code* concerning the doublecounting of undergraduate and graduate course credits.

Dr. Maziar explained that when the Academic Council approved the new graduate *Academic Code* last year, a friendly amendment was offered and approved that inadvertently affected the status quo for students in accelerated BA/MA courses, such as are offered in Romance Languages and Art History:

With advance approval from the graduate program of study, a Notre Dame undergraduate who is registered for graduate courses at Notre Dame may use this coursework to meet graduate program requirements. These credits cannot be used to satisfy both undergraduate and graduate degree requirements. (4.6)

Prof. Toumayan, Director of Graduate Studies for Romance Languages, has suggested that the following amendment could take programs—and the *Code*—back to the status quo:

However, students in an integrated B.A./M.A. degree program may count up to a maximum of six credits toward both degrees.

This change would accommodate the current practice in the combined B.A./M.A. programs in Romance Languages and Art History of allowing two three-credit courses to be counted for the major—normally, the Senior Seminar, a 50000-level course, and one 40000-level course—as well as to be counted toward fulfillment of the 30 credits required for the M.A. degree.

Dr. Maziar emphasized that both the Romance Languages and Art History programs are truly integrated undergraduate and graduate programs—that is, students are enrolled in some classes that offer them only undergraduate credit and others that allow them only graduate credit, as well as some courses that allow them credit for *both* degrees.

Ms. Rueff asked if it would be preferable to identify the amount of courses—two—rather than the amount of credits that can be counted toward both degrees. This would accommodate any future changes in the structure of the combined B.A./M.A. courses.

Dr. Maziar said that because the point is to return the program to the status quo as expeditiously as possible, she thinks it best to retain the language of credits.

After a motion was made and approved, Council members unanimously approved the addition of the following sentence to Section 4.6 of the *Academic Code*: *However, students in an integrated B.A./M.A. degree program may count up to a maximum of six credits toward both degrees.*

The revised *Code* language will now be sent to the Academic Council for approval.

5. Report of the Committee on Professional Master's Programs: Dr. Maziar invited Prof. Ed Maginn, chair of Chemical and Biomolecular Engineering and former Graduate School Associate Dean for Academic Programs, to lead a discussion of the report of a committee he chaired on professional master's programs (PSMs) at Notre Dame. [posted at:

http://graduateschool.nd.edu/assets/95906/professional_masters_report_final.pdf]

Prof. Maginn, in turn, introduced two committee members: Prof. Don Howard (Philosophy/Director of the Reilly Center for Science, Technology, and Values) and Prof. Christina Wolbrecht (Political Science). [The third committee member, Prof. David Severson, Biological Sciences, was unable to attend today's meeting.]

Currently, there are four professional master's programs at Notre Dame: Engineering, Science and Technology Entrepreneurship Excellence Master's Program (ESTEEM), Global Health, Applied and Computational Mathematics and Statistics, and Patent Law.

The committee's findings and recommendations are summarized in the report—briefly, the committee found widespread support for professional master's programs and recommends that Notre Dame continue to consider the establishment of more such programs, particularly programs beyond science and engineering. Nonetheless, as with all academic programs, the committee recommends monitoring and assessment. Specifically, all PSM programs must help advance the strategic needs of the University as a whole and the University must ensure that it has the capacity to absorb new programs. The committee further recommends metrics for placement, the establishment of strong external advisory boards, a common governance structure, and that while the colleges should have complete financial control over revenue and costs, there should be transparency of finances, especially to allay concerns over the quality of programs.

Prof. Maginn also said that it was not clear to committee members if there had been a full accounting of what the PSMs truly cost the University. Now, 85% of revenues are retained by programs and 15% is earmarked for central University administration. This struck committee members as possibly on the low side in terms of University costs.

Dr. Maziar agreed that the split is on the low side. She explained that the 85/15 split is shared by current professional programs in business and law.

Prof. Maginn further noted that the committee left open the question of doctoral students' involvement in PSM classes and programs—a subject that has been controversial.

Profs. Howard and Wolbrecht added that it is important to keep in mind the overall costs of the programs to the University—including the use of standard University resources and demands on health care, childcare, career services, parking, housing, etc.

Dr. Bernhard observed that if there is audited Facilities and Administration rate for these programs, that would help assess whether the current cost assessment is accurate.

Prof. Bess asked if a similar set of guidelines exists for professional certificate programs.

Dr. Maziar clarified that certificates are not now recognized by the University and do not appear on students' transcripts. There is discussion that the University may need to recognize some certificates that are created from an accumulation of credit-bearing courses, she said; yet, other certificates are earned in as short a time as a weekend—and these students do not have IDs or are recognized as Notre Dame students. The Provost's office, Dr. Maziar said, is considering many questions related to certificates and how to address them.

Dr. Maziar then asked committee members if anyone had voiced concerns about the quality of courses that combine PSM and doctoral students. There could clearly be a wide range of capabilities in such courses.

Prof. Howard said that they did hear concerns—but there was no consensus about what was best for programs. Some felt that it was beneficial to mix students; others not. Committee members concluded that it is a matter for departments to regulate.

Prof. Maginn added that because of the concerns about the quality of combined classes, the committee recommended that there should be oversight and assessment of the programs—and frequent assessments. [See pp. 16-17]

Prof. Wolbrecht added that that the authors of future proposals/programs must address the concerns about quality—and state forthrightly either that classes will combine PSM and Ph.D. students because of a certain rationale or that they will not.

Prof. McCreedy asked who will oversee the programs and review them.

Prof. Maginn said that the report recommends that the Graduate School is the appropriate entity to administer reviews. Every program set forth a plan for review, but it is not apparent who is responsible for the reviews.

Prof. Corke pointed out that in his department, Aerospace and Mechanical Engineering, there have been discussions about professional master's programs; yet, the majority of programs in his field are technically oriented and exist in large urban areas. They are not similar to the programs now existing at Notre Dame.

Prof. Maginn again emphasized that a main point of the report is that, to begin a program, it is not enough that it be forecasted to be financially self-sufficient. The program must advance the strategic goals of the University.

There was some discussion about PSM students using the programs as “stepping stones” to doctoral programs, with Prof. Boyd saying that her department is beginning to see that pattern occurring in applications.

With no further questions for the committee, Dr. Maziar thanked members for their excellent report.

6. Report of the Ad Hoc Graduate School Committee: Dr. Maziar briefly discussed the report of the committee headed by Prof. Mark Roche to explore the future structure of the Graduate School following the Provost's decision in May 2012 to move graduate student stipends to the colleges. She pointed out that the committee's report recommended dissolution of the Graduate Council and the reassignment of its responsibilities to the Advanced Studies Committee of the Academic Council. The Provost has asked for faculty comment on all aspects of the report, she said, but this particular topic would be a very good one for the current members of the Graduate Council to address.

With no further agenda items, Dr. Maziar adjourned the meeting at 4:30 p.m.