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September 13, 2013 Graduate Curriculum Committee Meeting Minutes 2013

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ALEC Graduate Committee Meeting

Minutes

September 13, 2013
9:45 – 11 a.m.

Attendees: Cannon, Hastings, Kang, Matkin, McElravy, Specht, Terry

Meeting called to order at 9:30 a.m.

Agenda and Minutes

1. **Minutes**—from May 5, 2013—**Approval**

Matkin presented minutes from May 3rd, 2013 for approval—**Cannon**— requested a rewording of her comments related to advising and status change of new students – to clarify her intent. **Matkin** motioned for approval of the May 3rd minutes as amended. **Specht** seconded —motion carried.

2. **Agenda Review–Discussion**

Matkin—presented the meeting agenda for any changes. **Terry**—requested to have the agenda item “Ag Leadership Voting Rep on Grad. Committee” moved up to be the first item of Unfinished/Ongoing Business, and explain the policy surrounding voting, bringing motions, and seconding for those who are attending the meetings. **Matkin**—the Graduate Committee has created a structure where each area has a vote. Also, each area has the opportunity to bring forward issues that come through their main representative. The area representatives are as follows:

Ag Journalism—**Cannon**

HRTM—**Kang**

Ag Teaching—**Husmann**

Ag Leadership—**Matkin**

Matkin—I will be making a motion today that Hastings be the Ag Leadership representative, because the Chair is typically the tie breaker. I would have a vote as the Chair. The above structure is a new policy. Since there will be a change in the policy, the full faculty will need to vote on it. I will put it forward to Balschweid to go on the agenda at the faculty meeting on September 27. Until then, our old structure is that all graduate faculty members are eligible to vote. **Terry**--motions are brought forth through the representative? In the future under the new structure we attend, we contribute to the discussion; but we don't second, we don't move, and don't vote? **Matkin**—we can talk about that when that structure takes place, but my preference would be if you have an issue that you want to bring you can bring it. Cannon would make the formal motion. I don't want Cannon to have to interpret your words for the motion. **Cannon**—if you have something to say and you say it in the form of a motion, I can say, “So moved”. **Matkin**—after that clarification, are there any items that need to be added to the agenda today? **Matkin**—I would like to add something under “New Business”—Masters of Applied Science Graduate Committee representative.

Unfinished/Ongoing Business:

1. **Ag Leadership Voting Rep on Grad Committee—Vote/Approval**

Matkin—I want to make a motion that Hastings replace me as the Ag Education Leadership option representative to the graduate committee. **Cannon**—seconded. **Discussion**—**McElravy**—you'll still be

the Chair? **Matkin**—I just want to clarify so it is out on the table that means Leadership gets two votes, because as Chair I have a vote. **Vote**—motion carried.

2. Hudson/Solomon—Update

Matkin—Hudson/Solomon two masters graduate students we accepted last year, and who were both interested in assistantships, we offered them assistantships and at the last minute both of them got offered full-time positions with their fraternities. They requested a deferral. One of them didn't want to defer his assistantship he wanted to defer his admission to the following year. It was brought before the committee, but this committee said they cannot defer the assistantships. We will move their application forward to next year, and we will look at them with the rest of the applicants for the next fall. That is not a deferral, but we would just move them forward. Greenlee found out that we can't do that. I contacted both of them and said since you are not choosing to come this year and you've turned us down, you will have to re-apply and pay the application fee again. They have both been notified if they want to come next year, they will have to re-apply. That means we have two masters level assistantships open. Since they have to be our students to be in them, they will remain open until the next fall application review.

3. Vest application for ALEC/NCE Position—Update

Matkin— Robin Jirovsky had applied for the joint ALEC/NCE position but was offered the director of the FFA position that was open so she declined our offer. The second applicant Kristin Vest, was in the process of applying when she decided she needed to renew her teaching contract for another year. Neither of them were hired by us and we are assuming Cory Epler will be looking next year.

4. MAS Program—Update

Matkin—this is an update and a clarification. At the last meeting, for those of you who are new, the MAS program is a Master's degree that is housed in the Dean's office. The students who apply to the MAS apply through the CASNR Dean's office. They don't have to take the GRE, and the GPA minimum is 3.0. Once they get in, the student chooses a specialization. One of the specializations was Leadership. At our last meeting, we voted to remove leadership as a specialization in the MAS so we will not take any more MAS Leadership applicants. Dr. Bell has expressed some concerns about taking the Leadership major off the table. There are some Ag teachers who want to get certification or a master's degree, and they have traditionally gone through the Leadership MAS program. Instead of making it a Leadership program, Bell agreed to create a program to work with them individually. To create a program with them that would get them a masters' degree and support their needs as an educator. He doesn't want to create a specific curriculum for it. He wants it to be individualized. This has been communicated to Dr. Markwell and Diane Wasser who is in charge of the web information.

5. Graduate Student Review Process and "timing out"—Update/Discussion

Matkin—Met with Laurie Bellows this summer in Graduate Studies. Discontinued students are people who haven't taken a class for three consecutive semesters. We've been concerned about the high number of discontinued students we have. In addition to that, as we were reviewing what our options were for handling that. We discovered that we have been misinformed how students timed out in the Master's program. It has always been very clear that Doctoral students have 8 years from the time they reach candidacy to graduate. The date is on the candidacy form. With master's students we were always told that programs didn't expire, but courses did and that any course more than 10-years-old couldn't count. That is incorrect. After a memorandum of courses is filled, they have 10 years before their program is expired. After 10 years, the program cannot be completed. **Cannon**—can I have

clarification about this, because I had some confusion about this? A memorandum of courses is for master's students and a program of study is for doctoral students. **Matkin**—yes, it's just their plan of courses; and you meet with your committee and it's formalized. This is your contract. We had two students who have timed out, and one of them is Amy Hampton who had just recently come back to us to finish her program. I have contacted her, and said if she wants to be in our program she will have to re-apply. There is one other one that we haven't contacted yet, but we will. Greenlee created a great document that the committee will now be able to use. It lists the names of the students and separates discontinued from active. It also has their program time out date on it. I really want to thank Greenlee for doing this. She discovered that there is an online system called "Milestones". **Greenlee**—Milestones will let you see when a student has filed a program of study, when it was approved, how many times they have filed it, and when they are going to time out. **Cannon**—is that something we would have access to? **Greenlee**—I'm not sure, but I can send you the contact information and you can go from there. **Hastings**—does the same rule apply to doctoral students that have not reached candidacy status yet? **Greenlee**—it doesn't. **Hastings**—so they could take 20 years to finish their program? **Greenlee**—correct. **Matkin**—once they have achieved candidacy, they have to continue to take credit hours. They have to at least take one credit hour per semester. Eva Bachman will email you if you've forgotten. We have a couple of people who are still on our list from ages and ages ago that are still taking that one credit hour. This is why we have that sub-committee, and right now it is Matkin, Bell, Cannon, McElravy. We're going to meet to establish a process for reviewing. One other bit of information Laurie Bellows gave me that was a little bit different than what Dr. Weissenger told us when she was Graduate Chair. That is we can put students on probation, and we can recommend that they need to take classes. Unless they time out, we cannot dismiss them from our program. Only the Dean of Graduate Studies can dismiss graduate students. What we would have to do is send a recommendation to the Dean of Graduate Studies that we wanted to dismiss a student. They would review the file, and if they agree with us they would notify the student that they were dismissed. **Cannon**—I know we have two students who have been discussed in the past. One who takes a credit hour then drops it, takes a credit hour, and drops it. My hope is that we get things cleaned up, and would be able to make a recommendation to the Dean of Graduate Students to say please dismiss this person. The subcommittee would make that recommendation? **Matkin**—the subcommittee will put together a process for reviewing students, what our criteria are going to be, how often it would happen, who would be involved, and then we'll bring it to this committee for approval. Once it's approved, we can implement it. Are there questions about that?

6. **Course number change request for ALEC 806 (again)—Vote/Approval**

Matkin—ALEC 806 is a course which was taught by Jim King when he was here called Introduction to Distance Education. ALEC 806 is cross listed with CYAF, and it was extremely popular. Lots of students took it from many different programs, and the students minor in our program taking King's classes on Distance Ed and Multimedia Applications. When King left, the course got mothballed. We're "unmothballing" the course, and Doug Golick; from Entomology, wants to teach it and cross list it with Entomology. They asked us if we would change it from 806 to 830, because Entomology does not have 806 available so that it would be parallel. We said no, because 806 is a very well-known course. Everybody knows it as 806, and nobody is going to know what 830 is. Graduate Studies got involved and emailed me and said, "We need you to change the number of this class, because classes have to be parallel to be cross listed". **Cannon**—motion moved: We change 806 to 830 so that it is parallel to Entomology. **Terry**—seconded. **Discussion**— (A very long discussion of the history of this course took place. If you would like to read it in its entirety, Jennifer can provide it.) **Vote**—motion carries.

7. Doctoral Advising Brown Bag Dates—Set Date

Matkin— a brown bag meeting for those advising or interested in advising doctoral students will be held, October 15th. Location TBD. **McElravy**— September 30 a Graduate Student Association evening advising meeting will also be held. All the students in the ALEC Graduate program who are interested in learning about the advising process may attend. For graduate faculty who do have students, I would encourage them to go because you'll hear the questions that they are asking and also will be able to provide feedback.

New Business:

1. Welcome to new Faculty—Drs. Hastings and Specht

Matkin welcomed our two new committee members Dr. Lindsay Hastings and Dr. Annie Specht. She also welcomed back L.J. McElravy our GSA representative.

2. Graduate Faculty Associate Renewals—Vote/Approval

Matkin—people who are not in our program and are not graduate faculty, they are in a position that makes them eligible, they are a faculty member in another program, or they are a professor of practice, they have to be in a full-time position at UNL, and they have to have a terminal degree in their field, they can apply for Graduate Faculty Associate Status in our program. This gives them the opportunity to teach graduate classes, to be on doctoral and master's committees, but not advise doctoral or master's students. When we look at those applications in this committee, we ask ourselves the question whether or not they are applying for Graduate Associate Faculty Status to our program. We had one person apply, because they wanted to be an advisor for someone down in College of Education and Human Sciences. So we denied that one, because we're really not wanting to get Graduate Faculty folks who aren't working with students in our program. One of the things that we discovered is that status expires after four years.

We have four people that have been forwarded to us by the Graduate College who have expired, and either need to be renewed or decline.

Linda Moody

Connie Reimers-Hild

Todd Glover

Gwen Nugent

Bell thought perhaps two of them had been granted Graduate Faculty Associate Status when they were working on a specific project, and that project wasn't happening anymore. What Bell suggested is we send letters to those two and ask them if they're interested in being considered for renewal. We could today if we wanted to approve the other two, and notify them. **Hastings**—state again what this associate status allows them to do. **Matkin**—as a Graduate Faculty Associate, because there is differentiation, there's full Graduate Faculty status that is different from Graduate Associate. So if someone is hired as a Professor of Practice in a program or even in our program, they don't automatically have Graduate Faculty status. This gets them Graduate Faculty status. They could teach graduate classes, advise master's students or be on a master's committee, be on a doctoral committee, but they cannot advise doctoral students. **Matkin**—I'm bringing forward a motion (I'll do two separate motions) the first motion is that we contact Todd Glover and Gwen Nugent to tell them their Graduate Faculty Associate Status in our program has expired. We want to know if they are interested in renewing along with a justification about why they want to work with our department. I'm not going to tell them they will be renewed, but I will bring it forward for consideration. **Cannon**—is it appropriate

to ask for a CV? **Matkin**—yes. **McElravy**—what is all the paperwork you have to fill out to be considered? **Matkin**—there is an application to fill out, and then they have to submit a copy of their CV, and a letter of justification about why they want Graduate Faculty Status. Then, it is taken around to the faculty to review and vote on. **Terry**—it sounds like we are asking them to go through the process again, because we don't know them. So I ask what's their justification for continuing; why do you want to be renewed. **Matkin**—to be honest with you one option (this is what I thought we would do actually, but Bell suggested that we send them a letter) is that we don't renew them. I need to ask Eva if they will contact them, because I would rather they contact them than us. **Kang**—what happens if one of them say no I don't want to do that job? **Matkin**—then they just fall off the books. We take them off our list. **Specht**—I'm almost wondering if it wouldn't be less hassle for us if we let them lapse and have the Graduate program contact them, because then it puts the ownership on them and not on us to make sure everything is in order. I think it is a responsibility that we shouldn't necessarily take. **Matkin**—I'm all for less hassle, but what I don't know is if the Graduate College would contact them. So that's what I'm going to do. I'm going to make myself a note to call Eva and ask her how we can put the responsibility on them instead of us. I don't feel like we should have to chase them down. Linda Moody is a little different. She interacts with us all the time, and it's in our best interest to have her as a Graduate Faculty Associate. Connie Reimers-Hild has potential. I don't know what she is involved in with us, but she has a lot of great potential. **Hastings**—she's in Extension and she's also in the Community Vitality Youth Leadership group within Extension. So considering that we have this new Youth Leadership in Civic Engagement position, I think she would be an excellent person to have on committees. So I would highly recommend Linda and Connie having that Association renewal. **Cannon**—I'd like to call the question so we have to deal with the motion. Did you amend the motion? I know you had started out making a motion. **Matkin**—I didn't finish making the motion, because it got winded before I was finished. So I'm going to withdraw the beginning of that motion, but I'd like to say if you would like to make that a motion that we renew Linda Moody and Connie Reimers-Hild, because they work with us; and it is in our best interest. Is that a motion? **Terry**—seconded. **Matkin**—is there further discussion? **Vote**—motion carried. **Matkin**—I don't know if I need to put this in a form of a motion, but what I plan on doing now is contacting Eva about the other two. And, asking her if there's any...you know...we'd like to put the ownership on them that they want to be renewed that they contact us. **Terry**—the motion is that Matkin will contact Eva Bachman about the process for contacting Todd Glover and Gwen Nugent. **Specht**—seconded. **Vote**—motion carried.

3. Discussion of minutes and amount of detail/discussion to be included—Discussion

Matkin—I have an item on here about the minutes, because of the complexity of some of these discussions. I know it is a lot to read the minutes, but is this how you want to see the minutes. Would you rather get much abbreviated minutes like the Undergraduate Committee? **Cannon**—I think this is good. We appreciate Greenlee's level of work so don't change.

4. MAS Graduate Committee Representative

Matkin—Dr. Markwell is wanting to have more faculty involvement from across CASNR in the MAS program. He wants to create a graduate committee who will review applications as they come in. Balschweid nominated me to be the graduate committee representative from our program. In the email it said, "Since we are not going to be accepting very many Leadership students, you will be there to be able to keep an eye on that". Again, I want to clarify we are not accepting any Leadership students into the MAS program. I think we need a representative to find out who's eligible to work with Dr. Bell. My plan is to go meet with Dr. Markwell and find out what this committee will be doing. If we will only be looking at the applications that are relevant to our department, then it makes sense

to me that Dr. Bell do that. If Markwell wants this person to look at all the applications that come, and make recommendations about admission then I will talk with Balschweid whether or not we need a representative on that committee. As Chair I'm already on the Education and Human Sciences Committee and this will be three committees that I'm on. **Cannon**—it is ridiculous to, and I don't mean to insult the person who asked you, but it's way too much for one person to be doing all that. Second, I would think that as a member a graduate committee you would look at all (I'm making an assumption) but you would look at all graduate applications. If we're only taking applications of students who would be interested in working with Dr. Bell, I don't see why we need a department representative there. **Matkin**—one thing that occurs to me is that departments on campus that don't have graduate programs this is a way for them to be able to work with graduate students. So them being at the table means they can see someone and say, "You know this person is interested in our area. Let me talk with them and see if they want to work on something". But, since we already have our own graduate program I don't understand why we need to be at the table. And, I don't understand why we are overwhelmed with people why we're reviewing all these other applicants that aren't even interested in our program. I'm bringing this to the table so you will know, and I really wish the other three were here so we could have that discussion. I will talk with Markwell and see what his expectations are. Then, I will talk with Bell and Balschweid and see how they would like to move forward. At this point I am not planning on becoming part of that committee.

Sub-committee Reports/Updates (if applicable)

Graduate Handbook—McElravy—I don't think Marianne is going to be interested in doing that. But, I would suggest working with Jane Stentz. **Matkin**—I will ask her.

Process for Graduate Student Review—Matkin—I would like the three of us and Bell to get a meeting on our schedules sometime in the next few weeks to begin the process for the graduate student review process.

Future Item that was Bought Forward

Next meeting: Friday, October 4—Cancelled Next Scheduled meeting: November 8, 2013

Minutes presented by: Jennifer Greenlee