MINUTES
The Graduate Council
February 17, 2016
Johnson Hall Conference Room

Members Present: Mariah Acton, Susan Anderson (ex officio), Shanka Chakraborty, Hank Childs, Alexandre Dossin, Krista Chronister, Stephen Frost, Leonardo Garcia-Pabon, Erik Girvan (ex officio), Tory Herman, Sara Hodges (ex officio), Kaori Iademar, Laura Jacek (ex officio), Alison Kwok, Scott Pratt (ex officio); Thomas Ptak, David Riley, John Russial, Mark Watson (ex officio) and Ben Yang

Members Absent: Bruce Blonigen (ex officio), Ron Bramhall (ex officio)

Graduate School Staff in Attendance: Kellie Geldreich, Marcia Walker

The meeting was called to order at 3:30pm. The January 20, 2016 minutes were unanimously approved as distributed.

New Business

3+3 Accelerated Law and Honor's College Degree Program Proposal

Graduate Council members discusses the proposed 3+3 Accelerated Degree Program involving the Clark Honors College and Law School (Program). Associate Professor Herman asked about the overlap of credits. Academic Affairs Manager Kellie Geldreich explained that if a student goes to a professional school such as Law or Medicine, credits may be transferred back from the professional school to that student's bachelor's degree.

Elizabeth Raisanen, Clark Honors College (CHC) Director of Undergraduate Advising, then joined the Graduate Council discussion. Assistant Professor Girvan, who is an ex officio member of the Graduate Council, spoke on behalf the School of Law.

Director Raisanen explained that this 3+3 Program will enable highly-talented and motivated CHC students who are interested in a legal career to complete both a Bachelor's degree and Juris Doctor at the University of Oregon (UO) in six years, rather than the usual seven. Students participating in the Program will spend their first three years enrolled in undergraduate courses fulfilling their CHC general education requirements as well as the requirements of their chosen major(s)/minor(s). In the fourth year, participating students will be admitted as Law School students and will begin Law School courses. Under current UO policy, up to 48 quarter credits of coursework completed during the first year of Law School can be transferred back to count toward the Bachelor's degree (as elective credits).

Director Raisanen noted that the advantage of the Program is that CHC students can save one year's worth of tuition and living expenses, will get a jump start on their professional career, and will avoid the time and expense of applying to multiple law schools.

Associate Professor Herman asked if the Law School will be able to accommodate these additional students. Director Raisanen replied that they anticipate approximately 15 additional students, and this increased enrollment should not be a problem.

Associate Professor Russial noted that coursework in the first year of Law School can be very intense and asked if students would be able to complete the CHC thesis during the first year of Law School. Director Raisanen replied that while students will ideally complete their CHC thesis during the first year of Law School (fourth year of the 3+3 Program), students may defend the thesis as late as Winter term of the sixth year of the Program.

Associate Professor Russial then asked about having a Law School faculty member serve as the Second Reader on the thesis committee. Assistant Professor Girvan stated that CHC students will ideally chose a thesis topic that is related to law.
After the guest left the meeting, Graduate Council members further discussed the Proposal. Assistant Professor Girvan stated that the Law School has been considering offering other programs in addition to the three year J.D., and this Proposal will bring a highly qualified cohort of students to the UO School of Law. Associate Dean Hodges noted that many employers prefer to employ people with JD degrees, even if they don't practice law.

Associate Professor Frost moved to approve the 3+3 Accelerated Law and Honors College Degree Program. Associate Professor Herman seconded the motion. The Graduate Council unanimously voted to approve the 3+3 Accelerated Degree Program.

**Specialization Title Proposal**

Associate Dean Hodges explained that although part of the approval process for a graduate specialization or certificate is consideration of whether the name of the specialization or certificate appropriately captures the scope of that specialization/certificate, it is possible that the name selected could create confusion in the future with newly proposed specializations and certificates that cover different content but would use a similar name.

Even after a graduate specialization or certificate has been approved, the unit responsible for it may be asked to change or revise the name, in the event that a new graduate specialization or certificate is proposed to which the existing specialization or certificate's name could plausibly be applied or could cause confusion. This proposal will require both the existing and newly-proposed specialization or certificate groups work with the Graduate School and Academic Affairs to come up with unique names that disambiguate the programs.

Professor Garcia-Pabon asked about the situation where a department is no longer using a certificate or specialization name. Academic Affairs Manager Geldreich reported that this situation is easier to rectify. The Graduate School would approach the department and ask if this specialization or certificate is still viable. If not, the specialization would be inactivated (over a seven-year period) and the name would be retired.

Associate Professor Herman moved to approve the proposal. Professor Chakraborty seconded the motion. The Graduate Council unanimously voted to approve the Specialization Title Proposal.

**Thesis and Dissertation Embargo Policy**

Academic Affairs Manager Geldreich distributed a handout explaining the UO Thesis and Dissertation Embargo Policy. She noted that the UO offers a permanent restriction option that is not typically available to students at other universities. The option for six months, one year, and two years are standard embargo periods that are available to students at most universities. Due to publishing rights issues, creative writing students at universities are often allowed longer or more restrictive embargos. UO Creative Writing students now, however, complete a creative terminal project instead of a thesis. In light of this, UO library representatives approached the Graduate School to request the permanent UO-only restriction option be removed.

Academic Affairs Manager Geldreich stated that the Graduate Council is being asked to approve a change in policy to allow students a six-month, one-year, or two-year embargo option. If a student requests additional years or restriction outside these time limits, the student would complete a request to the Graduate School justifying the additional embargo time. This standardized request would require approval from the student’s Chair/Advisor.

Academic Affairs Manager Geldreich stated that a problem arises for students who request a permanent embargo and then leave the UO, as they cannot access their work nor can others—such as employers—access the student's work.

Graduate Student Ptak asked what would happen with previous students who have requested a permanent embargo. Academic Affairs Manager Geldreich stated that they would be grandfathered in
and the UO Library would notify them of the new policy. Associate Dean Watson suggested that the burden be placed on the student to contact the UO.

Dean Pratt noted that it is the expectation that the graduate student’s thesis/dissertation will be published and available to the general public. One of the hallmarks of higher education is public access to the dissemination of new knowledge and as a public institution, the UO is obliged to make our research available to the public in a timely manner. This policy would reflect that by ensuring appropriate review for longer embargos. After two years, if a student wants the embargo to continue, they can contact the UO and submit the petition providing justification for continuing the embargo.

Academic Affairs Manager Geldreich stated that the Thesis/Dissertation Delayed Release (Embargo) Request submitted by a student would be approved by the Graduate School and the Chair of the student’s Thesis/Dissertation Committee. Associate Professor Herman suggested that if the Chair is not available, there should be an option to have the Department Head sign off on the request.

Graduate Student Ptak noted that there could be sensitive material in a thesis or dissertation that could compromise the future work or someone in the body of research. Associate Professor Frost gave the example of research that contained information about the location of a burial site. Associate Professor Hodges stated that the student would be able to submit a request to extend the embargo.

Academic Affairs Manager Geldreich reported that the Graduate School will add information to their website informing students of what it means to embargo their thesis or dissertation that will contain a link to the UO Libraries site.

Dean Pratt stated that the Graduate School will offer a fillable form that allows for the student’s electronic signature. The student would complete the form and send it to the Chair or Department Head who would then forward the form to the Graduate School.

Associate Professor Herman moved to approve the proposed UO Thesis and Dissertation Embargo policy with the amendments of providing a fillable form and allowing the Department Head to approve in lieu of the Chair. Professor Garcia-Pabon seconded the motion. The Graduate Council unanimously approved the UO Thesis and Dissertation Embargo policy with the noted amendments.

**Thesis/Dissertation Graduate School Review Procedure Changes**

Associate Dean H. Leslie Steeves, Journalism and Communication, joined the Graduate Council to voice concerns about this procedure on behalf of Journalism and Communication.

Academic Affairs Manager Kellie Geldreich explained that the UO Graduate School has a thesis/dissertation review process which is not consistent with the practice of many other AAU public universities. The review process does not change the formatting guidelines for theses and dissertations.

The Graduate School currently employs a Thesis and Dissertation Editor who checks formatting on page numbers, margins, prefatory pages, acknowledgment of co-authored material, supplemental files acknowledged, chapter headers, in-text citations, table and figure formatting, appendices, references cited, and footnotes. Other universities have moved towards only checking prefatory pages, margins, and page numbers. Many institutions have moved towards this policy as more extensive checking is considered too proscriptive, and the committee has already reviewed and approved the work.

Taking this into account, and with the Graduate School Thesis and Dissertation editor retiring after Winter term, the Graduate School will change the thesis/dissertation review process to include only the following beginning Spring 2016: page numbers, margins, prefatory pages, acknowledgement of co-authored material; and supplemental files acknowledged.

The Graduate School will put additional resources on its website to assist students with formatting their work.
GTFs in Graduate-Level Courses

Dean Pratt distributed a handout of proposed amendments to the GTFs in Graduate-Level Courses policy. He noted that in 1997 the Graduate Council passed a policy statement that Graduate courses (those numbered 500-599, 600-699, and 700-799) at the UO represent teaching and research at the highest level, and are taught by faculty of the institution. The policy also delineates circumstances under which a graduate student with a GTF appointment could be assigned to assist a faculty member with a graduate-level course. The policy articulates conditions governing GTF assignments to assist with graduate-level (500, 600, or 700) courses.

Dean Pratt noted that the proposed amendments to this policy will ensure that it is in compliance with the GTFF Collective Bargaining Agreement and reflects the updated United Academic faculty categories that constitute instructional faculty at the graduate level.

The updated policy clarifies that GTFs assigned to undergraduate-only courses may instruct and evaluate graduate students enrolled in that course and that Graduate students who are not assigned as GTFs to a course may give a guest lecture in that course so long as it is done only once in the term. The revisions will allow GTFs assigned to a graduate course to organize and facilitate lab/discussions in the assigned course if specific conditions are met and the GTF will not evaluate the graduate students.

Associate Professor Chronister moved to approve the amendments to the GTFs in Graduate-Level Courses policy. Associate Professor Herman seconded the motion. The Graduate Council voted unanimously to approve the amendments to the GTFs in Graduate-Level Courses policy.

Old Business

None.

Updates/Announcements

Graduate Student Research Forum

Associate Dean Hodges reminded Council members of the Graduate Student Research Forum to be held on February 26, 2016 from 10:00am to 4:00pm at the Ford Alumni Center. She noted that some Graduate Council members have agreed to participate as judges in the Forum.

Adjourn

The Council adjourned at 5:00pm.

Respectfully submitted,

_____________________________
Krista Chronister
Graduate Council Secretary