

**University Research Council**  
**Approved Minutes**  
**November 8, 2016**

**Present:** Eve Adams, Susan Beck, Laura Boucheron, Henry Cathey, Martha Desmond, Steven Elias, Sam Fernald, Kathryn Hanley, Stephen Hanson, Michael Hyman, Debra Knapp, Fran Nadjat-Haiem, Rebecca Palacios, Stephen Pate

**Absent:** Jeffrey Arterburn, Vimal Chaitanya, John Harding, Julie Rice, Manoj Shukla

**Guests:** Loui Reyes, Diana Toups Dugas

1. Approval of Draft Minutes for October 11, 2016

Minutes were approved as presented with edits which will be forthcoming.

2. Graduate School Dean Loui Reyes

Dean Reyes provided information on the graduate faculty policy at NMSU. He invited URC to review and possibly assist in a policy revision. The policy currently requires members of graduate faculty to be actively engaged in original scholarship and current with important developments within their disciplines. The process includes having the applicant submit an updated curriculum vita to the department head who reviews it and determines the evidence of active engagement in scholarship and discovery. NMSU uses the Boyer's model of scholarship which includes application and teaching integration. The curriculum vita should list publications in a six-year period. Books published by national and international publishers, referee or invited book chapters, and may also reflect refereed comparable proceedings including films or activities. Dean Reyes will make sure that funded research grant writing or reports are a part of it. The department head writes a letter of nomination which goes to the college dean, who reviews it and approves it, then forwards it to the graduate school. When it arrives, the graduate council convenes and they have a standing graduate faculty review committee comprised of 3 full professors. The application is reviewed and a recommendation is made of approval or disapproval. The recommendation goes to graduate dean, then the graduate school makes the appointment. The graduate faculty can then chair all graduate committees, masters or doctorates. They can direct master thesis or doctoral dissertations, teach 600 and 700 level courses, and serve as representatives as the dean of the graduate school. The policy may be found at 5.15.20 in the NMSU policy manual (also see Attachment 1).

Dropping graduate student enrollment at NMSU was brought up and Dean Reyes said NMSU is decreasing by at least 100 graduate students every year for the past five years. We currently have 2,792 and when Dean Reyes first came to grad school five years ago NMSU had roughly 3,600. Dean Reyes said institutions not experiencing the drops appear to have refreshed their curriculums meaning instead of having a 58 hour degree program for a doctorate, they came down to 30 hours. The other thing is building in more interdisciplinary opportunities. A major disruptor is on-line education. The other trend is professional masters and doctorates. This topic will be brought back at a future meeting. It was suggested that the Graduate School Dean become an ex-officio member of URC. This will be considered for a future charter amendment but in the near future, Dean Reyes will be invited to attend URC meetings.

3. An Introduction to NMSU's CIA and Activity Report – Diana Toups Dugas, ICT

The new cyber infrastructure architect (CIA) for NMSU at ICT is Diana Toups Dugas. She introduced herself and said her position is a grant funded position that started August 1, 2016. She is meeting departments across colleges and is acting as a liaison between faculty and ICT. The high performance computer usage has gone from 23% to 50% utilization since her hire. She is looking at revenue streams to allow a campus-wide system for NMSU. This will bring the program to every faculty member, staff member and student. Data backup costs/options are being considered. Chair Hanley suggested Ms. Dugas consult with Sponsored Projects Accounting (SPA) about using drop-box for grants as they have not allowed grant funds to be spent for this in the past, Ms. Dugas said people are using departmental funds in many cases; however a lot of money coming from NMSU actually comes from personal accounts. Discussion commenced and in summary, she is looking at licenses across campus and how best to link them together. Ms. Dugas asked URC to write to her with questions. She can be reached at [dugasdvt@nmsu.edu](mailto:dugasdvt@nmsu.edu) or at 646-6498.

4. Other

- a) It was requested that future URC meetings be populated via Outlook for calendar purposes to members.
- b) It was asked if there is a protocol or standing operating procedures for the URC fair and if not, can one be created.

**URC Minutes for November 8, 2016 (Attachment 1)**

**Rule 5.15.20 - Appointments - Graduate Faculty** The ultimate responsibility for the quality of the graduate program resides in the graduate faculty, individual departments offering graduate work, and the cognizant dean. The dean of the Graduate School is responsible for the administration of the Graduate School's policies. Staff members qualified to perform the functions of the graduate faculty are nominated by the heads of their departments for approval by the cognizant dean and the dean of the Graduate School. The Graduate Council shall maintain a standing committee on Graduate Faculty Appointments comprised of three senior graduate faculty currently serving on the Graduate Council. The standing committee on Graduate Faculty Appointments shall review and make recommendations to the dean of the Graduate School on appointment of faculty nominees to the graduate faculty. This standing committee on Graduate Faculty Appointments also shall review appointment criteria as needed. Approval will be granted in recognition of the staff member's active interest in graduate work as demonstrated by continual study, creative activity, and successful teaching. Appointment to the graduate faculty will normally require that the individual have an earned doctoral degree. The qualifications of each new member of the graduate faculty will be given comprehensive review by the department head, cognizant dean, and the dean of the Graduate School at the end of 3 years. The qualifications of each graduate faculty member will be reviewed every 3-5 years by the department head, cognizant dean, the Graduate Council standing committee on Graduate Faculty Appointments, and the dean of the Graduate School. Selection of instructors to teach courses at the 450-499 level is left to the department head and college dean; however, such persons must have at least a master's degree. Any exceptions to this policy must have prior written approval of the dean of the Graduate School. Graduate students may not assign grades to other graduate students in courses numbered above 450. Selection of individuals to teach courses numbered 500 and above is left to the department head and the college dean. The individual must have an earned doctorate, or a master's degree with extensive experience, and have evidence of creative activity. Any exceptions to this policy must have the prior written approval of the dean of the Graduate School. Members of the graduate faculty chair all graduate committees, direct master's theses, direct doctoral dissertations, teach 600-level courses, serve as representatives of the dean of the Graduate School, serve on educational specialists' exams, and serve on doctoral exams. Any exception to the above policy must be approved in writing by the dean of the Graduate School. Before an individual is appointed to the graduate faculty, evidence of creative activity, in addition to the doctoral dissertation, is required. In implementing this approach, the department heads, the deans and the dean of the Graduate School will review all members of the graduate faculty in their colleges and invoke the review clause on individuals not meeting the minimum requirements.