

# University Committee on Graduate Studies

Draft Minutes  
April 12, 2021



MICHIGAN STATE  
UNIVERSITY

**Present:** M. Abel (COGS), L. Borquin (CANR), C. Ernst (CANR), A. Gilad (CHM), A. Halvorsen (EDU), D. Hershey (NURS), T. Hult (BUS), K. Tollefson (for T. Jeitschko) (GRAD), K. Kim (BUS), D. Koslowsky (COM), R. Kulkarni (CNS), A. Moeser (CVM), J. Riebschleger (COS), E. Roggenkamp (COGS), T. Sharkey (CNS), B. Takahashi (CCAS), B. Van Dyke (CAL), D. Wong (EDU)

**Absent:** N. Costello (LAW), Y. Figueroa (CAL), T. Grebey (COGS), M. Haq (EGR), J. Lonstein (SSC), F. Pratt (COGS), D. Straiton (COGS), T. Zhou (MUS)

## Preliminary Matters

The University Committee on Graduate Studies held a regular meeting via Zoom on April 12, 2021 at 3:00 p.m. with Chairperson Denise Hershey presiding. The agenda was approved as presented by consent. The draft minutes of the March 15, 2021 meeting were approved as presented by consent.

## Possibility of Relaxing Dissertation Formatting Requirements

The Chairperson gave remarks, during which she raised the issue of relaxing the university's formatting requirements for dissertations, which the Steering Committee referred to UCGS on April 6, 2021. Associate Dean Kirsten Tollefson indicated that she was already working on this issue; the concern from Steering was forwarded to Tollefson, and the committee agreed by consent to have Tollefson report back at the first Fall Semester 2021 UCGS meeting with any updates.

## Possible Change to Final Exam Policy

Associate Dean Tollefson gave remarks, which included a discussion of a March 31, 2021 memorandum from Dean Thomas Jeitschko with the subject "Potential revisions to MSU final exam policy." The memorandum read, in its entirety:

The University is considering changes to the final exam policy along the lines of the below language from the University of Wisconsin-Madison. Please provide me with your feedback on this suggested language.

"Per the [guidance](#) endorsed by the University Curriculum Committee, classes taught entirely remotely or online must administer final exams remotely/online, if a final is given. The operative is:

An **asynchronous course section** will have an **asynchronous exam** which can be completed within a certain timeframe or **synchronous** exams for **synchronous** classes and any accommodations or flexibilities are made for students by the faculty"

Members of the committee expressed concern that the proposed language did not adequately make clear that asynchronous classes are necessarily the same thing as



online classes. Additionally, some members expressed that they felt that synchronous courses should be able to have either synchronous or asynchronous exams so long as the exams are online, but asynchronous courses should be required to have asynchronous exams; members noted that hybrid classes further complicate the guidance. Members were also confused about whether the proposed language was intended to take effect in Spring Semester 2021 given that final exams were rapidly approaching. Finally, members noted that sentence beginning “Per the guidance endorsed by the University Curriculum Committee” apparently refers to UW-Madison’s University Curriculum Committee, not MSU’s University Committee on Curriculum, which could lead to confusion. Associate Dean Tollefson said that she would confer with Dean Jeitschko and attempt to clarify the goal of the memorandum and the next steps for potentially implementing it.

Council of Graduate Students President Meagan Abel gave remarks.

## **Update on Dean Review Process and Special Meeting Scheduling**

The Chairperson announced that the survey for Dean Jeitschko’s five-year review had gone out to the relevant constituencies. The Chairperson indicated that she would prepare a report after the Institute for Public Policy and Social Research delivered the results of the survey.

By consent, the committee agreed to schedule a special meeting for May 10, 2021 at 3:00 p.m. to review the report and vote on approving it.

## **Election of 2021-2022 UCGS Officers**

By consent, and with no other nominees, the committee elected the following people to the officer positions for the 2021-2022 session of the University Committee on Graduate Studies:

1. Chairperson – Denise Hershey
2. Vice Chairperson – Ben Van Dyke
3. Secretary – Joanne Riebschleger

## **Subcommittee Reports and Approval of Three Program Changes**

Neither Graduate Instruction, Employment, and Mentoring Subcommittee Chairperson Donna Koslowsky nor Academic Research Policy Subcommittee Chairperson Kyonghee Kim had a report.

As part of a report, Curriculum and Program Review Subcommittee Chairperson Thomas Sharkey moved to approve the following curricular changes: 1) A request to change the requirements for the [Master of Science degree in Accounting](#), 2) a request to change the requirements for the [Graduate Certificate in Global Studies](#)



[in the Arts and Humanities](#), and 3) a request to change the requirements for the [Doctor of Philosophy degree in Kinesiology](#). The motion was adopted by consent.

### **Changes to Requirements for the Master of Science and Doctor of Philosophy Degrees in Biostatistics**

The Chairperson introduced two guests, David Barondess and Gustavo de los Campos, who requested to change the requirements for the [Master of Science degree in Biostatistics](#). Sharkey moved to approve the requested changes to the requirements for the Master of Science degree in Biostatistics. The motion was adopted by consent following debate and an amendment. The amendment that was adopted was to change “1. Complete 12 to 15 additional credits in biostatistics electives from the following” at the beginning of Insert 1 to “3. Complete 12 additional credits for Plan A and 15 additional credits for Plan B in biostatistics electives from the following” with Sections 2 and 3 of Insert 1 re-numbered to Sections 4 and 5, respectively.

Barondess and de los Campos also requested changes to the requirements for the [Doctor of Philosophy degree in Biostatistics](#). Tomas Hult moved to approve the requested changes. The motion was adopted by consent following debate and an amendment. The amendment that was adopted was to change the sentence “The first 40 credits applied towards the completion of a master of science may not be counted toward the Ph.D. in Biostatistics” so that it instead begins with “The first 33 credits.”

### **Changes to Requirements for the Master of Science and Doctor of Philosophy Degrees in Epidemiology**

Barondess and de los Campos also requested changes to the requirements for the Master of Science degree in Epidemiology and the Doctor of Philosophy degree in Epidemiology.

Anne-Lise Halvorsen moved to approve the requested changes to the requirements of the [Master of Science degree in Epidemiology](#). The motion was adopted by consent following debate.

Hult moved to approve the requested changes to the requirements of the [Doctor of Philosophy degree in Epidemiology](#). The motion was adopted by consent.

### **Moratorium on Admission to the Graduate Certificate in Applied Behavior Analysis in Special Education**

The Chairperson introduced a guest, Matthew Brodhead, who requested a Moratorium on Admission to the [Graduate Certificate in Applied Behavior Analysis](#)



[in Special Education](#) effective Summer 2021 through Summer 2022. Riebschleger moved to approve the requested moratorium. The motion was adopted by consent.

### **Changes to Requirements for the Master of Arts Degree in Rehabilitation Counseling**

The Chairperson introduced a guest, Andy Nay, who requested to change the requirements for the [Master of Arts degree in Rehabilitation Counseling](#). Sharkey moved to approve the requested changes. The motion was adopted by consent.

### **Changes to Requirements for the Master of International Planning Studies Degree**

The Chairperson introduced a guest, Zenia Kotval, who requested to change the requirements for the [Master of International Planning Studies degree](#). Sharkey moved to approve the requested changes. The motion was adopted by consent following debate.

### **Extension of Moratorium on Admission to the Dual Major Ph.D. in Quantitative Biology**

The Chairperson introduced a guest, Rich Schwartz, who requested to extend the Moratorium on Admission to the [Dual Major Ph.D. in Quantitative Biology](#) from Spring 2021 to Spring 2024; the Moratorium had previously been extended to Spring 2019 and Spring 2021. Koslowsky moved to approve the requested extension. The motion was adopted by consent following debate.

### **Adjournment**

The meeting adjourned at 4:34 p.m.

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Tyler Silvestri  
Secretary for Academic Governance

**Approved:**