Meeting Minutes of the Michigan Technological University
Graduate Student Government
May 9th, 2011 Meeting

Synopsis:
The Graduate Student Government:
Discussed plans for this summer and coming fall 2012 semesters

I. Call to Order
   a. Felicia Chong called the meeting to order at 5:06 pm.

II. Approval of Agenda
   a. Harish Chowdhary Athipatla suggested to remove the discussion item.
      Colin Gurganus motioned to approve the agenda. Sinan Abood seconded and the motion carried.

III. Approval of Minutes
   a. Jarod Maggio motioned to approve the minutes from the April 11th, 2011 meeting of GSG. Colin Gurganus seconded and the motion carried.

IV. New Business (none)

V. Officer Reports
   a. (Margo Woller-Carter excused) Jarrod Maggio discussed his meeting along with Margo and the Board of Control. Discussion items included GSG’s interests in promoting a student health care clinic on campus, the updating of the blue lights system, and the need for GSG to continue representing graduate student concerns related to the Experience Tech Fee.
   b. Felicia Chong discussed preliminary details about student health insurance. Decisions are not yet finalized. Difficulties in separating the supported and unsupported student demographics were discussed. Budget concerns were discussed. The proposal to have a student health insurance Lunch and Learn was suggested.
   c. Jarod Maggio discussed the current status of travel grants for this summer term. Travel Grant decisions for the summer term will be made on July 8th, 2011. The proposal to have a lunch and learn related to graduate student conference presentations (to include travel grant procedure details) was suggested. The importance of the graduate student government department socials in the fall and spring terms was emphasized.
   d. Erin Thomas disseminated the spring 2011 enrollment numbers. These numbers will be used to determine the number of representatives per department for the fall 2011/ spring 2012 school year. The importance of only including those students that are on-campus students was emphasized. More details about which of the enrolled students are on campus are needed in order to make final decisions about the number of representatives per department.
VI. Committee Reports
   a. Ali Mirchi welcomed suggestions about good topics for Lunch and Learns next fall. The Academic Committee held a brief meeting after the GSG meeting.
   b. Harish Chowdhary Athipatla requested GSG members and other graduate students to volunteer as facilitators for the August 24th, 2011 fall orientation. The August 31st, 2011 fall social at Hancock Beach was mentioned as well as the Quincy Mine tour social the following Saturday. Harish welcomed comments about good locations for an additional fall colors tour social.
   c. Ratnesh was absent and no PR Committee Report was given.

VII. Liaisons
   a. Ben DePew reported as the liason for the University Senate Committee. The recent meeting of the University Senate highlighted discussion about the presidential survey, moving offices off campus and reports from the Finance Committee. Concern was voiced about the balance between state appropriations and tuition monies as a percentage of the university budget. The important role of graduate students as GTAs was emphasized.
   b. Colin Gurganus reported as the liason for the Undergraduate Student Government. The USG has been holding transitional meetings as many undergraduate students are currently off campus. The proposed credit card policy was discussed.
   c. The Graduate Faculty Council was reported to not meet over the summer but a new GSG representative is needed to serve on the Graduate Faculty Council.

VIII. Old Business (none)
IX. Discussion Items (removed as an agenda item)
X. Adjournment
   a. Ben Depew motioned to adjourn. Colin Gurganus seconded and the motion carried.
Meeting Minutes of the Michigan Technological University
Graduate Student Government
June 13th, 2011 Meeting

I. Call to Order
   a. Margo Woller-Carter called the meeting to order at 4:06 pm.

II. Approval of Agenda
   a. Margo Woller-Carter motioned to approve the agenda. Bhairavi Pandya
      seconded and the agenda was approved.

II. Approval of Minutes
   a. Margo Woller-Carter motioned to approve the minutes from the May 9th,
      2011 meeting of GSG. Ali Mirchi seconded and the motion carried.

IV. New Business (none)

V. Officer Reports
   a. Margo Woller-Carter welcomed suggestions and input for the Tobacco
      Working Group. She is proposing an anti-littering policy to the committee.
      Currently, the group is contemplating on two proposals: creating
      “smoking” buildings and smoking rooms with separate ventilation
      system.
   b. Felicia Chong showed the official spring 2011 enrollment numbers and
      the numbers of representatives that are needed for each department in
      the fall.
   c. Bhairavi Pandya said that the deadline for the upcoming travel grant
      drawing is July 8th at 5pm. Margo Woller-Carter will send out a reminder
      e-mail to all graduate students.

VI. Committee Reports
   a. Ali Mirchi will finalize the dates and topics for the upcoming Lunch &
      Learn sessions in the next few days.
   b. Margo Woller-Carter informed the group that Harish Chowdhary
      Athipatla already finalized the dates for this year's social events and that
      Ratnesh Patil is putting together the GSG materials for the orientation
      binders. The “stuffing” day for the binders is June 22nd and those who are
      interested in becoming facilitators at the orientation need to register on
      the graduate school’s website.

VII. Liaisons (nothing to report)

VIII. Old Business (none)
IX. Discussion Items  
   a. Margo Woller-Carter discussed the Call of the Keweenaw booklet project with the group and asked if there’s any interest in updating the book (which was published in 2002 with outdated information). Colin Gurgaus asked how much it would cost to print the book. Margo Woller-Carter responded that the Graduate School paid for the printing, while GSG did all the legwork. Sinan Abood suggested having the information on the GSG web site instead. Margo Woller-Carter agreed that that is a better way of updating the materials, but she asked if it is worth spending the time and energy to update the booklet. Bhairavi Pandya suggested linking existing web sites (e.g., government or tourism) to the materials on the GSG web site. Sinan Abood suggested creating a subset of PR committee where additional members are involved in updating the materials. Ben Depew asked if it would be more appropriate to have this material on the Graduate School web site or the GSG web site. Margo Woller-Carter asked if it should even be on the university web site instead. Ben Depew said GSG shouldn’t be responsible for updating this booklet since there are other departments on campus that can take care of this (e.g., admissions).

X. Adjournment  
   a. Ben Depew motioned to adjourn. Colin Gurganus seconded and the motion carried.
I. Call to Order  
   a. Margo Woller-Carter called the meeting to order at 4:03 pm.

II. Approval of Agenda  
   a. Margo Woller-Carter motioned to approve the agenda. Bhairavi Pandya seconded and the agenda was approved.

II. Approval of Minutes  
   a. Margo Woller-Carter motioned to approve the minutes from the June 13th, 2011 meeting of GSG. Colin Gurganus seconded and the motion carried.

III. New Business (none)

V. Officer Reports  
   a. Margo Woller-Carter is on the search committee for the Center for Diversity and Inclusion. They are at the stage of phone interviewing and there is a new pool of applications. The Tobacco Working Group have decided to put forward two proposals for possible solutions: smoking posts and garbage cans (anti-littering), and ten smoking shelters that are closed off (which can also be converted to bike shelters).
   b. Felicia Chong showed the revised First Contact letter. The letter will be used to not only introduce new students to GSG but to also connect them with their departmental representatives.
   c. Margo Woller-Carter said that the travel grant recipients for the summer semester will be announced after the meeting.
   d. Margo Woller-Carter encouraged new representatives to contact the secretary (Erin Thomas) to keep the rep. list updated.

VI. Committee Reports  
   a. Ali Mirchi has finalized the dates and locations for the upcoming Lunch & Learn sessions. The committee is currently inviting proposals for future Lunch & Learn topic ideas.
   b. Harish Chowdhary Athipatla has finalized the dates and venues for fall semester's socials. The committee is also inviting proposals for future social events.

VII. Liaisons (nothing to report)

VIII. Old Business (none)

IX. Discussion Items (none)

X. Adjournment  
   a. Ben Depew motioned to adjourn. Colin Gurganus seconded and the motion carried.
Meeting Minutes of the Michigan Technological University Graduate Student Government

August 29th, 2011 General Meeting

I. Call to Order: Meeting called to order by M. Woller at 5:06PM
II. Approval of Agenda: Motion by M. Woller, seconded by Harish, motion carries
III. Approval of Minutes: Motion by Margo, seconded by Ali, motion carries
IV. New Business: no new business
V. Officer Reports:
   a. President: thanks offered for the help with the orientation events, events were reported as being successful, plans needed to distribute benefit information to graduate student body regarding the experience tech fee (suggestions include using the website, email lists and including experience tech fee benefits in orientation packets), tobacco task force suggests 3 options involving smoking shelters and/or trash cans and recepticals, EQUIP (mentoring and advising subcommittee) recommends focus groups (next EQUIP meeting Oct. 10), Center for Diversity and Inclusion hiring in process
   b. Vice President: nothing to report
   c. Treasurer: expenses for May and July reported, most recent budget reported, high turnout in travel grant applications over summer – anticipating discretionary funding request for additional travel grant money
   d. Secretary: committee responsibilities summarized, committee assignments planned for next meeting, sign in sheet explained
VI. Committee Reports:
   a. Academic: lunch and learn topics to include NSF funding procedures, finding Post Doc positions, VISA considerations for multi-national companies, and student insurance
   b. Social: Copper Harbor tour planned, special thanks to Bob Wenz, need more van certified drivers (GSG offers limited funding for the cost of certification), Mine Shaft and Salsa events planned (dates not set yet)
   c. Public Relations: website updated, Hancock Beach Orientation Picnic reported a success, Quincy Mine Tour reported a success, photography contest attracted several contestants
VII. Liaisons:
   a. University Senate: meetings open to public and televised
   b. Undergraduate Student Government: nothing to report
   c. Graduate Faculty Council: nothing to report
VIII. Old Business: none
IX. Discussion Items: members invited to celebrate the graduation of Sinan Abood
X. Adjournment: Motion by B. DePew, seconded by C. Gurganus, motion carries 5:35
I. Call to Order: Margo 5:05

II. Approval of Agenda:
   a. Motion to amend the agenda to move VII a to IV c made by Margo, seconded by Jarod, carries unanimously
   b. Motion to approve amended agenda made by Margo, seconded by Harish, carries unanimously

III. Motion to approve minutes from August 29, 2011 made by Jarod, seconded by Colin, carries unanimously

IV. New Business
   a. Funding request by NOSOTROS introduced by Jarod
      i. GSG discretionary funding procedure reviewed
      ii. NOSOTROS representatives present proposal
      iii. NOSOTROS proposal clarified, benefits of proposal to graduate students discussed, potential for NOSOTROS to find other funding discussed, appropriate level of support debated
      iv. Motion to fund 3 events for 390 made by Colin, motion fails
      v. Motion to fund 4 events for $520 made by Rosa, seconded by Colin, further discussion about NOSOTROS polling members about purchasing tickets ensues, Colin calls the question, seconded by Ali, motion carries
   b. Ben presents about Robert’s Rules
      i. Spirit of Robert’s rules emphasized rather than literal interpretation, efficiency and fairness in running meetings emphasized
   c. University Senate Liaison report (Ben)
      i. New liaison announced before next meeting, parking budget discussion features recent shifts in town, accelerated Master program discussed, possible impact on the value of graduate degrees mentioned
   d. Responsible Conduct of Research (RCR) report (Felicia)
      i. New NSF and NIH requirements mentioned, long term training plan outlined
      ii. Features of future training should include consistency, trackability, and attention to departmental differences.

V. Officer Reports
   a. President (Margo)
      i. Softball league
         1. GSG didn’t have to pay for the softball field rentals this summer
         2. The circulating softball trophy needs updating
3. Margo recommends a future surplus funding request
4. Policy for funding requests reviewed

ii. GSG Office Hours sign-ups available for GSG members

iii. Parking Report
1. Tiered parking suggested
2. Heights parking reviewed
3. Centralization of parking with Public safety recommended
4. Faculty parking charges recommended
5. Budget gap may be related to snow removal and needed improvements
6. Bussing services likely to be offered
7. Grad student lots reported as underutilized
8. Walking and biking are encouraged
9. Overselling of lots recommended
10. GSG recommends unanimously that graduate students be lumped in with faculty/staff rather than undergraduate commuter students for parking due to the nature of the work graduate students do for the university (motion by Colin)

b. Vice President (Felicia): nothing to report
c. Treasurer (Jarod):
   i. Current budget roughly $54,000 (details given next meeting)
   ii. Department Meet and Greets explained, funding for meet and greets increased ($100 total for small departments and $150 total for departments with 3 or more representatives), option for combining two events into one mentioned, representatives should inform Jarod or Felicia and invite Executive board members
d. Secretary (Erin)
   i. sign in sheet and nametags mentioned
   ii. forms for committee membership preference distributed

VI. Committee Reports
a. Academic (Ali)
   i. First lunch and learn topic is related to NSF funding
b. Social (Harish)
   i. Copper harbor itinerary distributed, schedule is flexible
   ii. 1 bus only because of low turnout for the boat tour last year
   iii. GSG members welcome, priority given to new grad students,
   iv. Recommendation to start a waiting list
c. Public Relations (Ratnesh)
   i. Review of up and coming work on flyers that needs completion
   ii. Invitation for those interested in PR to meet after the regular GSG meeting

VII. Liaisons
a. Undergraduate Student Government (Colin)
   i. USG approved a funding request after the deadline
ii. Colin intends to give up his seat as the USG liaison
b. Graduate Faculty Council (Felicia)
   i. Non-departmental degree names and interdisciplinary MS in Biomedical Engineering proposed
   ii. Grad student award nomination process under review, a reduction in the number of recipients per department is desired to preserve the significance of the awards

VIII. Old Business
   a. Liaison responsibilities reviewed

IX. Discussion Items: none

X. Adjournment: Jarod motions, Colin seconds, motion passes unanimously
Graduate Student Government of Michigan Technological University
Minutes for September 26, 2011

I. Call to Order: Margo 5:05 PM
II. Approval of Agenda: motion by Ali, second by Ratnesh, motion carries unanimously
III. Approval of Minutes from: September 12, 2011: motion by Natasha, second by Jarod, motion carries unanimously
IV. New Business: none
V. Officer Reports:
   a. President (Margo): Parking consultant recommendations outlined including grad students keeping their parking but with increased pricing, grad students are not being lumped in with faculty, no administrative power or infrastructure exists to lump supported grad students with faculty, price increases are happening across campus
   b. Vice President (Felicia): DHH Parking Task Force meeting on Fridays, contact Felicia, comments across campus including graduate students, some recommendations included making gourmet foods for guest lecturers and offering spa services
   c. Treasurer (Jarod): Meet and greet department socials reviewed, econo card process reviewed, full GSG budget presented, current budget adherence outlined (especially concerning expenditures for recent social events which are not matching their proposed budgets.
   d. Secretary (Erin): nothing to report
VI. Committee Reports:
   a. Academic (Ali): Good response for first lunch n’ learn on Friday, September 30, flyer available from PR committee, Academic Committee meeting planned after GSG meeting
   b. Social (Harish): Fall color tour had a great response, upcoming Mine Shaft event described, Social Committee meeting planned after GSG meeting
   c. Public Relations (Ratnesh): Representatives are encouraged to take flyers for posting in their departments
VII. Liaisons:
   a. University Senate (Kevin): faculty are concerned about paying for parking because of a lack of raises, extra expenses for parking are related to snow removal costs making MTU parking distinct, smart technology is expensive, accelerated masters programs discussed for programs that do not require a thesis or report, graduate student grievances policy proposals mentioned
   b. Undergraduate Student Government (Mary): Karl walker presentation mentioned, USG representatives didn't seem upset, concern about lot 5 being underused was mentioned, IT merger mentioned, reporting of problems encouraged, contact information for IT help mentioned
   c. Graduate Faculty Council (Felicia): volunteers needed for thesis/dissertation committee, engineering and LaTeX backgrounds desired, 2 new programs discussed (Ph.D. BioChemistry/Molecular Biology, MS Biomedical Engineering), grad assistant cost share mentioned, GFC website mentioned
   d. University Finance Committee (Shreya): nothing to report (committee hasn't met yet)
VIII. Old Business: none
IX. Discussion Items:
   a. Student Healthcare (Margo): summary of Portage Health services available to students, use of technology suggested, recommendations for improving services to students include shortening wait times for appointments, choosing a location more central to campus, making it possible for students to be cared for between classes (within 1 hour for routine care), recent changes to contract questioned, frequent student use of Shopko clinic and other competitors explained
X. Adjournment: motion by Jarod, second by Harish, 6:00 PM
Graduate Student Government of Michigan Technological University

GSG Minutes for October 10, 2011

I. Call to Order: Margo called to order at 5:05 PM

II. Approval of Agenda: motion by Margo, second by Harish, motion carries unanimously

III. Approval of Minutes from: September 26, 2011: motion by Margo, second by Alicia, motion carries unanimously

IV. New Business
   a. Bylaws Amendments (Jarod): see attachment A, plan to bring for a vote next meeting

V. Officer Reports
   a. President (Margo):
      i. Board of control supportive of Health Care for graduate students (Mining Gazette), research money from GM (electric/hybrid technology),
      ii. Deb Charlesworth friends of the Library grad student liaison desired (Thursdays 4-5PM, next meeting on Oct 24 at 4:30),
      iii. student affairs external review mentioned, parking and student healthcare concerns discussed,
      iv. let Margo know if there are comments
   b. Vice President (Felicia): DHH Revision Task Force survey on campus dining draft discussed
   c. Treasurer (Jarod):
      i. Travel grants budget update presented, priority given to presenting rather than attending grad students, travel grant policies reviewed,
      ii. possible future funding request anticipated, rate of presenting grad students has been increasing,
      iii. current available funds noted
   d. Secretary (Erin): reminder to sign in on the sign in sheet

VI. Committee Reports
   a. Academic (Ali):
      i. good lunch n’ learn turnout on September 30, Lehman presented about external funding resources (domestic and international),
      ii. on Thursday graduate professional development sign-ups were available, a good turnout is expected, RSVP page closes tonight,
      iii. SFI post-doctoral / multidisciplinary research centers discussed
   b. Social (Harish): Mine Shaft social planned for October 29
   c. Public Relations (Ratnesh):
      i. GPD flyers available, please post in departments after meeting, GSG members list updated on the website,
ii. introduction of new members recommended (added to discussion items IX below)

VII. Liaisons
a. University Senate (Kevin):
   i. report about Mike Myers receiving a teaching award and gave a talk about teaching including the topics of relevance, internet, millennial generation students and structure, joy, journeying together, giving demos, and engaging students;
   ii. report about John Lehman’s enrollment report including increases in retention, enrollment and female engineering enrollment;
   iii. Crazy Smart marketing/recruitment plan mentioned;
   iv. new grievances policy (AHMBUDS office with Bill Kennedy) mentioned
b. Undergraduate student Government (Mary): Sympathy expressed towards GSG comments about student health care including lack of advertising, the need for express care, GSG president interested in becoming more actively involved in the initiative (added to group by Margo)
c. Graduate Faculty Council (Felicia): report on proposed name change for Graduate Faculty, Grad-assistant cost share mentioned
d. University Finance (Shreya):
   i. report about Biochemical / Biomedical Engineering adding 2 new degree programs (MS passed, MS interdisciplinary passed with questions about the justification of additional cost for a very small group of students);
   ii. undergrad research counted as grad research credit reported as being financially sound but there was some discussion about how this devalues grad level work;
   iii. disparity between undergrad and grad level student credits questioned, the negative impacts of changing grad level tuition rates to match undergrad levels were discussed including the additional costs to departments for funded students, the loss of a major feature that makes MTU attractive to prospective grad students, and the conflict of raising grad level tuition with the university goals of increasing grad student enrollment
   iv. the need for a finance point of view regarding health care brought up, Margo will send financials on University run health clinic example from NMU

VIII. Old Business: none

IX. Discussion Items
a. Introductions

X. Adjournment: Motion by Jarod, second by Ratnesh, motion passes unanimously
Attachment A:

Graduate Student Government Resolution 2011-2

Submitted by: Margo Woller-Carter, President
Jarod Maggio, Treasurer

Date: October 10, 2011

A RESOLUTION TO:

§ Change the current GSG Bylaws to include an honorarium of $400 for the softball coordinator, which aims at putting into writing existing practices. To be implemented January 1, 2012.

WHEREAS:

§ Providing appropriate compensation for services rendered by the softball coordinator

Proposed changes to the Bylaws of the Michigan Technological University Graduate Student Government italicized below

VI) Financial Disbursements

A. General Budget

1. By the tenth (10th) week of the spring semester, the GSG shall approve a detailed budget for the upcoming year.

B. Expenditures

1. Expenditures in accordance with the approved budget do not require approval by the GSG.
2. The proposed budget shall include fellowships for Executive Board officers in the amount of $600 per officer per semester (spring and fall only). The budget shall also include an honorarium of $400 for the Softball Coordinator (summer).
   a. The President shall be excluded from the Executive Board fellowships under stipulation that he or she continues to receive compensation through Graduate School support.
   b. These fellowships shall be awarded to the officers at the end of each semester.
   c. In the case of an Executive Board member vacating his or her position early, the following procedure shall be followed:
      i. Should the Executive Board member have left voluntarily, he or she will be immediately awarded $100 per full month of service,
excluding any fellowship monies already disbursed; the
remainder of the allotted yearly monies shall be awarded to the
person assuming his or her office, disbursed according to these
bylaws.
ii. Should the Executive Board member have been removed for
dereliction of duty, all monies not already disbursed will be
awarded to the person assuming the office, and disbursed
according to these bylaws.
Graduate Student Government of Michigan Technological University

GSG Minutes: October 24, 2011

I. Call to Order: Margo at 5:07, seconded by Harish

II. Approval of Agenda: Motion by Ali, second by Ratnesh, motion carries unanimously

III. Approval of Minutes from: October 10, 2011: Motion by Margo, second by Jarod, motion carries unanimously

IV. New Business:
   a. DHH Re-visioning Survey (Felicia):
      i. By a show of hands, all representatives present have eaten food on campus and roughly 1/3 eat on campus regularly
      ii. Short survey explained
      iii. Strategic plan through 2035 mentioned (increases in grad student, international and female enrollments)
      iv. Question about strategic plan year 2025 or 2035 brought up (explanation: plan includes both)
      v. Summer hours for Fusion recommended
      vi. Reasonableness of pricing depends on quality
      vii. Convenience of location depends on weather and food quality
      viii. Survey questions reviewed
          1. Number 10: vague (depends on the option), recommend a rating for each question above
          2. Number 11: additional options recommended: Olive Garden, Red Lobster, Old Chicago, ethnic options, Applebee’s, Mongolian Grill, alphabetization recommended
          3. Number12: alphabetization recommended, sea food recommended as an option, ‘homestyle’ recommended to be clarified as ‘American Homestyle’, French bakery recommended as a choice, alphabetization of choices recommended
          4. Number13: food recommended to be affordable (and comparable to nearby establishments), organic food recommended, more choices recommended, off-peak hour availability recommended, beer recommended

V. Officer Reports:
   a. President (Margo):
      i. Finaldebate.com recommended for hosting further healthcare discussions
      ii. Storage facilities available to GSG described (including easel storage and the red brick building by the SDC for student organization storage)
      iii. IT restructuring issues have precipitated a recommendation for a formal letter to be drafted, subcommittee to be formed
      iv. Women’s Leadership Council open for comments from grad students
b. Vice President (Felicia): nothing to report

c. Treasurer (Jarod): nothing to report

d. Secretary (Erin): Reminder to sign-in

VI. Committee Reports:

a. Academic (Ali):
   i. GRC / Awards Banquet planned to have an early Dec. 5 deadline
   ii. Needed: Award nominations, advertising
   iii. Recommended as a discussion for department Meet & Greets

b. Social (Harish):
   i. This Saturday there is a social event planned at the Mine Shaft, 200 graduate students expected, Social Committee meeting planned after GSG meeting

c. Public Relations (Ratnesh):
   i. Flyers available for posting to advertise this Saturday’s social event, the event has a Halloween theme, PR meeting planned after GSG meeting

VII. Liaisons:

a. University Senate (Kevin):
   i. Max Seel ‘Portrait of MTU 2035’ presentation
      1. 3000 grad students, 5750 undergrad students
      2. Entrepreneurial culture rather than bureaucratic
   ii. 27% Industry entry level jobs require M.S.
      1. Professional Master of Science programs promoted
      2. Engineering as a profession at the M.S. level rather than a discipline at the B.S. level
   iii. Median start pay for MTU graduates is 53K
      1. Same rank as Yale and Georgetown
      2. MIT is top ranked at 69K
   iv. Proposal 6-12 mentioned

b. Undergraduate Student Government (Mary): absent, nothing to report (proxy)

c. Graduate Faculty Council (Felicia):
   i. Students over-registering for classes causes logistical problems: proposal to cap credits to 12 at registration
      1. Peace corp program may require an exception
      2. Department guidance and guidelines needed

d. University Finance (Shreya): nothing to report

VIII. Old Business:

a. Bylaw Amendments (Jarod): Review of proposed Amendment (line item for paying softball coach each summer), softball coach has been paid by GSG since 2008, motion by Jarod, seconded by Erin, 29 in favor and 1 abstention: motion carries

IX. Discussion Items:

a. Department Meet and Greets (Jarod):
   i. Meet and Greet events reviewed
      1. Only for graduate students in the department
ii. 20 minute brainstorming activity recommended
   1. Brainstorm ways to improve campus and keep things that are working well

iii. Shreya (CS department) shares feedback from her department meet-n-greet
   1. IT issues include home directory issues, the desire for computer name aliases, questions about the necessity of management uniformity, printer delays, card swiping for printing causing inconveniences, internet speed and performance problems, wireless performance intermittence
   2. Late night food sources desired, recommendations include a soup vending machine or a sandwich vending machine available in Fisher
   3. Event was advertised via email and through personal contact right before the meeting, sugary food was available

X. Adjournment: Motion by Felicia, seconded by Ratnesh, carries unanimously at 5:56

Graduate Student Government Resolution 2011-2

Submitted by: Margo Woller-Carter, President
Jarod Maggio, Treasurer
Date: October 10, 2011

A RESOLUTION TO:

+ Change the current GSG Bylaws to include an honorarium of $400 for the softball coordinator, which aims at putting into writing existing practices. To be implemented January 1, 2012.

WHEREAS:

+ Providing appropriate compensation for services rendered by the softball coordinator

Proposed changes to the Bylaws of the Michigan Technological University Graduate Student Government italicized below

VI) Financial Disbursements
   A. General Budget
      1. By the tenth (10th) week of the spring semester, the GSG shall approve a detailed budget for the upcoming year.
B. Expenditures

1. Expenditures in accordance with the approved budget do not require approval by the GSG.
2. The proposed budget shall include fellowships for Executive Board officers in the amount of $600 per officer per semester (spring and fall only). The budget shall also include an honorarium of $400 for the Softball Coordinator (summer).
   a. The President shall be excluded from the Executive Board fellowships under stipulation that he or she continues to receive compensation through Graduate School support.
   b. These fellowships shall be awarded to the officers at the end of each semester.
   c. In the case of an Executive Board member vacating his or her position early, the following procedure shall be followed:
      i. Should the Executive Board member have left voluntarily, he or she will be immediately awarded $100 per full month of service, excluding any fellowship monies already disbursed; the remainder of the allotted yearly monies shall be awarded to the person assuming his or her office, disbursed according to these bylaws.
      ii. Should the Executive Board member have been removed for dereliction of duty, all monies not already disbursed will be awarded to the person assuming the office, and disbursed according to these bylaws.
Graduate Student Government, Michigan Technological University

Minutes for November 7, 2011

I. Call To Order: Felicia called the meeting to order at 5:50PM.

II. Approval of Agenda: motion by Erin, second by Emily, motion carries unanimously

III. Approval of Minutes from October 24, 2011: motion by Jarod, second by Ratnesh, motion carries unanimously

IV. New Business:
   a. Funding Request (African Student Association: World Aids Day: see attached):
      i. Last year’s event was attended by 70-80 people and was recognized by Student Affairs as “Best Programming of the Year”, plans are to expand participation this year by inviting an internationally recognized speaker and advertising within the community outside of campus, approximately 100 expected in Dow642 (bigger venues suggested), the possibility of rescheduling for a more favorable time for students was brought up,
      ii. Funds expected from Parent’s Fund, USG, Women’s Fund and Center for Diversity and Inclusion (Water Bottle sales are a separate funding initiative directed towards charity)
      iii. Unsure of costs incurred last year, question about the high cost per student, note that $5,000 is not unusually high for a speaker’s fee
      iv. Event schedule to include internationally recognized speaker, jeopardy game, read outs in coordination with other student organizations, selling water bottles and distributing pamphlets
      v. Selected speaker has personal and global perspective that may be unique and hard to replicate using local speakers, back-up plan in the case of the speaker missing their arrival includes workshops and discussions involving local people from the community
      vi. GSG would be recognized during water bottle fundraiser and on advertising posters, ads in papers recommended, high-school outreach initiatives mentioned, questions about methods of attracting grad students were brought up, unsure about how many grad students attended last year’s event but more than 50% of the student organization is made up of graduate students
      vii. Discussion: Motion to limit discussion to 15 minutes made by Jarod, second by Ali, motion carries unanimously, discussion points included:
         1. Review of voting procedure (motion to vote – discussion – vote)
         2. Favorable comments about the choice of an internationally recognized speaker
         3. Questions about the justification of cost for a small number of students
         4. Recommendations for additional advertising initiatives including advertising through the Center of Diversity and Inclusion, AMA chapter, emailing departments (representatives)
5. Current and anticipated funding requests considered
6. Motion by Shreya to fund at the amount of 1200 seconded by Rosa (23 in favor of voting, 1 opposed) – further discussion followed
7. Conflict with 4-week advance notice policy mentioned
8. Partial funding criticized since the organization showed evidence of stretching their budget to advertise
9. USG funding question unanswered
10. Importance of encouraging student efforts events highlighted
11. Review of voting procedure, Ellen motions to amend original motion to fund request at $2000 level, second by Aleta, motion carries (13 in favor, 9 against, 2 abstentions)

V. Officer Reports:
   a. President (Margo Excused: Felicia presenting):
      i. The library is looking into buying scanners. If you have any input please let Margo know.
      ii. The thesis and dissertation committee is starting to meet to revise the current guidelines.
      iii. The dean of the college of arts and sciences is being reviewed and Margo will be the graduate student representative.
      iv. Margo was contacted by USG about student parents and the option/facilities for them (kid friendly labs, family bathrooms, etc.). If you have feedback please let Margo know.
   b. Vice President (Felicia): DHH revisioning task force survey going out this week, Library Café open on weekends beginning Saturday November 1
   c. Treasurer (Jarod): budget update presented, pizza questions/recommendations solicited, question about spending unspent orientation funds addressed: future funding request anticipated, travel grant claim rate lower than expected but may be related to AGU in December
   d. Secretary (Erin): Reminder to sign-in

VI. Committee Reports:
   a. Academic (Ali): promotion of GRC encouraged, next lunch n’ learn promoted
   b. Social (Harish): mentioned that this semester’s social events are finished, Mine Shaft turnout was good
   c. Public Relations (Ratnesh): next lunch n’ learn flyers available

VII. Liaisons:
   a. University Senate (Kevin):
      i. Assistant Provost presented 3 active action projects: increase gender diversity in faculty and students, 35% by 2020 and exceed national average for faculty
      ii. Bill going through congress stopping domestic partner benefits, University Senate proposing an opposition letter
      iii. New programs approved: PhD BioChemistry and Molecular Biology, Masters in BioEngineering, MA in Medical Bioinformatics, BA in Physics Education, question
about Bioinformatics and Medical Bioinformatics being similar programs in different departments

b. **Undergraduate Student Government (Mary):** nothing to report
c. **Graduate Faculty Council (Felicia):**
   i. Master’s Report format no longer funded for binding by university
   ii. Revision of text for PhD guidelines
   iii. Combination of MS program C and D coursework options, no longer tracking / announcing final defenses
   iv. Minimum TOEFL score of 55 added as a requirement for admission
      1. No resources available at the university to help students with scores this low
      2. Representative of a small amount of applications
      3. No recommendations set currently (currently set by departments)
      4. Comments about limitations of current language centers at MTU shared, higher minimum recommended
      5. The Grad School would love to have more language training programs available
      6. 55 is based on the ESL program plans in place
d. **University Finance Committee (Shreya):**
   i. new degree programs proposed:
      1. B.A. in physics secondary education including more liberal arts credits, lower completion rates recently, questions about adding additional courses that are much like existing courses
   ii. Finance Committee member pushing for sharp increase in graduate student tuition rates
      1. Tuition equalization between undergraduate and graduate level students proposed
      2. Deep analysis of tuition recommended
      3. Discussion:
         a. Tuition equalization would be equivalent to a double in tuition
         b. Graduate students often serve in valuable pseudo faculty/staff roles
         c. Conflict between an increase in graduate student tuition rates and University goals for increasing graduate student enrollment noted
         d. Questioning of calculations of graduate student costs discussed
         e. This particular Finance Committee member’s opinions may not reflect those of the faculty as a whole

VIII. **Old Business:** none
IX. **Discussion Items:**
   a. Department Meet and Greets (Jarod):
i. **SS department (Ellen):** volunteers interested in free GIS/Autocad tutorials, webpage for locating computer labs (like GIS lab) requested
   1. Better smoking regulation enforcement requested (better signs and labeling recommended)
   2. Question about parking for senior citizen students mentioned
   3. More and better directed bike lanes requested, rental bikes requested
   4. Calumet Shuttle requested
   5. More warm-weather seating areas requested
   6. Home-cooked international MUB/DHH food requested
   7. Green Campus Initiatives desired
   8. Grad School webpage navigation improvements desired (i.e. Endnote)
   9. Hot beverages requested during evening hours

ii. **EE department (Bhairavi):**
   1. Humorous approach taken to commentary board (cuter guys etc.)
   2. Ice cream event turnout high (60-70 students), differing time slots, some faculty participation, some joined after the allotted time
   3. Complaint about EE elevators, Public Safety, and students getting trapped in the labs, students may not be aware of fire escape
   4. Questions about parking options after 2AM, review of current policy for parking after 2AM in the winter

X. **Adjournment:** motion to adjourn by Jarod, second by Harish, motion carries unanimously at 6:35 PM
## WORLD AIDS DAY EVENT 2011

<table>
<thead>
<tr>
<th>Cost:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundraising Water Bottles</strong></td>
<td></td>
</tr>
<tr>
<td>Unit price (50+)</td>
<td>$2.25</td>
</tr>
<tr>
<td>**Total (50)</td>
<td>$112.50</td>
</tr>
<tr>
<td><strong>Speaker</strong></td>
<td></td>
</tr>
<tr>
<td>Speaker Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Accommodation (60/night)</td>
<td>$120.00</td>
</tr>
<tr>
<td>Meals ($15/meal)</td>
<td>$90.00</td>
</tr>
<tr>
<td>Air travel</td>
<td>$700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$5,910.00</td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td></td>
</tr>
<tr>
<td>Printing (100)</td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$6,102.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Donations</strong></td>
<td>$2,350.00</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$2,950.00</td>
</tr>
</tbody>
</table>
2011-2012 WORLD AIDS DAY AWARENESS EVENT PROPOSAL
The purpose of this proposal is to familiarize you with the 2nd Annual World AIDS Day Awareness event organized by the African Students Organization (ASO). It is our hope that you will find this event a worthwhile cause to support.

World AIDS Day is globally observed on December 1 every year. It was designed to raise awareness of the HIV/AIDS epidemic and to provide preventative education on HIV/AIDS. Last year, ASO and other student groups hosted an event to inform and inspire the campus community to get involved. The evening program started off with a pre-broadcast screening of a message from President Barack Obama who spoke on remembering those who have lost their lives to HIV/AIDS. After the message from the President, Dr. Ida Fonkoue, a physician from Cameroon, Africa, spoke to the audience of nearly 100 about HIV/AIDS public policies and the sociological impact of the disease in both the United States and in Cameroon. She spoke candidly about the importance of HIV/AIDS prevention and education. Dr. Fonkoue’s presentation stressed how crucial education is to prevention along with abstinence, clean needles for drug addicts, new condoms for every sexual encounter, and being honest with your sexual partner. Her presentation also provided insight to why people do not seek medical attention as soon as possible, and why some do not find out they are infected until it is too late, stating that fear and discrimination prevent people from getting tested.

“Know Your Status” was the running theme throughout the program and culminated in a dramatized narration by students from the host organizations. This included poems and stories written by people around the world suffering from HIV/AIDS and by people whose lives have been affected by people suffering from the disease. One student gave a testimony at the end about a loved one who had suffered from the HIV/AIDS disease.

The event was recognized at the Student Leadership Awards Ceremony for Exceptional Program of the Year. This year, further encouraged by the positive reception of the Michigan Tech community, ASO is once again collaborating with like-minded student organizations to bring the second annual World AIDS Day event to Michigan Tech’s campus. We plan to have booths at central locations on campus to provide informational handouts, red ribbons, sell World AIDS Day fundraising items and advertise our main event: an evening program featuring renowned international HIV/AIDS activist, Hydeia Broadbent.

Hydeia Broadbent is a motivational speaker and international HIV/AIDS activist who represents a vulnerable demographic in the struggle against HIV/AIDS: black women. Through her numerous appearances on television shows, radio shows, publications and events, she has become a beacon of hope for those living with the virus, and an active voice of reminder to others on the importance of responsibility and accountability. In her words, “People think because I was born with HIV my story does not apply to them. Well this same disease I am living with is the same disease you can get if you don’t practice safe sex and know your HIV status and the HIV status of your sexual partner. I ask people to use my testimony as a warning of what you don’t want to go through.”

We believe her message of hope and call to accountability is pertinent to our campus as it has been to the campuses of other institutions such as Duke University, Morehouse School of Medicine, Spelman, UCLA, USC, and Howard University. Having lived her entire life with the virus, at 27 Hydeia is
the youngest International HIV/AIDS activist. It is our belief that she will have a profound impact on the Michigan Tech and surrounding communities who will benefit from the message of HIV/AIDS. Her message also underscores this year’s theme, “How positive are you that you’re negative?”.

Bringing a speaker of such a caliber to share her personal experience and stimulate conversation is important, yet pricey. Her speaker’s fee is $5,000 and travel and accommodation is $1030. We are procuring funding from the Women’s Fund and the Center for Diversity and Inclusion but still need assistance specifically covering her speaker’s fee.

Other items on the agenda for the evening include reading positive stories of HIV/AIDS activists from around the world read by representatives from each of our collaborating organizations. This World AIDS Day Awareness event is currently slated for **Tuesday 29, November**, two days before the actual globally-recognized date for World AIDS Day of December 1st due to Hydeia’s prior commitments.

We look forward to your anticipated assistance in bringing this World AIDS Day Awareness event to Michigan Tech and the Houghton County Keweenaw community.
Sponsorship Form for African Students Organization

Name of Department
________________________________________________________________________________

Person Filling Out Form
________________________________________________________________________________

Amount Donating
________________________________________________________________________________

Event Donating To (Please Circle or Highlight Choices):

World Aids Day                        African Night                            National African Students Association (NASA)

When and where will funds be available?
________________________________________________________________________________

If a check, who do we contact for pick up? (Name and e-mail address please)
________________________________________________________________________________

Though a check is the preference of the African Students Organization we will be available to discuss alternative methods for assistance including:

Inter-departmental transfer to USG account #S70830

*Since this is a shared account, we need your assistance in allowing us to track the transfer. We ask that you Cc. Maryann and Eli who oversee the account, as well as our treasurer, Ornella, when making the request to Accounting Services for an inter-departmental transfer.*

Cc. Maryann Wilcox - mawilcox@mtu.edu

Eli Karttunen - eakarttu@mtu.edu

Ornella Nkurunziza - onkurunz@mtu.edu
Graduate Student Government of Michigan Technological University

Minutes: December 5, 2011

I. **Call to Order:** Margo at 5:08 PM

II. **Approval of Agenda:** motion by Jarod, second by Jen, motion carries unanimously

III. **Approval of Minutes from: November 7, 2011:** motion by Natasha, second by Harish, motion carries unanimously

IV. **New Business**
   a. **Online and Blended Learning Presentation**
      i. For overview/blog see: [http://blogs.mtu.edu/enhanced-learning](http://blogs.mtu.edu/enhanced-learning)
      iii. Discussion:
         1. Open blog (anonymous)
         2. flexibility driven by feedback and needs
         3. new structure for CTLFD next fall
         4. faculty/student relationship value
         5. maximum convenience / maximum learning
         6. online lectures, in-class presentations and lab time
         7. cooperation with other schools possible
         8. support for highly mathematical content
         9. up-front costs balanced with future efficiency

V. **Officer Reports**
   a. **President (Margo Woller-Carter):**
      i. Dean of Science and Arts review: feedback to Margo
      ii. Portage Health Clinic: extended walk-in hours / express care pricing, clinic at SDC
   b. **Vice President (Felicia Chong):**
      i. Dining Services survey: good response rate
      1. Men more dissatisfied than women
      2. Graduate students more dissatisfied than undergraduate students
      3. Among dissatisfied: more likely to dine if there were more options
      4. Panera, Chipolte most popular
      5. Many dine in spite of low satisfaction
   c. **Treasurer (Jarod Maggio):** N/A
   d. **Secretary (Erin Thomas):** N/A

VI. **Committee Reports**
   a. **Academic (Ali Mirchi):** N/A (excused)
   b. **Social (Harish Chowdhary Athipatla):** N/A
   c. **Public Relations (Ratnesh Patil):** N/A

VII. **Liaisons**
a. **University Senate (Kevin Casell):** excused (Shreya reports):
   i. M.S. Medical Informatics passes
   ii. B.A. Physics / Physics Secondary Education passes
   iii. Presentation about blended learning: faculty questions about changes in health benefits
   iv. Structure of fees for grad vs undergrad students:
      1. More state funding available for undergraduate credits (almost no funding for graduate credits – enrollment changes must be taken into consideration)
      2. Since 2003/2004: State funding decreased, fees increased, unsupported grad student enrollment tripled
      3. Grad students teach for low pay
      4. MTU currently has competitive grad school costs

b. **Undergraduate Student Government (Mary Christiansen):** excused (Margo reports)
   i. USG considering an increase in the $10 student activity fee
   ii. Activity fee does not support GSG travel grants (supported by grad school)
   iii. Margo will report about funding structure details

c. **Graduate Faculty Council (Felicia Chong):** N/A

d. **University Finance Committee (Shreya Kumar):** N/A

**VIII. Old Business:** N/A

**IX. Discussion Items**

a. **Department Meet and Greets (Jarod Maggio)**
   i. Natasha: special weekly tea: collaborators, undergrad, faculty
   ii. Marwa: suggestions:
      1. Make MTU a very attractive campus
      2. Improve salaries
      3. Provide transportation for extended hours
      4. Improve dining services
      5. Improve apartments, parking, public transit
      6. More faculty, courses and research areas
      7. Discussion:
         a. Monthly bus pass fees for all students
         b. Carpool board
         c. MTU run transportation services may be cheaper and employ students

**X. Adjournment:** motion by Jen, second by Felicia, motion carries unanimously
Graduate Student Government of Michigan Technological University

Minutes: January 9, 2012

I. Call to Order: Margo at 5:10 PM

II. Approval of Agenda: motion by Margo, second by Jarod, motion carries unanimously

III. Approval of Minutes from: December 5, 2012, motion by Margo, second by Harish, motion carries unanimously

IV. New Business
   a. Student Activities Fee Increase (Beau Baldwin)
      i. Proposed the following:
         i. Increase in Undergraduate student fee from $50 to $60
         ii. Increase in Graduate student fee from $44.30 to $60
         iii. No change to the summer Graduate student fee of $10
      ii. Inflation, increases in travel costs, reserve fund losses, and increasing numbers of applications for new student organizations is prompting the request
      iii. Discussion:
         i. Question raised about how comparable rates of participation in student organizations is between graduate students and undergraduate students
         ii. The type of travel requests are conference travel requests
         iii. Benefits of networking highlighted
         iv. Budget hearing process reviewed
         v. Question raised about the broader impact of student organizations on graduate students
         vi. Details about graduate student involvement in student organizations requested
         vii. Separate funding scopes of Experience Tech Fee and SAF noted
         viii. Planned to take effect in Fall2012 (may affect tuition/fee cap)
         ix. List of unsupported activities / student organization budgets requested
         x. Motion by Margo to move IVb before continuing discussion about IVa, seconded by Jarod, motion carries unanimously

   b. Communication Assistance Program (Graduate School Staff)
      i. Leigh Jenkins
      ii. See website: www.mtu.edu/gradschool/administration/academics/thesis-dissertation/GS-CAP
iii. Recommended that the process begins before using turn-it-in.com

iv. Comparison to writing center made:
   a. The Communication Assistance Program would be staffed by a professional rather than by undergraduate students
   b. The Communication Assistance Program personnel have ESL experience
   c. The cost would be $25 / hour (approximately ⅔ the going rate)
   d. Time estimates would be available for individual projects

c. Continuation of discussion from IVa:
   i. Jarod motions to limit discussion to 15 minutes, seconded by Felicia, motion carries unanimously
   ii. Erin motions to fund $55 rather than $60 (taking into consideration the extra fees paid by graduate students but not undergraduate students during the summer), motion not seconded
   iii. Further discussion:
      i. USG funds can be used to support graduate student travel
      ii. More information is desired
      iii. GSG funds mainly events and is not in need of extended fee collection from students
      iv. Collaboration between USG and GSG could be furthered by increased unilateral action and extended discussion at an early stage about any and all joint ventures
   v. GSG receives no money from undergraduate students
   vi. USG has a sound budgeting process and does not discriminate against organizations with large graduate student participation
   vii. The need to quantify the impact of a fee increase was emphasized
   viii. Motion to request more information made by Natasha, seconded by Jenn, motion carries unanimously

V. Officer Reports

a. President (Margo Woller-Carter)
   i. Student Activities: email Margo with suggestions
   ii. Outdoor Adventures:
      i. Quincy Building (snow houses)
      ii. offering 1 free snowshoe rental per year
   iii. Thanks offered to those who helped with orientation

b. Vice President (Felicia Chong)
   i. DHH Task Force: new dining concept: fresh, healthy (organic and vegetarian), welcoming, warm, inviting (not institutional), high tech, high touch (ordering food online for pickup) menu items

c. Treasurer (Jarod Maggio): budget summary available next meeting

d. Secretary (Erin Thomas): nothing to report
VI. Committee Reports
   a. Academic (Ali Mirchi)
      i. Next lunch and learn highlighted
      ii. GRC shaping up, thanks offered to those who have been helping
   b. Social (Harish Chowdhary Athipatla)
      i. Van certification requested to be completed by next week (see Harish after the GSG meeting)
      ii. Next social: Houghton Downtown dance school
   c. Public Relations (Ratnesh Patil)
      i. GRC flyers available this coming week
      ii. Email reminders will be sent out
      iii. Printing comes from Printshop

VII. Liaisons
   a. University Senate (Kevin Casell)
      i. See Kevin for Walter Milligan’s IT report
         i. 700 tickets per week, 100-125 tickets per day, manageable workload
         ii. Plans to leave Zimbra (possible move to Gmail)
         iii. Question about ownership of data (Zimbra is a private corporation)
         iv. PhD in Physical Therapy is on the table
      v. Graduate Student liaison suggestions:
         a. Voting membership
         b. Increased graduate student voice heard within University Senate
         c. Improve research activity
         d. Look for a discussion item at the next meeting and email questions
   b. Undergraduate Student Government (Mary Christiansen): nothing to report
   c. Graduate Faculty Council (Felicia Chong):
      i. Automated probation and suspension to include email and a hard-copy letter
      ii. Conditional / provisional admittance to change to provisional as determined by departments
   d. University Finance Committee (Shreya Kumar): nothing to report

VIII. Old Business

IX. Discussion Items
   a. Department Meet and Greets (Jarod Maggio)
      i. Emily (Biology department) Dec.8 and Nov. 9 (combined notes)
i. Most requests have already been addressed
ii. Weekend color printer availability, 2 sided printing request,
Science/Nature made available to graduate students, brown bag
lab offerings suggested, MS Office incorporation into labs
requested

iii. Parking before 7AM / rotating parking and plowing cycle
requested
iv. Question about recording GSG meetings
v. More socials requested
vi. Sidewalk extension requested
vii. Graduate student friendly foreign language classes requested

ii. Materials Science: 25-30 in attendance (time conflict with a major exam)
   i. Conversation was department-specific
   ii. Course capacity issue discussed (resulted eventually in a small
       increase in the course cap on enrollment)
   iii. IT problems mentioned (time to log-in and other issues)
   iv. Coffee vending machine requested for after-hours work
   v. Note that there is no lobby in the MEEM
   vi. MUB food choices and prices mentioned
   vii. Bus and transportation after hours requested (one late night
        Daniel Heights trip)

X. **Adjournment:** motion by Jarod, second by Harish, motion carries unanimously
I. **Call to Order:** Margo Woller-Carter at 5:07 PM.

II. **Approval of Agenda:** motioned by Bhairavi Pandya, seconded by Trevor Fisher; motion carried unanimously.

III. **Approval of Minutes from:** January 9, 2012, motioned by Jarod Maggio, seconded by Jenn Winikus; motion carried unanimously.

IV. **New Business**
   a. Discretionary Funding Request (Global City)
      i. Global City requested $1300 ($800 for photo prints, $300 for mounting, $200 for awards) to fund their second annual photo contest, which is open to all graduate students. The 15 winning photos will be voted by graduate students, and the photos will be printed and displayed around (i.e., moving exhibit) Houghton, Hancock and Calumet. Photos will also be available for sale at the KBC.
      
      ii. Q&A Session–questions were raised regarding
         1. the number of photos that were sold at this contest last year: 5
         2. printing information such as cost, size and company: professional quality print, 30x40 mounted on foam, Brockit Inc. Professional Photography
         3. contest themes: sustainability, people and landscape
         4. proceeds from the contest: fund Global City’s events
         5. advertising/sponsorship: Facebook, MTU’s involvement site, e-mail lists; GSG will be mentioned in a statement or “blurb”
         6. other funding sources: USG, Parent Fund
         7. the number of graduate students in the organization: majority/95%

      iii. Discussion
         1. Jarod Maggio mentioned that GSG already spent $2400 of the discretionary fund this year for funding student organizations, and the turn over date for the fund is May 1st.
         2. Comments that were made included: the usefulness of this event (e.g., “fine use of money, portraying global culture
over the world, inspiring, awesome pictures at KBC [last year], cool project, benefit the community in an artistic way”), Global City’s activities (they often provide assistance in response to disasters around the world by organizing fund raising events), the increased potential for better sales this year by having a moving exhibit.

iv. Bhairavi Pandya motioned to approve the $1300 budget, seconded by Jenn Winikus; motion carried unanimously.

V. Officer Reports

a. President (Margo Woller-Carter)
   i. Pregnant and Parenting Student Network: contact Renee Wells or Margo with comments or questions
   ii. Tobacco Task Force
      1. timeline for going smoke-free on campus (tobacco free) being estimated
         ● research from other Universities: 1 year is needed for quitting with help (i.e. cessation classes)
         ● the Dorms and MTU Apartments included
      2. questions about policing:
         ● currently Public Safety can’t give tickets for smoking
            1. Board of Control would need to authorize
            2. Other universities use student enforcement
            3. Dorms currently have smoking entrances
               1. Uncertainty about location of smoking entrances (map?)
      4. Question about enforcement in MTU apartments storage areas
         1. Keep reporting it
         2. MTU apartments has sensitive smoking alarms
         3. Only the CA has the power to address issue currently
         4. Center of Diversity and Inclusion supervises CA’s (next step up the chain)

3. Question about anti-littering campaign
   ● Report of survey was read
   ● Smoke-free plan was chosen by executive team

4. Question about smoking in cars on campus
   ● Varies by university

5. Modeling plan after the University of Michigan

6. Sidewalks connected to public roads may be smoking areas
   ● Similar to University of Kentucky

7. Further questions about enforcement
• Successful 4-tiered method from other campuses:
  1. Warning,
  2. Fine / picking up butts
  3. Fine / picking up butts
  4. Suspension / probation
8. Employees would be reported to supervisors
9. Another University has ‘quit packet’ enforcement squads
10. Question about smoking zones
   • Some Universities had 1-year temporary smoking zones
      1. People weren’t found to use these in the past
      2. Still on the table
11. What about parents and visitors
   • Under discussion
   • Information available upon booking events
12. Current signage ineffective
13. Need to step-up support and educational services
14. Employee healthcare to support cessation classes
   • quit-smoking drug available
   • student insurance doesn’t cover this
      1. still looking for student alternatives
15. Main motivations
   • Protect from 2nd hand smoke
   • Approximately 12% smoke regularly on campus
16. It was a big deal when the Dorms switched
17. Motion to table discussion by Jarod, second by Natasha, motion carries unanimously

b. Vice President (Felicia Chong): nothing to report
c. Treasurer (Jarod Maggio)
   i. Current funds reported
   ii. Current fund amount does not include all travel grant and GSG committee receipts
   iii. Under budget by roughly 15%
d. Secretary (Erin Thomas): remember to sign in on the sign-in sheet

VI. Committee Reports
a. Academic (Ali Mirchi)
   i. Note about Lunch n Learn presentations
   ii. GRC planning coming to a close
      1. Need at least 2 judges
         • Cognitive Science and Physiology expertise preferred
         • Judges serve during 2-hour long time-slots (oral presentations, and/or posters)
iii. Banquet planning
   1. look for email invitations

iv. Awards given:
   1. Graduate Student Leader
   2. Graduate Student Mentor
   3. Graduate Student Scholar
   4. Graduate Student Service

v. Academic Committee meeting held after GSG meeting

b. Social (Harish Chowdhary Athipatla)
   i. Conflict with first planned event
   ii. PhD Comic Movie planned
      1. Film Board offering 2 shows
   iii. Social Committee Meeting after GSG meeting

c. Public Relations (Ratnesh Patil): flyers available (take more)

VII. Liaisons
   a. University Senate (Kevin Cassell): meeting cancelled due to lack of business
   b. Undergraduate Student Government (Mary Christiansen): nothing to report outside of the SAF request
   c. Graduate Faculty Council (Felicia Chong): nothing to report
   d. University Finance Committee (Shreya Kumar): no meeting

VIII. Old Business
   a. SAF Increase (Margo Woller-Carter)
      i. Information as requested by USG / Travis Pierce
         1. last year 15% of grad students participated in university events
         2. 20% of grad students University wide
         3. 11.5% of grad students participated in student group
         4. 1% participated in make a difference day
      ii. Request is for the graduate students to increase their SAF fee from $44/semester fall/spring ($10 summer) to $60 semester fall/spring ($10 summer)
      iii. Note about low participation of graduate students in events
      iv. More collaboration is desired
      v. Lack of justification for raise in fees
      vi. Student organization events only partially funded by USG
         1. USG usually supports operating costs of student organizations
      vii. Graduate student workload prevents participation
      viii. Note about a need for SAF fee adjustment due to inflation
         1. Unequal increases
2. Graduate students would pay more over-all under this proposal

ix. Motion by Natasha to support no increase in the SAF fee for graduate students (keep the current fee rates of $44/semester fall/spring and $10 summer, second by Pingal, motion carries (1 opposed, 7 abstentions, 20 in favor)

x. Difficult to judge the beneficial nature of USG funded activities without increased organization, priorities, and communication

IX. Discussion Items

a. Department Meet and Greets (Jarod Maggio)
   i. Planned Meet and Greets: Xixi, Mary, Natasha
   ii. Note about signing out Econo card made

b. Senete Questions (Kevin Cassell)
   i. See questions sent via email
   ii. Full week of Thanksgiving change: break up the full week into 2-3 days during Thanksgiving plus an additional shorter 2-3 day vacation earlier in the fall semester
      1. Hope to improve professor ratings at ratemyprofessor.com
      2. Review of feedback received via email (graduate students not generally in favor of the idea)
      3. Discussion:
         • Study break may not be beneficial to graduate students
         • MTU is a long-distance trip for most students who want to go home over Thanksgiving to celebrate with their families
         • Short breaks may be used as excuses to load on more work, adding stress rather than alleviating stress
         • Suggestion to compare the internal process of rating professors to that of ratemyprofessor.com
            1. Idea to have all MTU course evaluations done through ratemyprofessor.com
         • Partial week breaks can mess up lab and course schedules
         • Graduate students may have a different perspective than undergrads
         • Comparison made to other schools who do not generally have a full week of vacation
         • Survey format suggested at the GRC poster session
         • Example of NYU: push all holidays into winter break
• No clear connection between breaks and ratemyprofessor.com

iii. Drive to increase research at MTU
   1. Increasing research leads to increasing funds
   2. More topics and research areas desirable
   3. More than 30 research credits suggested
   4. More advertising of faculty research areas (perhaps using the internet)
      • Departments upgrading websites
      • Wiki biographies suggested
      • Department annual research review availability increase suggested
      • Suggestion to extend ‘focus faculty’ and online
      • Include plans for research and research interests in addition to current and past research initiatives
      • Student blog site / professor blog site suggested
      • Blogging as part of research seminar suggested

c. Service Award recipients announced: Kevin, Shreya, Amberlee
   i. Awards will be given at GRC banquet

X. Adjournment: motion by Felica, second by Harish, motion carries unanimously

Global City Request:

Event Description

Global City student organization would like to request $1,300.00 from the GSG Discretionary Fund for our 2nd Annual Global City Photo Contest. Global City has 150 members, the majority of which are graduate students. Last year, the photo contest inspired over twenty graduate student members to select and submit photos they had taken which visually represented what Global City hoped to achieve as a student organization. Through the categories of people, landscapes, and sustainability, the graduate student photographers sought to highlight the goals of Global City:

- To foster cooperation and understanding among nationals of different countries.
- To promote interest in international affairs such as the environment, human rights, technology transfer, poverty, development, and sustainability.
- To provide a forum for the presentation of innovative ideas to benefit the university and the world community.
The photos were voted on by the Global City members and the winning fifteen photos were displayed in the Keweenaw Brewing Company for two months and many were purchased by community members. The proceeds from the photo sales are helping Global City continue to provide interesting and diverse guest speakers for 2011-2012.

The photo contest is a great opportunity for graduate students to see where their peers have been and learn about the world through someone else’s eyes. The promotion of Global City through such a public venue has prompted members of the Keweenaw and other graduate students at Tech to get involved with Global City presentations, ever adding to the richness and diversity of the ideas and thoughts we explore as global citizens. This year we are hoping to increase the number of submissions, extend the contest to a larger graduate student audience, and select twice as many winning photos.

**Timeline and budget for the 2nd Annual Global City Photo Contest:**

This year’s photo contest was announced November 15th and the deadline for submissions will be December Jan 22nd. Voting will commence on Jan 23rd and close on the 31st. The kickoff party will take place on February 15th. The venue for this year’s contest is yet to be determined.

We are requesting $1,300.00 from Graduate Student Government which will cover all expenses related to printing and mounting the photos as seen in the attached budget.

In addition to these funds we will be using any money generated from participating in the International Bazaar where we sell handicrafts from around the globe collected by our members. We are also working with local community photography companies to get reduced printing and mounting rates for the photographs, just as we did last spring with Brockit Inc. Professional Photography. We will also be collaborating with Kurt Paterson, director of the D80 Center, for assistance with the 2nd Annual Photo Contest.

For more information about the Global City Photo Contest please see the Global City website and the photo submissions from the 1st Annual Global City Photo Contest at:
http://global.students.mtu.edu/photocontest.html
http://brockit.smugmug.com/Clients/global-city
Graduate Student Government of Michigan Technological University

GSG Minutes: February 6, 2012

I. Call to Order: Margo at 5:15 PM

II. Approval of Agenda: motion by Margo, second by Shreya, carries unanimously

III. Approval of Minutes from: January 23, 2012: motion by Margo, second by Jen, carries unanimously

IV. New Business
a. Discretionary Funds Request (Indian Student Association):
   i. Corrections to attachment:
      1. 2/25 from 5:30-8:30 PM in the MUB
   ii. ISA’s membership includes many graduate students (especially from the EEC and MEEM departments)
   iii. Vegetarian and non-vegetarian food options
   iv. Catering to allow ISA members to enjoy the event
   v. Reduced cost to encourage wider participation
   vi. GSG as sole funders this year
   vii. Questions:
      1. Difference between projected ticket sales numbers and food purchasing numbers: wasted food?
         a. Prepared for approximately 500 for Diwali night but food ran short – repeating this is undesirable
      2. What about approaching World Culture classes?
         a. Not yet approached but a flyer has been made along with plans to approach them
   viii. Discussion:
      1. Current GSG budget reviewed, showing that this request is affordable based on current funds
      2. Motion to limit discussion to 10 minutes by Jarod, second by Harish, motion carries unanimously
      3. Motion by Erin to fund the $2,000 requested, second by Jen, 27 for and 1 against, motion carries

V. Officer Reports
a. President (Margo Woller-Carter):
   i. Tobacco Task Force report:
      1. Still in the information gathering phase
2. Comparisons being made to other universities with similar climates, Portage Health,
   i. Evaluation of Dean Seely going on
   ii. Two committee requests:
       1. Student Philanthropy Council (Aleta)
       2. Review of Greek Life (contact Travis Pierce) (volunteers: Shreya, Aleta, Natasha)

b. Vice President (Felicia Chong):
   i. Student Commission Committee: looking into new student health insurance providers

c. Treasurer (Jarod Maggio): budget update
   i. Too much budgeted for GSG meetings
   ii. New budget proposal anticipated week 9
   iii. Over budget for travel grants
       1. Anticipating a vote to fund the rest
   iv. Meet and greets under budget
   v. African Student Association has not yet claimed awarded funds
   vi. Travel grant summary:
       1. Some have not collected their funds
       2. Travel grant close date is February 17
       3. Question about report for finance committee
       4. Note about travel grant funding distribution (not all is funded by GSG, some is funded by graduate school)

d. Secretary (Erin Thomas): E-board nomination schedule announced according to Bylaws (nominations for Eboard open, voting for Eboard and open nominations for committee chairs, voting for committee chairs)
   i. Comment to refer to Bylaws for duties and responsibilities
   ii. Comment about procedure (speech given, nominees step out, discussion amongst members and voting)

VI. Committee Reports
   a. Academic (Ali Mirchi)
      i. GRC success, thanks offered to committee members, report available online soon
      ii. Meeting of Academic Committee planned after regular GSG meeting
      iii. Upcoming lunch n learn about multi-disciplinary research

b. Social (Harish Chowdhary Athipatla)
   i. Mine Shaft event upcoming (in February)
   ii. PhD Comic event upcoming (March)

c. Public Relations (Ratnesh Patil): Flyers available:
   i. Upcoming Mine Shaft event
   ii. Communications Assistance Program

VII. Liaisons
   a. University Senate (Kevin Cassell)
i. New B.S. in Engineering Management combining business sense and technical skills creditation discussion

ii. GSG representative presentation:
   1. GRC
   2. Travel Grants
   3. Thanksgiving break comments and opinions given
   4. Advancing research
   5. Student health: physician’s assistant, centralized service, smoking cessation help needed
   6. Parking and transportation: fee increase unfairness, location of emergency phones questioned, bus service after hours requested

b. Undergraduate Student Government (Mary Christiansen):
   i. Push to get students to register to vote
   ii. Website (USG Liaison) Central University Student Association of Michigan (SAM)
      1. Facebook page, MTU student services and concerns, comments about parking, family friendly labs, focus on responding with an included contact

c. Graduate Faculty Council (Felicia Chong): meeting soon

d. University Finance Committee (Shreya Kumar): meeting soon
   i. New B.S. degree proposal
      1. Have all courses and faculty required
      2. Need to recruit students
      3. Budget discussion upcoming
         a. Graduate Student stipend requests
         b. Meet n greet issues detailed
      4. Grad student fee increase discussion upcoming

VIII. Old Business

a. SAF Increase (Margo Woller-Carter):
   i. Joint GSG / USG effort
   ii. Roughly 10% participation in student organizations should reflect the rate of fees assessed (currently only 7.7%)
   iii. Question about what the Eboard is answered
   iv. SAF clarification related to the breakdown of funds to GSG, USG and University Traditions
   v. SAF only paid by on-campus enrolled students
   vi. Problem with taking away current summer fee and getting it back mentioned
vii. Reasoning for not wanting to change percent breakdowns between USG and GSG given (hard work was done to set those percentages)
viii. Travel grant funding increase needed
ix. GSG budget currently is spending extra money from previous year’s budgets
x. The last SAF increase for undergraduates was in 2005, for graduates in 2002
xi. Motion by Shreya to support option 4, second by Aleta, 19 for / 9 against / 3 obstentions, motion does not carry
xii. Motion by Rosa to support option 2, seconded by Natasha, 25 for / 6 against / motion carries (fall:$50, spring:$50, summer:$10)

xiii. Note that presentation and approval must be made at Board of Control meeting
xiv. Extra money would be spent on travel grants (most likely) but would be the subject of a separate future discussion anticipated during the next 2 meetings

IX. Discussion Items

a. Department Meet and Greets (Jarod Maggio)
i. Xisi Jan 27:
   1. Communication Assistance Program priced high
   2. Department issues: coffee vending, faculty lounge for more communication, GSG/department supported regular gathering requested

X. Adjournment: motion by Jarod, second by Shreya, carries unanimously
Holi Night 2012

Holi is one of the major festivals of India. It’s a festival of colors celebrated with enthusiasm and gaiety on the full moon day in the month of Phalgun (which is month of March as per the Gregorian calendar). Holi is also called as the Spring Festival – as it marks the arrival of spring the season of hope and joy.

This year the Indian Students’ Association at Michigan Tech is organizing Holi Night 2012 (the first event in the year 2012) on Friday, February 24th 2012 at MUB Commons from 6.00 pm to 9.00 pm.

The main attraction of the event is the delicious “Authentic Indian Food”. Amazing thing is the food will be prepared by Graduate Indian Students on campus. We are planning food for approximately 400 people.

Besides the dinner, there will be a nice and informative presentation about the festival “Holi”, fun games and few Indian Graduate students who are good singers (which you probably have seen in Diwali Night 2011 stage show) will present some songs.

The motto of the event is to share the Indian culture with the other students on campus. Out of 1200 Graduate Students on campus almost 225 are Indians. Many of them miss their home and the festivals they usually celebrate. Bringing such events will make them cheerful and it’s a kind of leisure time for them from their hectic schedule.

Indian food and Indian culture is a favorite among most of the graduate students at Tech. This makes Holi Night 2012 even more special for them. The onus is on the ISA to make it a grand success. In this regard, we will very grateful to the Graduate Student Government for their support in this event. We hope to receive a positive decision from the GSG. We hope to make the last Friday Night of February, a special night at Tech.

Thank you.

Rohan Sali
President
Indian Students Association at MTU
Email id: rdsali@mtu.edu

Mobile Number: 906-231-4923
I. **Call to Order:** Margo at 7:18 PM

II. **Approval of Agenda:** unanimous

III. **Approval of Minutes from:** February 6, 2012: unanimous

IV. **New Business**
   a. AQIP (Christa Walck)
      i. What is AQIP?
         1. Accredidation
         2. How do we know the curriculum meets needs?
         3. [www.mtu.edu/aqip](http://www.mtu.edu/aqip)
         4. External evaluation happening March 14-16
         5. Students 1:45-2:30 March 14
         6. Full schedule on website
   b. Surplus Funds Request (MTU EMS)(John Stone)(see attachments)
      i. Erin Thomas arrives at 7:24PM (held by professor after class about something)
      ii. MTU EMS under Public Safety
      iii. 36 members (volunteers)
      iv. Ambulance donated
      v. Provide initial patient care (no transport or drugs)
      vi. Trail response (donated sled)
      vii. Plans for summer service
      viii. Provided needed services:
         1. K-day
         2. Parade of Nations
         3. All-Nighter Statue event
         4. Sporting Events
      ix. Approximately 40 EM calls since September
      x. 3 co-curricular courses (PE/EH)
      xi. MTU is the only public university with own EMS (so remote)
      xii. John Stone
         1. Firefighter / EMT experience
         2. RCR training
xiii. Emergency service (short staffed)
xiv. First Aid training (more needed)

Mercury EMS
1. 6 ambulances
2. Keweenaw and Houghton
3. 2 or 1 on duty at a time
4. Wait time between 15 and 45 minutes

Questions and suggestions
1. Patient cost? (none)
2. Medical equipment? (donations from housing, athletics etc.)
3. Sustainability? (uncertain)
4. Donation campaign? (favorable towards idea)
5. Costs per year? (roughly $5,000 each year)
6. Marketing to parents?
   a. Webpage development/ advertising
   b. Alumni w/EMS background contacted
7. Ambulance calls: students have options (Mercy charges)
8. Goal of MTU EMS: arrive at the scene within 5 minutes
9. Fraternity Sorority need risk management policies
10. Rotary club
11. Emergency anywhere on campus: dial 911
   a. Dispatched through Negaunee
   b. Protocol: call MTU EMS then ambulance
   c. Don’t need to accept ambulance care unless mentally impaired

Discussion:
1. Question about source of funds for request ($2,500 from surplus requested)
2. Motion to fund requested amount from surplus by Natasha, seconded by Bhairavi, motion carries unanimously

Discretionary Funds Request (Chinese Student Scholars Association)

i. see attachments

ii. Questions
1. membership fee? (yes – used for previous activities)
2. why is no revenue included from ticket sales? (hard to guess attendance rate – note Grad Student coupon)
iii. Discussion

3. Ali motion to limit questions to 10 minutes, second by Jarod, motion carries unanimously
4. question about Holi ($2,000 budgeted)
5. question about available funds left (enough funds left)
6. comment about closeness of event to spring break
7. motion by Shreya to fund the requested $1,200, second by Natasha, 28 in favor, 1 against, 2 abstentions, motion carries

d. GSG Travel Grants (Jarod Maggio)
   i. travel grants are good for the university
   ii. shreya motions to spend up to $6,550 from surplus on travel grants, second by Rosa, motion carries unanimously
   iii. budget presentation next meeting planned, voting for the budget will happen the following meeting
   iv. goal is to match Grad School funding with GSG funding for travel grants

V. Officer Reports

a. President (Margo Woller-Carter)
   i. reviewing guidelines for thesis/dissertation (streamlining)
   ii. review of Dean Seely (question – answer session)

b. Vice President (Felicia Chong)
   i. nothing to report

c. Treasurer (Jarod Maggio)
   i. budget presentation planned for next week
   ii. contact Jarod or Committee Chairs with budget requests

d. Secretary (Erin Thomas)
   i. nominations open for E-board
   ii. brief review of E-board positions and nomination process

VI. Committee Reports

a. Academic (Ali Mirchi)
   i. lunch n learn Thursday (register tonight)
   ii. pick up fliers from PR committee

b. Social (Harish Chowdhary Athipatla)
   i. Mine Shaft event successful
   ii. next event: PhD comic (2 shows in March)

c. Public Relations (Ratnesh Patil)
   i. fliers available for posting
   ii. storage supplies available for department meet n greets
   iii. Question about a list of supplies (see pictures sent by email)
   iv. contact E-board to access materials
v. talk to Ratnesh about the PR position

VII. Liaisons
a. University Senate (Kevin Cassell)
   i. USG report on student questionnaire
      1. favorable towards keeping Thanksgiving break
      2. study break likely to increase stress (more work)
      3. teacher evaluation problem (mandatory mid-semester evals)
      4. publishing evaluations online explored
      5. more grade increments desirable
   ii. Aquip accreditation agency presentation
      1. question about the level of accreditation
   iii. B.S. Engineering Management approved
b. Undergraduate Student Government (Mary Christiansen)
   i. nothing to report

c. Graduate Faculty Council (Felicia Chong)
   i. nothing to report

d. University Finance Committee (Shreya Kumar)
   i. year financial budget report due
   ii. plans to look into fee structures for in and out of state graduate students
   iii. in 1980 there were over 300 professors, now we are below 300 professors (cost of maintaining buildings)
   iv. plans to look at graduate stipend

VIII. Old Business: none

IX. Discussion Items
a. Department Meet and Greets (Jarod Maggio)
   i. humanities department meet and greet
      1. good turn out
      2. confusion about graduation procedures on banweb (online form checklist suggested)
      3. on-campus dining issues (food delivery suggested)
      4. on-campus alcohol vending requested (alcohol available at First Friday Socials) (food and wine pairings during Arts Week) (DHH proposal forwarded to Executive Committee)
      5. snow day question (reconsider bad weather policies for students who are off campus?)

X. Adjournment: motion by Felicia, second by Abhishek, carries unanimously
Michigan Tech Graduate Student Government
Discretionary Fund Request
February 9, 2012

Proposed Budget:

MTEMS is requesting $2,500.00 to cover the annual medical malpractice insurance premium 2012/13.

Program Description:

Michigan Tech Emergency Medical Services (MTEMS) is a volunteer organization serving the medical needs of the Michigan Tech campus community. The program began several years ago when Michigan Tech students began obtaining medical training through the Kinesiology and Integrative Physiology Department and wanted to help people on campus. MTEMS has grown to include 36 active members who are graduate and undergraduate students, staff, and faculty.

The purpose of the Michigan Tech First Responders is to provide reliable, timely, and quality first medical response to properties owned by Michigan Technological University and adjacent to the main campus.

The Advanced Life Saving (ALS) needs of Houghton and Keweenaw Counties are served by Mercy EMS, Inc. Mercy maintains a fleet of six ambulances but only two of these vehicles are on duty during the day and one at night. Their ambulances are kept at a facility near the Houghton County Airport and Aspirus Keweenaw Hospital in Laurium. When a medical emergency occurs in the Copper Country Mercy, responds as quickly as possible. The typical wait time for Mercy to arrive on campus is 15 minutes. If the on-duty ambulance is already on an emergency call or is involved in a patient transfer out of our area, a back-up crew is called. Under these circumstances the wait for emergency medical help on campus has reached 45 minutes.

MTEMS response times are consistently within 5 minutes, 24 hours a day, 7 days a week. All members of MTEMS are trained and licensed at the Medical First Responder level or above. When they arrive on scene they are capable of providing life-saving patient care. In some critical medical situations life-saving interventions must be started within 5 minutes to insure patient survival.
The service provided by the MTEMS volunteers’ benefits graduate students and the entire campus community. Since September MTEMS has responded to medical calls in academic buildings, research labs, residence halls, and vehicle accidents on roadways around campus. MTEMS has also provided special event coverage for numerous events on campus including athletic events, K-Day, Winter Carnival, and the Parade of Nations. The recent coverage at the 2012 All-Nighter included 9 calls for medical service. Since October of 2011, MTEMS has responded to a total of 34 calls for service.

MTEMS is a completely volunteer organization. All the student, faculty, and staff members give their time not only to respond to emergencies but also to obtain on-going training to remain proficient with their medical skills. In addition to being a fully volunteer organization, MTEMS relies on gifts and donations to cover all operating expenses. MTEMS does not have an annual budget allocation. These expenses include our annual medical malpractice insurance ($2500) as well as medical supplies used on every call, training supplies, operating and maintenance costs associated with the EMS vehicle, and other equipment (radios, flashlights, batteries, reflective vests, etc).

Without external support the MTEMS program cannot achieve its purpose of providing enhanced, professional, medical first response service to the campus community.

I would be glad to attend a GSG meeting to answer any questions.

Thank you for considering MTEMS’s request for $2500 to cover the program’s annual medical malpractice insurance premium.

Sincerely,

Jonathan Stone
MTEMS Director

Draft poster
2012 MTU Chinese New Year Gala

Chinese Night
Year of the Dragon

7:30 PM
Friday, March 2, 2012
Rozsa Center
Students $5 | Adult $7

Rozsa Box Office (Monday-Friday, 11:30 AM-5:00 PM)
or online at tickets.mtu.edu
Discretionary fund request by the Chinese Students and Scholars Association

The Chinese Students and Scholars Association (CSSA) is consisted by 24 managers, 120 formal members and 300 informal members right now who just enjoy the right of information exchange, and near a half of the members are the graduate student. The Association not only organizes activities such as spring festival performance, color tour, sports competition, but also carries on different practice sessions like dancing course and Chinese's language course. Fortunately, more and more MTU students participate into these activities, especially for the graduate students who always pay a little attention on the extracurricular activities.

It is well known that the Spring festival is the most important festival for the Chinese people and is when all family members get together, just like Christmas in the West. It falls on the 1st day of the 1st lunar month, often two months later than the Gregorian calendar. As a large Chinese organization, we are continuing to conduct our yearly big event—Chinese Night for year of the dragon in the coming March 2nd this year, which is open to all the Michigan Tech students. However, the most important difference with the past year is that we will design delicate invitation fliers which will be sent to all of DH residents to attract more graduate students.

For Chinese Night this year, CSSA tries to organize it with several cooperators such as Chinese Language and Culture Club (CLCC), Ming's restaurant and Downtown Boxing Club. What is more, we are planing to invite some important person in various departments. And there will be diverse fantastic programs in our party, including solo, Chinese Kong Fu, band performance, etc....So, this is a good opportunity to welcome the MTU students and get them involved in Chinese's culture experiencing. We are expecting at least 200 students to enjoy the big event, and we believe that this performance not only will make the graduates students' life colorful, but also has an important meaning for the graduate student, because it is the first time that the graduates' students want to participate in managing and arranging the programs.

We currently achieve the membership fee from the USG. So, we, CSSA, would like to request for $1200 for Chinese Night this year. This event will be advertised through the ads on LODE newspaper, Daily
Bull, Electronic Display System, using fliers and posters. Upon approval of the requested fund, GSG will be advertised as the sponsor of this event.

Chinese Students and Scholars Association
Graduate Student Government of Michigan Technological University

GSG Minutes: March 12, 2012

I. **Call to Order:** Margo at 5:17 PM

II. **Approval of Agenda:** motion by Margo, second by Shreya, motion carries unanimously

III. **Approval of Minutes from:** February 20, 2012: motion by Margo, second by Jen, motion carries unanimously

IV. **New Business:** none

V. **Officer Reports**
   a. President (Margo Woller-Carter):
      i. Board of control received recommendation to raise the student activity fee
         1. No official approval
         2. Recognition of reduction in possible tuition increase if approved
      ii. Dean Huntoon requested a list of travel grant recipients
          1. Possible source of alumni donations
      iii. Tobacco task force met
      iv. Friends of the Van Pelt Library book sale Friday
          1. Helpers wanted
          2. Talk to Margo
      v. Pregnancy and Parenting Student Network meeting announced
      vi. AQUIP evaluation Wednesday 1:45-2:30 MUB Ballroom B for students
      vii. Grad student apartment request (talk to Margo)
   b. Vice President (Felicia Chong):
      i. Student Commission (Margo):
         1. Challenges in identifying student issues
         2. Used USG website to solve some student issues
         3. Get Out and Rock the Vote (help needed staffing tables)
         4. GSG representative requested as a co-chair
   c. Treasurer (Jarod Maggio):
      i. As of February 29, 2012: $ 63,359.27
      ii. Budget presented later
      iii. Travel grants distributed before break (many conferences in April)
   d. Secretary (Erin Thomas) : conducted elections for E-board
      i. President
         1. Opening of nominations from the floor: none
         2. Candidate presentations
            a. Kevin:
i. Discussed advertising plans, qualifications, work experience, leadership experience, ideas for addressing issues, current positions and responsibilities, international experience, and vision

ii. Questions
   1. Commitment level (positions ending)

b. Margo
   i. Discussed desire to continue initiatives of student health care and campus safety
   ii. Questions:
      1. What about details (university run student healthcare clinic desired on campus)
      2. Progress made in past year (initiatives are in committees)
      3. Accomplishments (office hours instituted, staffing support, USG relationship, check out system for items in GSG storage)

3. Discussion
   a. Both have good qualities
   b. Question about additional nominations for other E-board positions

4. Voting
   a. Results: 22 for Kevin, 9 for Margo, Kevin is the president for 2012/2013

ii. Vice President
  1. Opening of nominations from the floor:
     a. Ratnesh motions to add Margo to Vice-President, seconded by Natasha (Margo nominated for Vice President from the floor)
  2. Candidate presentations
     a. Aleta
        i. Discussed GSG experience, limited prior leadership experience before this year, other extra-curricular experience, other commitments planned for next year
        ii. Questions:
            1. Time availability (other leadership requirements have infrequent meetings, low course load)
     b. Shreya
i. Discussed advisor support, GSG experience, desire for creating internal jobs, advocating for graduate students, increasing awareness, Finance Committee Liaison experience

ii. Questions:
   1. Other commitments

c. Margo
   i. Discussed the Vice President role related to health care and insurance
   ii. Questions:
      1. Stepping back and taking a supportive role (information, availability if there are questions, Vice President and President have different tasks)

3. Discussion
   a. Motion to limit discussion to 5 minutes made by Natasha, second by Erin, motion carries unanimously
   b. Benefits of the availability of previous officers to new officers, value of approaching previous officers about the position

4. Voting
   a. Results: 23 for Margo, 3 for Shreya, 4 for Aleta: Margo is the new Vice President for 2012/2013

iii. Secretary
   1. Opening of nominations from the floor: none
   2. Candidate presentations
      a. Amberlee
         i. Discussed academic background, GSG experience, vision of a smoothly running organization, leadership experience, and GSAC
         ii. Questions:
            1. Information security (back up with hard drive)
            2. Attitude towards rule exceptionality (stuff happens, use of reminders, possible rule adjustment)
      b. Marwa
         i. (absent)
         ii. Comments on behalf of Marwa: detail oriented
      c. Jennifer
i. Discussed academic background, leadership experience and vision as secretary

ii. Questions:
   1. Other commitments (done with coursework, teaching)
   2. Information security (scan into computer, password protected files, burn on a backup)
   3. Attitude towards rule exceptionality (“it has to be rational”)

   d. Aleta
      i. Had no additional comments
      ii. Questions:
          1. Information security (easily accessible separate files)
          2. Attitude towards rule exceptionality (open minded, reasoning desired)

   3. Discussion: Holding meet and greets well, organization, objectivity, commitment and initiative taken viewed as strong points of various candidates

   4. Voting
      a. Results: 1 for Marwa, 8 for Aleta, 9 for Jennifer, 12 for Amberlee (Amberlee is the Secretary for 2012/2013 by a simple majority vote)

   iv. Treasurer
      1. Opening of nominations from the floor: none
      2. Candidate presentations
         a. Jarod
            i. Discussed changes in GSG over the last 2 years, more time available, technology updates for funding requests anticipated

      3. Discussion: none
      4. Voting: none
         a. Results: uncontested Treasurer for 2012/2013 is Jarod

VI. Committee Reports
   a. Academic (Ali Mirchi): Last lunch n’ learn: Research Ethics, Deb Charlesworth
   b. Social (Harish Chowdhary Athipatla; Excused Absence): excused absent
   c. Public Relations (Ratnesh Patil): pick up flyers for last lunch n’ learn and PhD comic movie

VII. Liaisons
   a. University Senate (Kevin Cassell): University Senate was cancelled due to weather
b. Undergraduate Student Government (Mary Christiansen): Campus activity board, Get out and Rock the Vote

c. Graduate Faculty Council (Felicia Chong): upcoming meeting planned

d. University Finance Committee (Shreya Kumar): nothing to report

VIII. Old Business

a. GSG Budget (Jarod Maggio)
   i. Budget Presented (see attachment)
      1. If SAF not increased, the increase in travel grants will only be about $1000.
      2. Motion to approve under the SAF condition by Jarod, second by Ali, motion carries unanimously

IX. Discussion Items

a. Department Meet and Greets (Jarod Maggio)
   i. Civil and Environmental Engineering meet n’ greet:
      1. 20 attended, food, comments on sign-up sheet, introductions, discussion of department issues, housing issues, increase in travel grant funding per award requested, plowing of MESEE center intersection questioned, desirable to get DOW parking back (not easy – requires re-allocation), recommendation for having 2 meet n’ greets (one early in the year), need for expanded shuttle service

X. Adjournment: motion by Jarod, second by Felicia, motion carries unanimously

Attachments:

Proposed Budget for 2012-2013 (Jarod):

<table>
<thead>
<tr>
<th>Area</th>
<th>Item</th>
<th>2011-2012 Budget</th>
<th>Modifications</th>
<th>+/-</th>
<th>2012-2013 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Phone Line</td>
<td>$258.00</td>
<td>=</td>
<td></td>
<td>$258.00</td>
</tr>
<tr>
<td></td>
<td>Honoraria</td>
<td>$7,200.00</td>
<td>=</td>
<td></td>
<td>$7,200.00</td>
</tr>
<tr>
<td></td>
<td>Office Supplies</td>
<td>$749.00</td>
<td>Do not need Adobe creative suite but need $50 more for ink</td>
<td>-399</td>
<td>$350.00</td>
</tr>
<tr>
<td></td>
<td>Discretionary Fund</td>
<td>$10,000.00</td>
<td>=</td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Transition Dinner</td>
<td>$400.00</td>
<td>Food Inflation</td>
<td>50</td>
<td>$450.00</td>
</tr>
<tr>
<td></td>
<td>Eboard Name Tags</td>
<td>$0.00</td>
<td>USG has them</td>
<td>45.5</td>
<td>$45.50</td>
</tr>
<tr>
<td>Category</td>
<td>Item</td>
<td>Budget</td>
<td>Change</td>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------</td>
<td>-----------------</td>
<td>--------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$18,607.00</td>
<td>-$303.50</td>
<td>$18,303.50</td>
<td></td>
</tr>
<tr>
<td><strong>Academic</strong></td>
<td>Fall Colloquium</td>
<td>$1,000.00</td>
<td>=</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Colloquium</td>
<td>$4,500.00</td>
<td>=</td>
<td>$4,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch and Learns</td>
<td>$5,000.00</td>
<td>=</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>=</td>
<td><strong>$10,500.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Orientation</strong></td>
<td>Mine Tour</td>
<td>$800.00</td>
<td>Needed more $400</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Orientation Picnic</td>
<td>$1,500.00</td>
<td>Only $1,100 2011</td>
<td>$1,300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Misc (Vans, PR, etc.)</td>
<td>$500.00</td>
<td>Only $220 2011</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>=</td>
<td><strong>$2,800.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Social</strong></td>
<td>Meetings</td>
<td>$1,200.00</td>
<td>Only going to use about $900</td>
<td>$1,000.00 $50 per meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Socials</td>
<td>$5,000.00</td>
<td>=</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Softball</td>
<td>$1,600.00</td>
<td>Reduced because softball field use fee is now waived</td>
<td>$1,000.00 Softballs, social, awards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Softball coordinator stipend</td>
<td>$400.00</td>
<td>100</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Van Certification</td>
<td>$110.00</td>
<td>=</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>=</td>
<td><strong>$8,310.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>Travel Grants</td>
<td>$18,000.00</td>
<td>=</td>
<td>$18,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10,000.00</td>
<td>To reflect the increase in applications</td>
<td>$18,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outstanding Merit Awards</td>
<td>$600.00</td>
<td>=</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>8,000</td>
<td><strong>$18,600.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Public Relations</strong></td>
<td>Flyers, etc.</td>
<td>$240.00</td>
<td>=</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Door Prizes</td>
<td>$220.00</td>
<td>=</td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Misc. (Raffle tickets, etc.)</td>
<td>$40.00</td>
<td>=</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>=</td>
<td><strong>$500.00</strong></td>
<td></td>
</tr>
<tr>
<td>GSG Reps</td>
<td>Department Meet and Greets</td>
<td>$2,100.00</td>
<td>=</td>
<td>$2,100.00</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------</td>
<td>------------</td>
<td>---</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$50</td>
<td>for departments with 1-2 reps, $75 for departments with 3+ reps per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$2,100.00</td>
<td>=</td>
<td>$2,100.00</td>
<td></td>
</tr>
</tbody>
</table>

|                      |                             | $43,417.00 | 6,447 | $49,863.50 |

*items in italics are costs associated with operation but are not part of the GSG budget.*

|                      | Estimated Revenue | $48,000.00 | $50,348.00 |
|                      | Actual Revenue    | $43,508.00 |           |
Graduate Student Government of Michigan Technological University

GSG Agenda: March 26, 2012

I. Call to Order: Margo @ 5:18 PM

II. Approval of Agenda: Addition of IVa. Increase in Social Committee budget (Harish), motion by Natasha, second by Bhairavi, motion carries unanimously

III. Approval of Minutes from: March 12, 2012, motion by Margo, second by Jenn, motion carries unanimously

IV. New Business
   a. Increase to Social Committee budget (Harish)
      i. Unexpected cost for last event
      ii. Request increase of budget of up to $50
      iii. Motion by Jarod to approve an increase in the Social Committee budget by up to $50, second by Bhairavi, motion carries unanimously
   b. Bylaw Revisions (Erin Thomas) (see attached)
      i. Changes outlined and explained (Margo, Erin, Jarod)
      ii. question about the fairness of travel grant status revocation
         1. process outlined in current GSG Bylaws already
         2. travel grant benefit as a reward for participation in GSG by departments
      iii. explanation of softball coordinator selection process
         1. question about appropriateness as a VP responsibility
         2. correction: honorarium should be $500
      iv. explanation of Ways and Means Committee responsibilities
      v. Voting and finalized updates at the next GSG meeting, send feedback to Erin
      i. if approved, then document on thee web is in the correct format
      ii. underlines in document: requirements
      iii. send feedback to Margo
      iv. question about template (each department has slightly different requirements)
      v. procedure not policy (procedural changes don't need to go through the University Senate)
      vi. suggestion: contact recent graduates for comment
V. Officer Reports

a. President (Margo Woller-Carter)
   i. Meet and Greet comments relayed (IT issues, DH issues, shuttle service extension)

b. Vice President (Felicia Chong)
   i. Student commission
      1. Table tent improvements (sanitation issues)
         a. Still under debate
      2. Vegetarian options lists (get list from Felicia)
      3. Fisher Hall noises (building mechanic: cold walls and heat: put traps in)
      4. Safety first (prisoner escape vs not wanting to overuse safety-first system)
      5. Take shoes off in SDC multi-purpose room
      6. Goal of student commission: solve student problems

c. Treasurer (Jarod Maggio)
   i. Committees in good standing (Social Committee budget issue resolved)
   ii. Current budget reported

d. Secretary (Erin Thomas): Committee Chair Elections
   i. Public Relations Committee Chair
      1. Jennifer Winikus
         a. Discussed graphics design experience, PR work for sorority
         b. Questions
            i. Switched to Engineering from Graphics Design because of English requirements
            ii. Website experience (likes to code, Dreamweaver, IT fixes, distance learning lab)
            iii. Delegation (only way to truly reach out to all departments)
      2. Shreya Kumar (excused absent)
         a. Margo: programming background, good PR skills, good work in other councils, good blend of interpersonal and computer skills
      3. Discussion
         a. Question about busy schedules of candidates
      4. Voting: Shreya:16, Jennifer:12 (Shreya is the next PR Committee Chair)
   ii. Academic Committee Chair
      1. Nayyer Islam: experience as a representative in GSG and at other schools, Academic Committee experience, GRC and Meet and Greets, department of the year award, add lunch at GRC
2. Vote of Confidence for:27, against:1

iii. Social Committee Chair
   1. Natasha Hagadone
      a. Discussed Social Committee experience, van certification, Traverse City Professionals group planning, Human Factors and Ergonomics committee, importance of good relationships
   2. Jennifer Winikus
      a. Good competition, keep bowling social, open to other kinds of socials (as weather cooperates), more socials, inter-departmental socialization
   3. Aleta Daniels
      a. Thanks for nomination, community emphasis, importance of social life as graduate students, board games, card games, continue with bowling social

4. Discussion
   a. Social Committee decides which social events happen for GSG socials
   b. Natasha: van driving, good ideas as part of social committee, good work within department, experience with social committee as a valuable asset, role at mine shaft event stands out (high level of commitment)
   c. Aleta: positive drive and attitude toward GSG

5. Voting: Natasha:20, Jennifer:2, Aleta:6 (Natasha is next year’s Social Committee Chair)

VI. Committee Reports
   a. Academic (Ali Mirchi): Last lunch and learn was today, recommendations being compiled
   b. Social (Harish Chowdhary Athipatla): Future GSG/Nosotros event possible 1 week before finals at the MUB
   c. Public Relations (Ratnesh Patil): Google forms being prepared for travel grant and discretionary funds requests

VII. Liaisons
   a. University Senate (Kevin Cassell)
      i. Strategic hiring initiative
      ii. Increases in faculty, graduate student enrollment, and research funding
      iii. Board of Control may recommend tuition increase for next year
         1. Issues with current level of debt incurred
            a. possible resolutions being explored
            b. some costs like removing snow are unavoidable
2. Decline in state appropriations over past year

b. Undergraduate Student Government (Mary Christiansen)
   i. Special Budget Group, SAF, recommendation for allocation of funds made, cutbacks on requests were necessary, Campus Activity Board (CAB): contact Mary with questions
   ii. Recommendation: master list of campus events
       1. Too much work for GSG PR chair
       2. Linking to existing list is reasonable
   iii. Rock the Vote (funding request anticipated)

c. Graduate Faculty Council (Felicia Chong)
   i. Application fee possible in future
      1. Recommendation: free online, fee for paper version
      2. Small fee recommended rather than large fee
      3. Graduate student application fee waived when Undergraduate student fee waived
      4. Online filter form recommended

d. University Finance Committee (Shreya Kumar) (absent)

e. Philanthropy Group (Aleta Daniels)
   i. Mission of Philanthropy Society
      1. Need for additional support
      2. Reconsidering status as a public institution

VIII. Old Business: none

IX. Discussion Items

a. Department Meet and Greets (Jarod Maggio)
   i. Geological Engineering
      1. Experience Tech fee questions (not related to SDC), question about lab work grants as travel grant extension, recycling program questions (recycling bins located in buildings, need recycling near DH), more grade categories, advisor difficulties (communicate with Department Chair, Dean), basic health care check-uos (EMS program collaboration?), public transportation including Hancock, update to Husky logo recommended, speeding along lakeshore a concern (speed bumps or policing)

   ii. ECE
      1. Great success, high attendance, Felicia attended, white board available (no comments made), people came and went (nice lounge on the 5th floor)

   iii. MSE
1. Accordion performance, issues concerning SDC locks (unapproved locks), wireless internet issues (update wireless hotspots), enjoy email updates, summer graduate seminar series, Dress for Success shop for women recommended

X. **Adjournment:** motion by Bhairavi, second by Jennifer, motion carries unanimously
Bylaws for the
Graduate Student Government of
Michigan Technological University
March 2012 Revision 1

I) Definitions
A. A "session" shall be defined as: the year-long term beginning each May first during which the elected body of Graduate Student Government (GSG) meets and conducts business.
B. "Uninterrupted Representation" shall be defined as at least one representative from a home department that has fulfilled representative duties and remains in good standing without excessive absences outlined below for the Fall and Spring semesters of the session.

II) Representatives
A. Allotment
1. The constituency of each department determining the allowable number of representatives shall be based on the on-campus enrollment figures of the most recent fall semester.
   a. Enrollment estimates shall be determined by the GSG secretary in collaboration with the Graduate School.
   b. Each department with a graduate program(s) shall be entitled to one representative per fifty (50), or increment thereof, graduate students enrolled on campus.
   c. Representative terms shall last no longer than one (1) year, ending immediately following the first regularly scheduled GSG fall meeting.
B. Elections
1. Each department is required to conduct yearly elections in order to fill their number of allotted representative positions in GSG.
2. These elections must be democratic and open to all of the department's currently enrolled students.
3. Vacancies occurring during the semester:
   a. shall be filled as soon as possible.
   b. shall be filled by election when time remaining in the representative's term is greater than ninety (90) days.
   c. shall be filled at the discretion of the GSG secretary in coordination with the representative's department when time remaining in the representative's term is less than ninety (90) days.
C. Duties
1. Representatives
   a. Attend all regularly scheduled GSG meetings to represent the interest of their constituents.
b. Serve the GSG in one of the following ways:
   i. Serve on a GSG committee.
   ii. Serve on a University committee (having been appointed to it by the GSG president).

c. Assist the secretary in ensuring their department has filled its allotted number of GSG representatives.

d. Regularly poll, survey, and/or otherwise communicate with their constituents as to their needs and concerns as graduate students, sharing these with GSG.

e. Assist GSG in communicating with graduate students across campus, including informing their constituents in a timely manner of issues being discussed or events being hosted by GSG.

f. Hold Departmental Meet and Greets at least once per year
   i. The following should occur at each Meet and Greet:
      a) Current issues and activities within GSG should be publicized
      b) Questions and issues should be solicited from graduate students in the department

2. Alternates and members-at-large
   a. Alternates act on behalf of representatives in their absence, and in their absence shall have all the rights and privileges of representatives as outlined in the Bylaws and Constitution.
   b. Members-at-large have the rights and privileges outlined in the Bylaws and Constitution.

D. Absences

1. An “excused absence” shall be any absence from a regularly scheduled GSG meeting for which the representative or their alternate has notified the secretary in writing via email or written letter prior to the meeting, with the following exception:
   a. No more than two (2) excused absences will be granted to any representative per semester.

2. An “unexcused absence” shall be:
   a. Any absence from a regularly scheduled GSG meeting for which the representative or their alternate has not notified the secretary in writing via email or written letter prior to the meeting.
   b. Any normally “excused” absence beyond the second will be considered “unexcused.”

3. Disciplinary action due to absence:
   a. After each of the first and second unexcused absences, respectively, the secretary will notify the representative of his or her violation.
   b. After the third violation, the Executive Board will convene to vote on whether to indefinitely suspend the representative.
      i. The representative will have the right to make a formal
verbal or written defense to the Executive Board before it makes its decision.

ii. Representatives removed for failure to attend are no longer eligible to serve as a representative, though they may continue to serve GSG as members-at-large.

4. A leave of absence may be granted by the Executive Board to any representative who submits a formal request to the secretary via email or written letter. Such requests must state the length of absence, dates of departure and return, reason for request, and how the representative’s position will be filled during his or her absence.

III) Committees and other GSG positions

A. Ad Hoc Committees
   1. The president may create, by executive order, any ad-hoc committees deemed necessary.
   2. All ad hoc committees must have:
      a. A specified end date.
      b. A clearly articulated charge.
      c. A committee chair, appointed by the president, who will lead the group for the life of the committee and present a report on its findings to GSG at the conclusion of the committee’s work.

B. Liaisons
   1. Liaisons to University committees shall be appointed by the president from among the GSG.
   2. Liaisons shall report to the GSG on any matters of concern or interest to the GSG or to graduate students at Michigan Tech.
   3. Liaisons shall report at each regularly scheduled GSG meeting on the progress of the committee with which they liaise.

C. Ways and Means Committee
   1. Shall be chaired by the treasurer
   2. Shall consist of up to two additional GSG representatives, appointed by the treasurer.
   3. Shall review Discretionary and Surplus funding requests to ensure they conform to the requirements as sort forth in these bylaws and in the published Discretionary Funding Guidelines.
   4. Shall present funding requests to the GSG.

D. Softball Coordinator
   1. Charge
      a. Oversee the development and running of the GSG intradepartmental summer softball league.
      b. Organize and run a summer softball clinic before the start of the season.
      c. Organize and run the summer softball social.
      d. Appointed by the Executive Board.
         1. Nominations will be made no later than week 11 of the spring semester.
         2. Voting will be completed no later than week 12 of
the spring semester.
e. Trains the incoming softball coordinator prior to vacating
the position.
f. Is not a voting member of GSG unless another GSG position
is held.

Standing committees

D. Members at large may serve on any committee they choose, pending
approval of the committee chair.

D.F. Duties of Committee chairs

1. Attend Executive Board meetings and present reports on their
committee's progress.
2. Delegate committee work fairly and equally among committee
members.
3. Maintain an archive of any business transacted, procedures,
and/or documents developed in accomplishing the work of the
committee. This shall be submitted to the Public Relations chair for
archiving on the website and used to train future committee
members.

4. Committee chairs are voting members of their respective
committees and of GSG.

E. Academic Committee

E.1. Charge

a. Oversee the development and running of extant GSG programs
and research possible new programs and other opportunities
aimed at providing personal, professional, and intellectual
development for graduate students.

E.2. Duties

b. The Committee shall:
i. Investigate and develop recommendations for the GSG
on any and all academic issues related to Michigan
Tech’s graduate student body.
ii. Organize and run the annual campus-wide Graduate
Research Colloquium.
iii. Organize and run the annual Graduate Professional
Development Day each fall.
iv. Organize and run a minimum of three (3) lunch-n-learn
seminars each fall and spring semester, respectively.
v. Organize and run the Merit Awards Program.
vi. Organize and run the yearly Graduate Student Research
Colloquium and Merit Awards Banquet.

H. Social Committee

1. Charge
   c. Oversee the development and running of extant GSG social events and research new programs, events, and other means of building community among graduate students.

2. Duties
   a. The Committee shall:
      i. Investigate and develop recommendations for the GSG on any and all social issues related to Michigan Tech’s graduate student body.
      ii. Organize a minimum of two (2) campus-wide graduate student social events each fall and spring semester, respectively.
      iii. Organize and run (in conjunction with the Graduate School) a special orientation social event at the beginning of the fall semester; the orientation social shall not count toward the requisite number of socials stated above.
      iv. Assist with the organizing and running of the Summer Softball Social.
      v. Work with the public relations chair to publicize all social events, including on the website.
      vi. Organize and supervise any social aspects of regularly scheduled or unscheduled GSG meetings (e.g., providing food and drink for meetings).
      vii. Assist other committees, as requested, with the social-organizational aspects, such as ordering food and scheduling rooms, etc.

I. Public Relations Committee

1. Charge
   c. Promote an awareness of GSG among the University community, through creating professional publications and performing media outreach campaigns.

2. Duties
   a. The Committee shall:
      i. Update and maintain the GSG website as a portal for informing graduate students and the Michigan Tech community of the work of GSG. The website should be updated with information such as:
         a) Announcements of any special projects and upcoming events organized and/or sponsored by GSG.
         b) The meeting minutes for regularly scheduled GSG meetings.
            1) Approved Meeting minutes shall be posted
c) GSG’s online archive of procedural documents and multimedia resources, which serve the continuation and empowerment of the organization.

ii. Respond to requests made through general GSG email account.

iii. Assist other committees, as requested, with publication materials.

iv. Maintain a current list of Department Representatives, liaisons, and committee assignments in coordination with the Secretary.

v. Maintain and publicize an up-to-date record of the GSG office hours schedule.

IV) Principal officers

A. Elections

1. Nominations

   a. The secretary shall open nominations for the principal officers elections no later than the seventh (7th) week of the spring semester. The secretary shall open nominations for the Committee chair elections to GSG members no later than the ninth (9th) week of the spring semester. These announcement may be made by email to either of the graduate student government listservs.

   b. At least twenty-four (24) hours prior to the election, the secretary shall publish the list of nominees by email to the appropriate GSG listserv.

   c. Nominations shall also be accepted from the floor during elections.

2. Elections

   a. Elections shall be held during a regularly scheduled GSG meeting.

   b. Elections for the principal officers shall be held as closely as possible to the ninth (9th) week of spring semester.

   c. Elections for the Committee chairs shall be held as closely as possible to the eleventh (11th) week of spring semester.

   d. Elections shall be conducted by secret ballot with tallies recorded during the GSG meeting.

   e. A simple majority vote in the presence of quorum is sufficient for election.

   f. The newly-elected Executive Board will assume its duties on May first.

3. Vacancies

   a. Should the president be unable to fulfill his or her duties, and with fewer than sixty (60) days left in session, the vice
president shall immediately succeed to the presidency, and a
special election be held to fill the office of vice president.
   i. Should the vice president be unable to assume the office
   of president, this duty shall immediately fall to an able
   officer of the Executive Board, in this order: secretary,
   treasurer, academic chair, social chair, public relations
   chair. A special election shall then be held to fill the
   position of the Executive Board officer assuming the
   presidency.

   b. Should the president be unable to fulfill his or her duties, and
   with greater than sixty (60) days left in session, the vice
   president shall immediately be appointed president pro tem. A
   special election shall be held at the next regularly scheduled
   GSG meeting to fill the office of president.
   i. Should the vice president be unable to assume the office
   of president pro tem, this duty shall immediately fall to
   an able officer of the executive board, in this order:
   secretary, treasurer, academic chair, social chair, public
   relations chair. A special election shall then be held
   at the next regularly scheduled GSG meeting to fill the
   office of president.

   c. Should committee chairs or other principal officers besides the
   president be unable to fulfill their duties at any time during the
   session, a special election must be held.

4. Dereliction of Duty
   a. Shall be defined as action or inaction that prevents the
   completion of one’s responsibilities as a member of GSG, and
   may include a failure to represent the best interests of the GSG
   or to perform one’s duties, as outlined in the bylaws.
   b. Any member accused of dereliction of duty shall undergo the
   following:
      i. The member shall be notified of the charge and
         summoned to an Executive Board meeting.
      ii. The representative will have the right to make a formal
         verbal or written defense to the Executive Board before
         it makes its decision.
      iii. If the Executive Board, with a two-thirds majority,
         deems the charge warranted, the member will be placed
         on a thirty (30) day probation.
      iv. After the probationary period, the board will reevaluate
         the member. If the board, with a two-thirds majority
         vote, again finds the member in dereliction of duty, the
         Executive Board shall indefinitely suspend the member
         from acting as a representative.

B. Officers
   1. Each principal officer shall have the executive duties as described
below:

a. Is not required to serve on a standing committee but may act as Liaisons or serve on other types of committees.
b. Trains the incoming principle officer prior to vacating the position.
c. Is a voting member of GSG.
d. Shall hold regular office hours each week.

c. President:
i. Calls and chairs meetings of the GSG and the Executive Board.
ii. Prepares and distributes agenda for all GSG meetings at least twenty-four (24) hours prior to the meeting.
iii. Serves as liaison to dean of the Graduate School and the Michigan Tech administration.
iv. Represents, or assigns an appropriate delegate to represent GSG to the University Senate, Graduate Faculty Council, Board of Control, and any other University standing or search committees requiring representation by graduate students.
v. Is not required to serve on any GSG standing committees.
vi. Identifies and investigates the issues, questions, and concerns of graduate students at Michigan Tech.
vii. Is responsible for no more than twenty (20) hours per week of work for GSG, including holding a minimum of five (5) office hours per week during the academic year, with the exception of University breaks.
viii. Manages the all-Michigan Tech Graduate Student listserv, approving or rejecting messages from individuals and student organizations who request to send a message to the entire graduate student body.
ix. Coordinates Executive Board training at the beginning of his or her term and trains the incoming president prior to vacating position.

x. Is a voting member of GSG.

c. Vice president:
i. Assumes the duties of the president in his/her absence, and succeeds the president should the office become vacant.
ii. Assumes any projects delegated by the president that do not fall under the duties of a standing committee.

iii. Is not required to serve on any standing committees.

iv. Organizes or appoints a person to run intradepartmental sports leagues (e.g., volleyball, softball, bowling).
v. Acts as liaison with graduate and professional student organizations at other universities.

vi. Acts as liaison with graduate and professional student organizations at other universities.
iv. Shall be the administrator of the First Contact Program.

v. Monitors the state of graduate student health insurance at Michigan Tech, including representing GSG on any health-related University committees. The vice president will develop recommendations for the GSG on such programs.

vi. Oversees and assists Committee Chairs.

vii. Trains the incoming vice president prior to vacating the position.

ix. Is a voting member of GSG.

c. Secretary:

i. Attends and takes accurate minutes at GSG and Executive Board meetings, or arranges for a temporary replacement to take minutes during any regularly scheduled GSG meetings at which he or she will be absent.

ii. Keeps accurate records of excused/unexcused absences from GSG and Executive Board meetings, and shall inform the Executive Board of any attendance-based violations.

iii. Ensures publication of the minutes according to the Bylaws.

iv. Maintains, and provides for posting on the web through the public relations chair where appropriate, current records of the Constitution, Bylaws, the archive of all GSG meeting minutes and other legislative records, excluding financial records, but including:

   a) Contact list for the GSG.

   b) Record of representatives assigned to GSG- and University committees, councils, boards, etc.

      1) Updates are to be made monthly by sending an updated list of current representatives, liaisons, and committee assignments to the Public Relations Committee Chair for publication.

   c) Keeping the GSG list-servers up to date.

v. Oversees annual GSG elections in accordance with the Bylaws.

vi. Compiles Departmental GSG Meet and Greet information

vii. Assists University departments, as necessary and by request, in the election of departmental representatives to GSG.

   a) This assistance is to include 2 reminders to a department with open Representative positions with one additional reminder the following
vii. Is not required to serve on a standing committee.

viii. Trains the incoming secretary prior to vacating the position.

ix. Is a voting member of GSG.

d. Treasurer:
i. Maintains all financial records for GSG.

ii. Maintains current, computerized budget and account transaction information for each budget expenditure category, reconciling any discrepancies between GSG records and Michigan Tech accounting records.

iii. Maintains current GSG checking account and reconciles any discrepancies in a timely manner.

iv. Provides updated reports regarding GSG’s financial status at each regularly scheduled meeting.

v. Provides monthly reports to each committee chair of their budget status.

vi. Administers the GSG Travel Grants Award Program, including assisting applicants, overseeing selection of winners, and handling any correspondence necessary in conjunction with such awards.

vii. Chairs the Ways and Means Committee.

viii. Plans the next year's budget in conjunction with the Executive Board and submits annual proposed budget to the GSG for approval.

ix. Is not required to serve on a standing committee.

x. Trains the incoming treasurer prior to vacating the position.

xi. Is a voting member of GSG.

V) Meetings

A. Meetings shall be conducted according to Robert’s Rules of Order as guiding principles.

B. A quorum of members is required to conduct official GSG business.

1. Quorum during the fall and spring semesters shall be defined as the presence of a simple majority of the total number of GSG members.

2. Quorum during the summer semester shall be defined as the presence of one-quarter (1/4) of the total number of GSG members. At no time shall fewer than six (6) representatives and two (2) principal officers constitute a quorum.

C. The GSG shall hold regular biweekly (every two weeks) meetings, beginning on the first Monday of each semester. All meetings shall be open to the public.

D. Only the president may schedule a meeting of the GSG.

E. Any representative may request a special meeting of the GSG. The president shall act on the request within five (5) business days.

F. The Executive Board is required to meet a minimum of once per month.
G. All representatives and advisors shall be notified by email of unscheduled GSG meetings not less than four (4) days prior to the meeting.

VI) Financial Disbursements

A. General Budget
   1. By the tenth (10th) week of the spring semester, the GSG shall approve a detailed budget for the upcoming year.

B. Expenditures
   1. Expenditures in accordance with the approved budget do not require approval by the GSG.
   2. The proposed budget shall include fellowships for Executive Board officers in the amount of $600 per officer per semester (spring and fall only).
      a. These fellowships shall be awarded to the officers at the end of each semester.
      b. In the case of an Executive Board member vacating his or her position early, the following procedure shall be followed:
         i. Should the Executive Board member have left voluntarily, he or she will be immediately awarded $100 per full month of service, excluding any fellowship monies already disbursed; the remainder of the allotted yearly monies shall be awarded to the person assuming his or her office, disbursed according to these bylaws.
         ii. Should the Executive Board member have been removed for dereliction of duty, all monies not already disbursed will be awarded to the person assuming the office, and disbursed according to these bylaws.
   3. Withdrawals or checks from any GSG account will require the signatures of the treasurer and/or the president.
   4. The Executive Board shall have a discretionary fund of $250.00 each session.
      a. These funds shall be used for expenditures related to the operation of GSG.
      b. These funds may not be used to fund organizations or events otherwise funded by the GSG Discretionary Fund.
      c. The treasurer shall present the nature, amount, and rationale for the expenditure at the next regularly scheduled meeting.
   5. The proposed budget shall include an honorarium of $400 for the Softball Coordinator during the summer semester.

C. Amendments to an approved budget
   1. At any time during a session, the treasurer may propose an amended budget.
   2. Any amendment to the budget shall require a two-thirds majority vote, assuming quorum, during a regularly scheduled GSG meeting.

D. Travel Grants
   1. The GSG shall disburse the funds allocated for the Travel Grant Program
provided by the Graduate School.

2. Awards
   a. “Presenting” grants are awards for graduate students presenting
      at a recognized academic conference.
   b. “Attending” grants are awards for graduate students attending a
      recognized academic conference.
   c. At least ninety percent (90%) of grants shall be “Presenting”
      grants, while the remaining ten percent (10%) may be awarded as
      “Attending” grants.

3. Eligibility
   a. Students must be currently enrolled full-time students.
   b. Applicants’ home departments must have “Uninterrupted
      Representation”.
   c. Correctly and completely filled out applications must be turned in
      before 5 pm on the Friday of the 6th week of each semester (Fall,
      Spring and Summer). No exceptions will be made.
   d. “Presenting” applicants must provide conference acceptance
      letters in the form of a hard copy or email.

4. Travel Grant Process
   a. Grants shall be awarded once each semester (Fall, Spring, and
      Summer).
   b. Students may be awarded a Travel Grant, either before or after
      attending a conference, only once each session.
   c. Students may only apply for and receive a Travel grant in the
      session during which the conference was help.
   d. Should the number of applications exceed the available funds, the
      GSG shall hold a drawing to determine awards.

5. Reimbursement
   a. Travel Grants shall reimburse up to $250 for Presenting grants
      and $150 for Attending grants.
   b. Students must submit forms for reimbursement no later than 30
      days after the end of the session in which the award was granted.
   c. Students must submit a Travel Expense Voucher with original
      receipts to GSG offices to request reimbursement of incurred
      travel expenses. Refer to Accounting Services’ Web site found at
      <http://www.sas.it.mtu.edu/acct/dept/travel/index.htm> for the
      University travel policy in its entirety.

E. Discretionary Funds

1. The GSG shall disburse up to $10,000 per session for Discretionary funds
   allotted for unbudgeted funding requests from University organizations
   that promote the personal, professional, and intellectual development of
   graduate students at Michigan Tech.

2. Organization Requirements
a. Organization must be comprised of mostly graduate students.
b. Organization may receive discretionary funding one time per semester.
c. Completed application materials must be submitted in writing to the Ways and Means Committee for preliminary review, at least 4 weeks before the event.
d. Organization must display the GSG logo on publicity materials.

3. Discretionary Funding Request Process
   a. Allocation of Discretionary Funds requires a two-thirds majority vote, assuming quorum, during a regularly scheduled GSG meeting.
   b. Requests shall be accepted until the budgeted Discretionary Funds have been exhausted for the session.

4. Reimbursement
   a. Organizations may send receipts to the GSG treasurer for reimbursement or Discretionary Funds allotted may be transferred to a University account.
   b. Organizations must submit forms for reimbursement no later than 30 days after the end of the session in which the funds were allocated.

5. Travel Grants
   1. The GSG shall disburse the funds allocated for the Travel Grant Program by the Graduate School.
   2. Grants shall be awarded once each semester (fall and spring) and once during summer session.
   3. Awards
      a. “Presenting” grants shall be awarded to graduate students presenting at a recognized academic conference. These grants shall reimburse up to $250 in conference expenses (including related travel and lodging).
      b. “Attending” grants shall be awarded to graduate students attending a recognized academic conference. These grants shall reimburse up to $150 in conference expenses (including related travel and lodging).
   4. At least ninety percent of grants (90%) shall be for “Presenting” grants, with the remaining grants awarded to “Attending” grant applicants.
   5. Eligibility
      a. Graduate students must satisfy the following requirements in order to be eligible to receive a travel grant:
         1. Students must be currently-enrolled full-time students.
         2. Applicants’ home departments must have “Uninterrupted Representation” on GSG. This is satisfied when a department has at least one voting representative present at all but two regularly scheduled GSG meetings during any session.
Students may be awarded a Travel Grant, either before or after attending a conference, only once each session.

Students may only apply for and receive a Travel Grant in the session during which the conference was held.

6. Application Process
   a. Travel grant applications shall be due on the Friday of 6th week of each semester (spring, fall, and summer session), and must be correctly and completely filled out by the deadline. No exceptions will be made.
   b. Should the number of applications exceed the available funds, the GSG shall hold a drawing to determine awards.

7. Travel Grant Drawing
   a. The Travel Grant Drawing shall take place at the next meeting of the Executive Board.
      i. This meeting shall be no later than five (5) business days after the application deadline.
   b. The Travel Grant Drawing will be performed in accordance with GSG Resolution 5-05.
   c. In cases where extra grants are available in one category, they may be transferred to the other category to use all funds provided.

8. Reimbursement
   a. All grant applicants must provide valid documentation of conference attendance when applying for reimbursement. Examples of such documentation include:
      i. Conference acceptance letters or emails.
      ii. Published conference abstract.
      iii. Other official conference documentation such as a receipt for admission.

E. Discretionary Funds

1. Discretionary funds are allotted for unbudgeted funding requests from University organizations that promote the personal, professional, and intellectual development of graduate students at Michigan Tech.

2. Funding Requests
   a. All discretionary funding requests must be submitted in writing by the applicant to the chair of the Ways and Means Committee.
   b. The Ways and Means Committee:
      i. Shall be chaired by the treasurer.
      ii. Shall meet as required.
      iii. Shall consist of the Executive Board and up to two additional GSG representatives, appointed by the treasurer.
   iv. Shall review funding requests to ensure they conform to the requirements as set forth in these bylaws and in the
published Discretionary Funding Guidelines.

v. Shall sponsor and present funding requests to the GSG.

 Allocation of Discretionary Funds requires a two-thirds majority vote, assuming quorum, during a regularly scheduled GSG meeting.

d. Requests shall be accepted until the budgeted Discretionary Funds have been exhausted for the fiscal year.

F. Surplus Funds

1. Surplus funds (funds carried forward from the previous year) may be spent on projects and in ways that:
   a. Directly benefit GSG.
   b. Directly benefit graduate students at Michigan Tech.
2. No more than seventy-five percent (75%) of the surplus funds may be spent during a single session.
3. Surplus fund expenditures require approval of a two-thirds (2/3) majority vote, assuming quorum, during a regularly scheduled GSG meeting.

E. Changes to graduate student fees

a. The GSG may recommend a change in any graduate student-voted fee to the University administration under the following conditions:
   i. Such a recommendation must be proposed during a regularly scheduled meeting of the GSG by a representative or a member of the Executive Board.
   ii. The recommendation is approved if supported by a two-thirds (2/3) majority vote, assuming quorum.

VII) Amendments

A. Amendments to these Bylaws may be proposed by any member of GSG at any regularly scheduled GSG meeting.
B. All proposed amendments to the bylaws shall be published in the minutes of the GSG meeting at which the amendments were proposed. The GSG may not vote on any amendments before the next regularly scheduled meeting.
C. The GSG shall adopt no bylaws amendment without a two-thirds vote in the affirmative, assuming quorum, during a regularly scheduled meeting, and with the approval of the dean of the Graduate School.
GUIDE TO COMPLETING A GRADUATE DEGREE

AND

PREPARING AND SUBMITTING A

DISSERTATION, THESIS, OR REPORT

AT

MICHIGAN TECHNOLOGICAL UNIVERSITY

By:

The Graduate School

MICHIGAN TECHNOLOGICAL UNIVERSITY

Draft Revision 2012
# Table of Contents

List of Figures ..................................................................................................................... v

List of Tables ................................................................................................................... vii

1. **Overview and summary** .............................................................................................. 1
   1.1. Checklist for students completing a graduate degree ........................................... 2

2. **Forms related to degree completion** ........................................................................... 3
   2.1. Students who wish to participate in commencement ............................................ 3
   2.2. All students completing a graduate degree ........................................................... 3
   2.3. Students completing a dissertation, thesis, or report ............................................. 4

3. **Formatting guidelines** .................................................................................................. 9
   3.1. Typefaces .............................................................................................................. 9
   3.2. Margins ................................................................................................................. 9
   3.3. Paper size ............................................................................................................ 10
   3.4. Page numbers ...................................................................................................... 10
   3.5. Double-sided printing ......................................................................................... 10
   3.6. Line spacing ........................................................................................................ 11
   3.7. Figures .................................................................................................................. 11
   3.8. Tables .................................................................................................................. 12
   3.9. Including oversize pages or media ...................................................................... 12
   3.10. Use of color ....................................................................................................... 13

4. **Sections and order** ...................................................................................................... 15
   4.1. Title page (required) ........................................................................................... 15
   4.2. Approval page (required) .................................................................................... 16
   4.3. Dedication (optional) .......................................................................................... 17
   4.4. Table of contents (required) ................................................................................ 17
   4.5. List of figures (optional) ..................................................................................... 17
   4.6. List of tables (optional) ..................................................................................... 17
   4.7. Preface (required in certain instances) ................................................................. 18
   4.8. Acknowledgements (optional) ............................................................................ 18
   4.9. Definitions (optional) ....................................................................................... 18
   4.10. List of abbreviations (optional) .......................................................................... 18
   4.11. Abstract (required) ........................................................................................... 18
   4.12. Main body (required) .......................................................................................... 19
       4.12.1. Common sections in a traditional document ........................................... 19
       4.12.2. Collection of articles ............................................................................... 20
   4.13. Reference List/Bibliography (required) .............................................................. 21
   4.14. Appendices ........................................................................................................ 21

5. **Academic integrity and responsible conduct for research** ......................................... 23
   5.1. Research misconduct ......................................................................................... 23
5.2. Human and animal subjects and recombinant DNA.................................23
5.3. Using copyrighted materials ....................................................................24
  5.3.1. Determining if permission is needed ..................................................24
  5.3.2. Obtaining permission to use copyrighted materials .........................24
  5.3.3. Documenting permission to use copyrighted materials ...............25
5.4. Originality Certification..............................................................................25

6. Submitting the Document..............................................................................27
  6.1. Electronic Document preparation ..........................................................27
  6.2. Submission of draft prior to a defense ...................................................28
    6.2.1. Submitting the pre-defense draft document to the Graduate School ..28
    6.2.2. Review of the pre-defense draft .......................................................28
  6.3. Submission of a revised draft document after the defense .....................29
    6.3.1. Review of the revised draft .............................................................30
  6.4. Completion of the Degree.........................................................................31
    6.4.1. Publishing agreement ....................................................................29
  6.5. Deadlines...................................................................................................31

7. References.......................................................................................................33

Appendix A: Sample title and approval pages.................................................35
Appendix B: In-text references and reference lists.........................................41
List of Figures

Figure 2.1. Steps required to complete a degree requiring a dissertation, thesis, or report ........................................... 7

Figure 3.1. Sample page layout. Gray shading shows printable area of the page. ........... 10
List of Tables

Table 2.1. Degree completion requirements and deadlines. Shaded cells apply only to students completing a dissertation, thesis, or report. ...........................................6

Table 3.1. Examples of some of the typefaces recommended for use in the main body of dissertations, theses, and reports.................................................................9
1. Overview and summary

This edition of the *Guide to Completing a Graduate Degree and Preparing and Submitting a Dissertation, Thesis or Report at Michigan Technological University* (referred to as the *Guide* throughout the remainder of this document) is revised from the original version. Some important changes are:

- Throughout this document, the names of publications, forms, or other resources are italicized. Requirements are underlined or otherwise emphasized.

- The *Guide* now applies to final reports (as well as theses and dissertations).

- The *Guide* now allows for more flexibility in the formatting of documents. Double-sided printing and single-spacing are encouraged and are modeled in this *Guide*.

- Digital copies of theses and reports will be retained in the library. Paper and digital copies of dissertations will be retained in the library.

- Approval of a student’s final oral examination and approval of the final dissertation, thesis, or report, will now be reported separately.

- Approval pages included in dissertations, theses, and reports will no longer include original signatures.

- Students will have the ability to submit documents to plagiarism-detection software without Graduate School assistance. Originality reports generated by plagiarism-detection software will only be reviewed by the Graduate School when a student requests assistance.

- Deadlines for submission of a dissertation, thesis, or report have been modified and clarified.

- Students who have met all academic requirements for completion of their degree and have met all Graduate School deadlines for degree completion, but have not submitted an acceptable version of their dissertation, thesis, or report prior to the end of the final exam period will be allowed to enroll in a special section of UN5951. There is no tuition associated with UN5951, but students will be charged a resubmission fee equivalent to 25% of the regular tuition for a single credit to pay for the additional processing required. Enrollment in the special section of UN5951 is limited to one semester. Enrollment in the special section
of UN5951 is restricted; only students who have met all academic requirements for completion of their degree and have met all Graduate School deadlines for degree completion are allowed to enroll in these courses.

- All bound copies ordered through the Graduate School will be bound with a black cover with white lettering. Color, oversized pages, and pockets will be allowed.

1.1. **Checklist for students completing a graduate degree**

- Complete and turn in all required forms (see Section 2).

- If a dissertation, thesis, or report is required, students must produce a professional document that uses appropriate formatting (Section 3) and contains appropriate sections (Section 4). Title pages and approval pages must be prepared in accordance with the University-approved format. Appendix A contains sample of title and approval pages. Appendix B contains suggestions for using in-text references and generating reference lists.

- Dissertations, theses, and reports must be in compliance with University policies related to academic integrity and the responsible conduct of research (Section 5).

- Dissertations, theses, and reports must be reviewed and approved as described in Section 6.
2. Forms related to degree completion

2.1. Students who wish to participate in commencement

Students who are eligible to participate in commencement and wish to do so must submit the *Commencement application form* which is due ten weeks in advance of the commencement ceremony. Students must also arrange to rent academic garb through the University Bookstore.

2.2. All students completing a graduate degree

All students completing a graduate degree must submit the following two forms to the Graduate School and receive approval of these forms prior to graduation.

- *Degree schedule*: This is the first form to submit to initiate verification that requirements for the degree will be met. Students should submit this form during the academic-year semester or summer session prior to graduation. This form triggers a degree audit to determine whether the coursework and other requirements for the degree will be met. **NOTE: Students who fail to submit this form may not be eligible for graduation because they may not have completed all requirements for the degree.**

- *Degree completion form*: This is the last form to submit. Must be submitted prior to 4 pm on the first day of finals period during the final academic-year semester or summer session of regular enrollment. Submission of this form triggers a process that verifies that all degree requirements have been met and that all fees have been paid. It includes information about accessing the Graduate School exit survey (optional) and Survey of Earned Doctorates (required for PhD students). This form includes the *Publishing agreement* for students who are completing a dissertation, thesis, or report. The *Publishing agreement* is used to order bound copies of the dissertation, thesis, or report, calculate fees related to completion of the degree, and select ETD and embargo options. Upon Graduate School approval of the *Publishing agreement*, a signed copy will be returned to the student for program approval. After program approval, students must arrange for payment of any outstanding fees. **NOTE: Students who fail to submit this form prior to the deadline will be required to enroll in regular coursework or research credits during the subsequent semester or summer session.**

Verification that final degree requirements have been met can be received in two ways:

1. All students will receive final confirmation of their degree on their transcript, available after the end of the semester in which their degree is granted.
2. For students completing a dissertation, thesis, or report well in the advance of the end of the semester, the Graduate School can generate a letter verifying that all requirements for the degree have been met.

2.3. **Students completing a dissertation, thesis, or report**

Students completing a dissertation, thesis, or report must also submit the following forms in order to complete their degree. See also Table 2.1 and Figure 2.1 at the end of this section.

- **Pre-defense form**: Due two weeks before the final oral defense. Recommended submission date is at least three weeks before the start of finals period in the academic-year semester or summer session of intended completion in order to give the student sufficient time to make any corrections to the written document prior to the end of the semester or summer session. Must be accompanied by a draft of the dissertation, thesis, or report. At the time this form is submitted to the Graduate School, students must also distribute electronic or paper copies of the draft document to the members of their committee. **NOTE: Students who fail to submit the draft document will be required to postpone their final oral defense until at least two weeks following the date of submission.**

- **TDR-review**: Generated by the Graduate School after review of a dissertation, thesis, or report. It will contain information about Graduate School requirements that have not been met in the submitted document. It will be returned to students within two weeks of the date that the student submitted their document to the Graduate School for review.

- **Report on final oral examination**: Must be submitted prior to 4 pm on the first day of finals period during the final academic-year semester or summer session of regular enrollment. This form documents successful completion of a student’s final oral examination and approval of the final oral examination by the advisor, committee, and department or school. **NOTE: Students who fail to submit this form prior to the deadline will be required to enroll in regular coursework or research credits during the subsequent semester or summer session.**

- **TDR-approval**: Must be submitted prior to 4 pm on the first day of finals period during the final semester of regular enrollment. This form is to be submitted following approval by the advisor and department or school of the written dissertation, thesis, or report. At the time this form is submitted, copies of the approved revised document must be submitted to the Graduate School. Copies of dissertations and theses must also be submitted to ProQuest/UMI. **NOTE: Students who fail to submit this form prior to the deadline will be required to enroll in regular coursework or research credits during the subsequent semester or summer session.**
credits during the subsequent semester or summer session. If the revised version submitted to the Graduate School does not conform to Graduate School requirements additional revisions will be required. The results of review of the revised document will be communicated to the student via the TDR-review form. If the student is unable to submit an acceptable document to the Graduate School prior to the end of the final exam period, they will be allowed to enroll in a special section of UN5951 for the following semester or session in order to complete requirements for their degree. Students may alternatively choose to enroll in regular coursework or research credits. Students concerned about financial aid implications (e.g., loan deferments) or immigration issues should discuss their situation with the Financial Aid or International Programs offices.

NOTE: There is no tuition associated with the special section of UN5951, but students will be charged a resubmission fee equal to 25% of the current cost of 1 credit of graduate tuition. Students will graduate in the semester/session in which they complete all degree requirements. Enrollment in the special section of UN5951 is limited to one semester. Enrollment in the special section of UN5951 is restricted; only students who have met all academic requirements for completion of their degree and have met all Graduate School deadlines are allowed to enroll in these courses. Students who fail to complete all requirements for their degree after one semester of enrollment in the special section of UN5951 must register for regular coursework or research credits while completing any remaining degree requirements.
Table 2.1.
Degree completion requirements and deadlines. Shaded cells apply only to students completing a dissertation, thesis, or report.

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Deadlines for Submission to Graduate School</th>
<th>Penalty for Failure to Meet Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree schedule</td>
<td>Triggers degree audit.</td>
<td>Semester prior to completion.</td>
<td>Possibly not meeting requirements for degree.</td>
</tr>
<tr>
<td>Commencement application (Optional)</td>
<td>Requests inclusion in commencement ceremony.</td>
<td>Ten weeks prior to commencement.</td>
<td>Not allowed to participate in ceremony.</td>
</tr>
<tr>
<td>Pre-defense form</td>
<td>Schedules defense, submits written draft document.</td>
<td>Two weeks before final oral defense.</td>
<td>Defense postponed until at least 2 weeks following submission.</td>
</tr>
<tr>
<td>Report on final oral examination</td>
<td>Indicates approval by the advisor, committee, and department or school of student’s final oral defense.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td>TDR-approval</td>
<td>Documents academic approval of written document. Submits revised version of document to Graduate School.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td>Degree completion form</td>
<td>Triggers final review to ensure that all requirements for the degree have been met.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td>Includes the Publishing agreement for students completing a dissertation, thesis, or report. Used to order bound copies of the dissertation, thesis, or report, and calculate fees related to completion of the degree.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
<td></td>
</tr>
<tr>
<td>Survey of Earned Doctorates (PhD only)</td>
<td>Collects data from PhD recipients in the U.S.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td>Exit Survey</td>
<td>(Optional) Collects data from Michigan Tech graduate alumni.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>No penalty – optional form.</td>
</tr>
<tr>
<td>---</td>
<td>Make additional corrections to written document and resubmit to Graduate School.</td>
<td>Prior to the end of finals period.</td>
<td>May enroll for 1 semester in UN5951 if necessary and all prior steps completed by deadlines.</td>
</tr>
<tr>
<td>Pay all fees.</td>
<td></td>
<td>Pay all fees.</td>
<td>Degree not awarded.</td>
</tr>
</tbody>
</table>
Student submits *Degree schedule* semester prior to completing degree

Student completes
- All coursework and research
- Draft dissertation, thesis, or report
- *Pre-defense form*
- Final oral defense

Student completes corrections to document required by the advisor, committee, and Graduate School

Student submits the following no later than 4pm of beginning of finals period of semester planned for completion of degree:
- *Report on final oral examination* form
- *TDR-Approval*
- *Degree completion form* (includes Publishing agreement for TDR students)
- Revised draft of document to LMS and ProQuest/UMI (dissertations and theses only)
- *Survey of Earned Doctorates* (PhD only)
- *Exit Survey* (optional)

Is written research document approved by Graduate School?

Yes

Obtain approval of *Degree completion form*
- Students on campus do this themselves
- Graduate School will forward for approval for off campus students

No

Student revises document and resubmits
- Document draft to LMS and ProQuest
- *Degree completion form* (as needed)

Is it after the end of finals period?

No

Student registered for next semester
- UN5951 (one time only) with fee but no tuition, or
- Regular course(s) or research credits

Yes

Graduate School bills student for binding fees, other fees

Student pays outstanding fees

Graduate School
- Verifies that all degree requirements have been met
- Grants degree in semester all requirements are met.
**Figure 2.1.** Steps required to complete a degree requiring a dissertation, thesis, or report.
3. Formatting guidelines

The formatting required or recommended for dissertations, theses, and reports ensures acceptance of documents by ProQuest/UMI. Graduate School formatting requirements are underlined in this section.

3.1. Typefaces

The typefaces and sizes listed in Table 3.1 are recommended for the main body of the text of a dissertation, thesis, or report. Other typefaces are acceptable as long as they are legible. Type 1, Open Type, or True Type fonts are required for the text of a document. All fonts must be embedded in the document.

Table 3.1.
Examples of some of the typefaces recommended for use in the main body of dissertations, theses, and reports. Helvetica, Times, or Geneva fonts are also recommended for Macintosh users.

<table>
<thead>
<tr>
<th>Typeface (Shown at the minimum size)</th>
<th>Minimum Size for Body Text</th>
<th>Web Font</th>
<th>Minimum Size for Headings</th>
<th>Maximum Size for Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial</td>
<td>10 pt</td>
<td>Yes</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Century</td>
<td>11 pt</td>
<td>No</td>
<td>13 pt</td>
<td>25 pt</td>
</tr>
<tr>
<td>Garamond</td>
<td>12 pt</td>
<td>No</td>
<td>14 pt</td>
<td>26 pt</td>
</tr>
<tr>
<td>Georgia</td>
<td>11 pt</td>
<td>Yes</td>
<td>13 pt</td>
<td>25 pt</td>
</tr>
<tr>
<td>Lucida Bright</td>
<td>10 pt</td>
<td>No</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Microsoft Sans Serif</td>
<td>10 pt</td>
<td>No</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Tahoma</td>
<td>10 pt</td>
<td>No</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Times New Roman</td>
<td>12 pt</td>
<td>Yes</td>
<td>14 pt</td>
<td>26 pt</td>
</tr>
<tr>
<td>Trebuchet MS</td>
<td>10 pt</td>
<td>Yes</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Verdana</td>
<td>10 pt</td>
<td>Yes</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
</tbody>
</table>

3.2. Margins

The binding edge margin of all pages must be between 1.5 and 1.6 inches. The margins of the remaining sides must be between 1.0 and 1.25 inches. The required margins apply to all components of the document, including page numbers, footnotes, and appendices. See Figure 3.1 for a sample page that includes a page number and footnotes.
3.3. Paper size

The main body of a dissertation, thesis, or report must be formatted to print on 8.5 × 11 inch paper. Oversize maps or tables are allowed (see Section 3.9).

3.4. Page numbers

The title page and approval page are included in the page count; however, a page number is not placed on these pages. This means that the table of contents will normally be numbered page iii (or 3) in a single-sided document. All other non-blank pages are numbered and have numbers placed on them. Blank pages are included in the page count but do not have page numbers printed on them.

Each page in a document must be assigned a unique and sequential number. In a traditional document, page numbers on pages preceding the main body of the document are printed using lower case Roman numerals (e.g., i, ii, iii, etc.). Arabic numerals (e.g., 1, 2, 3, etc.) are used for page numbers in the main body of the document and any subsequent materials (e.g., a reference list or appendix). It is allowable to use Arabic numerals for page numbers throughout the document.

Page numbers may either be placed at the center of the bottom of the page or in the upper corner of the page on the side opposite the binding. Page numbers must fall within the printable area of the page (see Figure 3.1). Page numbers must appear in the same place throughout the document, even if the orientation of pages changes. Some software packages will automatically place page numbers within a header or footer that may or may not account for the size of the margins in an intuitive way. It is important to confirm that all page numbers fall within the document’s printable area.

3.5. Double-sided printing

Double-sided documents are allowable and may cost less to print and bind. Double-sided documents must adhere to the following requirements that relate to margins and page numbering. Also see Section 3.9 regarding the use of oversize pages or media in documents that are prepared for double-side printing.

---

**Figure 3.1.** Sample page layout. Gray shading shows printable area of the page. Text, figures, tables, etc. all fall within the margins. Footnotes and page numbers also fall within the margins and are usually located at the bottom of the page.
• Margins: The binding edge margin must be 1.5 to 1.6 inches on all pages. For portrait pages in a double-sided document, the binding edge will be on the left hand side for odd pages, and on the right hand side for even pages. For landscape pages, the binding edge will be on the top for odd pages, and at the bottom for even pages.

• Page numbers: Page numbers placed at the bottom center of the page require no special treatment. If numbers are placed in the upper outside corner, they will appear in the upper right corner on odd pages, and the upper left corner on even pages.

• Blank pages: The title page, approval page, and dedication page (if present) are always printed as one-sided sheets. When a document is prepared for double-sided printing, the back of each of these sheets must be left blank. One way to accomplish this is to insert blank “pages” that will correspond to the reverse side of each of these one-sided sheets. These blank pages do not have numbers printed on them, but they are included in the page count. In a double-sided document, the table of contents is the first page with a number on it; it will be page v (or 5) if no dedication is present, and page vii (or 7) if a dedication is present. Blank “pages” may also be inserted as desired to ensure that major sections (such as the start of a chapter) begin on odd-numbered pages. Blank “pages” are only allowed to occur on even-numbered sides of sheets of paper. Two or more blank “pages” in a row are not allowed.

3.6. Line spacing

Single-spacing, one and one-half line spacing, and double-spacing are allowed. Blank lines may be inserted before and/or after headings in the body of a document. If the first lines of paragraphs are not indented, blank lines should be inserted between each paragraph.

3.7. Figures

Figures should be formatted in a consistent way and the same type(s) and size(s) of fonts should be used in all figures if possible. Sans serif fonts such as Arial or Tahoma are generally preferred for figures. In all cases, any text used in a figure must be legible.

All images must be clear, readable, and reproducible. Images that look good on a computer screen may not be of sufficient resolution to print well. A minimum resolution of 300 ppi is typically recommended for printed materials. Screenshots have a maximum resolution of 72 dpi, and should be used only when absolutely necessary.

Each figure must have a caption that identifies the figure number. Each figures must be assigned a unique, sequential number. In a traditional dissertation, thesis, or report,
figures are numbered using the chapter number followed by a period and the figure number (e.g., Figure 3.1). Figure captions are located below each figure. The first sentence of a caption must be an overview of the figure. Subsequent sentences must include, as necessary, detailed information about the figure. Captions should be descriptive enough that the figure can be understood by someone who has not read the body text. If a figure contains multiple parts, each part is generally identified with a letter that is placed within the figure. The caption for a figure with multiple parts typically contains a description of each part, which begins with the part’s letter (usually italicized), followed by a comma.

3.8. Tables

Tables should be formatted in a consistent way. The size and font used for text in a table will generally be the same as that used in the main body of a document. Bold text may be used to denote headings in a table. A consistent style of borders should be used for all tables in the document if possible.

Each table must have a caption that identifies the table number. Each table must be assigned a unique, sequential number. In a traditional thesis or dissertation, tables are numbered using the chapter number, followed by a period and the table number (e.g., Table 3.1). Table captions are located above each table. The first sentence of a caption must be a general description of the table. Captions should be brief. Discussion of the significance of the data presented in a table should be included in the body of the document.

3.9. Including oversize pages or media

Note that there is an extra charge for documents that require oversize materials or pockets. Current pricing information is available from the Graduate School.

Oversize pages can be incorporated into the document in several ways.

- Pages of up to 11 × 17 inches can be included within the body of the document so that the pages fold out from the binding edge.
  - For single-sided documents with one or more 11 x 17 inch page(s):
    - Two electronic copies of the dissertation, thesis, or report must be submitted to the Graduate School. One copy must contain the oversize page(s) in the appropriate location. The second copy must include one blank 8.5 × 11 inch page inserted at each location where an oversize page will go in the final printed version. If there are multiple oversize pages in the document, one blank page must be inserted at each site. Each blank page must have text on it that refers the bindery to a .pdf file that contains the oversize page. Each oversize page must be
submitted as a separate .pdf file. The bindery will print and bind these pages as directed.

- For double-sided documents with one or more 11 x 17 inch page(s):
  Two electronic copies of the dissertation, thesis, or report must be submitted to the Graduate School. One copy must contain the oversize page(s) in the appropriate location. The second copy must include two blank 8.5 × 11 inch pages inserted at each location where an oversize page will go in the final printed version. If there are multiple oversize pages in the document, two blank pages must be inserted at each site. Each pair of blank pages must have text on it that refers the bindery to a .pdf file that contains the oversize page. Each oversize page must be submitted as a separate .pdf file. The bindery will print and bind these pages as directed. The oversize pages themselves will be printed on one side only.

- Larger materials can be folded and placed in a pocket constructed by the bindery. These oversize materials can be printed by the student or the bindery. If printed by the student, a number of copies equal to the number of bound copies to be ordered needs to be provided to the Graduate School before the Graduate School will submit the order for bound copies.

- Media, such as CDs, can also be included in a pocket. An appropriate number of copies of the media must be provided to the Graduate School before the Graduate School will submit the order for bound copies.

### 3.10. Use of color

Color should be used only when necessary. Color is more expensive to print than black and white, it does not reproduce equally well on different printers or computer monitors, and may be difficult for visually impaired readers to interpret.
4. Sections and order

Dissertations, theses, and reports should contain the sections described in this section. Some sections are required (as noted) and some are optional. When optional sections are included they should appear in the order recommended in this section of the Guide.

4.1. Title page (required)

Sample title pages are shown in Appendix A. The typeface, style and size of text should be the same as that used for the body text of the document. A title page must contain the following elements in the following order:

- The title – shown in all capital letters. For example, “MY DISSERTATION”, or “MY THESIS”, or “MY REPORT”, where My Dissertation (or My Thesis, or My Report) is the exact title of the document.

- The author’s full name – shown in a mix of upper and lower case letters. For example, “Jane E. Doe”, where Jane E. Doe is the name of the author.

- Type of document – shown in all capital letters. This will be one of the following: “A DISSERTATION”, “A THESIS”, or “A REPORT”.

- The following statement – written exactly as shown here but without the quotations: “Submitted in partial fulfillment of the requirements for the degree of”.

- Type of degree – shown in all capital letters. For example, “DOCTOR OF PHILOSOPHY”, or “MASTER OF SCIENCE”.

- The name of the degree program – shown using upper and lower case letters. The word “In” should precede the name of the degree program. Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

- The University name – shown in all capital letters, as shown here but written without the quotation marks: “MICHIGAN TECHNOLOGICAL UNIVERSITY”.

- The year of completion of the final document. Note that this may not be the same year that the dissertation, thesis, or report was defended.

- A copyright notice – printed using a mix of upper and lower case letters and with the format: “©Year Owner’s Name”. For example: “©2012 Jane E. Doe
“Copyright” or “Copr.” may be used instead of “©”. Note that copyrights may be registered, for a fee, when documents are submitted to ProQuest/UMI.

4.2. Approval page (required)

Sample approval pages are shown in Appendix A. The style and size of font should be the same as that used for the body text of the document. An undated approval page must be included in the electronic document submitted to the Graduate School prior to the defense.

The following elements must be included on an approval page in the following order:

• For a dissertation, the text: “This dissertation has been approved in partial fulfillment of the requirements for the Degree of DOCTOR OF PHILOSOPHY (note that the name of the degree is written in all capital letters) in Degree Program (where the appropriate name is entered and is written in a mix of upper and lower case letters and is not italicized).” Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

• For a thesis, the text: “This thesis has been approved in partial fulfillment of the requirements for the Degree of DEGREE TYPE (where the appropriate name of the degree, e.g., Master of Science, is inserted and is written in all capital letters) in Degree Program” (where the appropriate name is entered and is written in a mix of upper and lower case letters and is not italicized). Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

• For a report, the text: “This report has been approved in partial fulfillment of the requirements for the Degree of DEGREE TYPE (where the appropriate name of the degree, e.g., Master of Science, is inserted and is written in all capital letters) in Degree Program” (where the appropriate name is entered and is written in a mix of upper and lower case letters and is not italicized). Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

• Name of the student’s administrative home department or school written in upper and lower case letters. Note that the name of the department or school will generally not be the same as the name of a degree program.
• Names of members of the Graduate Faculty who served as advisor (or co-advisors, if applicable) and as committee members and approved the dissertation, thesis, or report.

  o The top line is for the name of the advisor. When there is a single advisor, this line should be preceded by the words: “Dissertation Advisor:” (or “Thesis Advisor:” or “Report Advisor:” as appropriate). If there are two co-advisors, the name of the first co-advisor is given on the first line and the name of the second co-advisor is given on the second line. When there are two co-advisors, the name of each co-advisor should be preceded with the words “Dissertation Co-Advisor:” (or “Thesis Co-Advisor:” or “Report Co-Advisor:”).

  o List each committee member on a separate line. The names should be preceded by the words: “Committee Member:”. All of the Committee Members must be listed.

• The second to the last line is reserved for the title and name of the department chair or school dean of the unit which served as the student’s academic home at the time they completed the degree. The individual’s title (e.g., “Department Chair:”, or “School Dean:”) should precede the name of the individual.

4.3. Dedication (optional)

Dissertations, theses, or reports may be dedicated to an individual, several people, or a group. The word “dedication” is usually not needed on this page. Customarily, the dedication is short, such as, “To my mother.”

4.4. Table of contents (required)

Each chapter or section heading, with the exception of the table of contents, must be listed in the table of contents. Additional subheadings may also be included. The table of contents must be formatted so that each level of heading is clearly distinguished and page numbers are easily found. Page numbers must align flush right and must be preceded by a leader of periods. One way to clearly identify section headings is to increase the indentation of successively lower levels of subheadings. Formatting for a Table of Contents is illustrated in the table of contents for this Guide.

4.5. List of figures (optional)

If a list of figures is included, it should consist of a table that lists the figure number, the first line of the figure caption, and the page number on which the figure occurs. The formatting of the list of figures is similar to that of a table of contents, except that there are no subheadings.
4.6. List of tables (optional)

If a list of tables is included, it should consist of a table that lists the table number, the first line of the table caption, and the page number on which the table occurs. The formatting of the list of tables is similar to that of a list of figures.

4.7. Preface (required in certain instances)

A preface is required in two situations:

- A document includes previously published materials, or
- A document includes materials developed collaboratively.

A single preface at the beginning of the dissertation, thesis, or report is required if published material, such as a journal article, is republished in its entirety as a chapter in the document. For the purposes of this Guide, published materials include those already in print, accepted for publication, in review, or planned for submission in the near future.

A preface is also required if part of the dissertation, thesis, or report was prepared collaboratively. For example, if a chapter of a dissertation was prepared jointly by the author of the dissertation and another student (who worked together on the research project and in the writing of the text of the chapter), the preface must clearly describe the contributions made by each individual.

4.8. Acknowledgements (optional)

This page is used to thank individuals, groups, or organizations for their support.

4.9. Definitions (optional)

If a list of definitions is included, it should be alphabetized. A definition list may include a key to foreign terms and phrases used in the document.

4.10. List of abbreviations (optional)

If a list of abbreviations is included, it should be alphabetized.

4.11. Abstract (required)

An abstract is a concise summary of the document. It is not an introduction. It should clearly identify the topic and major findings of the research. The abstract in the document will be used for the ProQuest/UMI index. Publication with ProQuest/UMI is required for dissertations and theses. ProQuest/UMI does not accept reports at this time. Dissertation abstracts should be less than 350 words and thesis and report abstracts
should be less than 150 words in order to ensure that they are not truncated by automated search engines. Under no circumstances may an abstract be longer than two pages (double-spaced) or one page (single-spaced).

4.12. Main body (required)

If the student’s program has requirements for the content of a dissertation, thesis, or report, those requirements should be used in place of the recommendations in this section.

A traditional document presents the research in the form of a single document (similar to a book). Dissertations, theses, and reports can also be presented as a collection of articles, some of which may have been published previously. Both formats are acceptable.

If material included in a dissertation, thesis, or report has been previously published, that prior publication must be cited in the dissertation, thesis, or report. Reproduction of any section of an article that is larger than allowed for by “fair use” policies requires appropriate copyright permission.

4.12.1. Common sections in a traditional document

4.12.1.1. Introduction

The introduction lays the foundation for the current research and places the work in context within the disciplinary field. It should be an analysis of the existing body of research that has a bearing on the current project. It should both review the literature and provide a critical analysis of it. It should outline some of the limitations of prior research and describe areas that are in need of further exploration. This section provides context for the goals of the current research project.

4.12.1.2. Goals and hypotheses

Following the introduction is usually a section outlining the goals or purpose of the current work and the hypotheses being tested or problems being addressed.

4.12.1.3. Methods

The methods section describes all of the methods used in the study. Methods may include activities such as modeling, conducting simulations, performing field work or experiments, implementing surveys, among many other techniques. If the description of one or more of the methods is lengthy, it is appropriate to include an overview in this section of the document and to include more details in an appendix.
4.12.1.4. **Results (data and observations)**

The results section presents all of the data obtained using the methods described in the methods section. A common mistake is to include a description of methods within the results section. This should be avoided in nearly all circumstances. If the data are extensive, a summary may be included in the main body of the document with additional information located in an appendix. Appendices may also be used to present data in different formats.

4.12.1.5. **Discussion**

In the discussion section, results are interpreted and are put in context with the current state of research in the discipline. The discussion section should clearly explain the meaning of the results and their implications, in particular as they relate to the hypothesis(es) tested. It is common to refer to use citations to refer to the primary disciplinary literature in order to compare and contrast the results of the current project with results obtained and reported by other researchers. Sources of discrepancies, limitations, or errors in the current work and their implications should also be presented in the discussion section. New data should not be presented in this section.

4.12.1.6. **Future work**

This section highlights additional work that could be done at a later date to build upon the current research.

4.12.1.7. **Conclusions**

Conclusions summarize the main findings of the current research. This section reiterates the main findings and limitations of the research and may highlight some of the areas for future work.

4.12.2. **Collection of articles**

In this type of document each chapter is typically developed as a stand-alone section. If any chapter contains published material (such as a journal article) or was prepared collaboratively, a preface section should be included in the dissertation, thesis, or report to clarify the status and origin of the material. For the purposes of this Guide, published materials include those already in print, accepted for publication, in review, or planned for submission in the near future.

When the document consists of a collection of articles, an introductory chapter must be included that describes the connection between all other chapters. A dissertation, thesis, or report is not simply a collection of articles; it is the presentation, synthesis, and analysis of an entire research project which was conducted over a period of time. It is most helpful when the introductory chapter states the goals and hypotheses for the overall project and describes how each chapter relates to the overall goal.
Formatting of published items included in a thesis or dissertation must either:

- Conform to the guidelines to authors of the publishing organization, or
- Be consistent with the rest of the thesis or dissertation.

Photocopies or PDF versions of previously published papers will not be accepted.

A footnote must be placed on the first page of a chapter containing published material with the following information:

- “The material contained in this chapter was previously published in OR has been accepted for publication in OR has been submitted to the Title of Source of Publication.”

4.13. Reference List/Bibliography (required)

A reference list or bibliography presents all of the sources cited in the document. It may also include works consulted. The style used in the list of references should be consistent with the style used in a well-respected journal in the student’s discipline. A single reference list for the entire document may be included or separate reference lists may be included at the end of each chapter.

See Appendix B for more suggestions on using in-text references and creating reference lists.

4.14. Appendices

Appendices are used to place lengthy and detailed material that supports the main body of work. Appendices should be formatted in the same way as the body of the dissertation, thesis, or report.
5. Academic integrity and responsible conduct for research

All documents are expected to be completed with the highest level of integrity and must adhere to all University policies and the accepted standards of practice in the relevant disciplinary field.

5.1. Research misconduct

Michigan Tech addresses academic integrity and misconduct in research, scholarly, and creative endeavors (hereafter, “misconduct”) in separate policies and procedures. The integrity of academic assignments is addressed by the Academic Integrity Policy (Senate Proposal 8-06, [http://www.sas.it.mtu.edu/usenate/propose/06/8-06.htm]), while the integrity of research is addressed by the Misconduct in Research, Scholarly, and Creative Endeavors Policy (Senate Proposal 4-08, [http://www.sas.it.mtu.edu/usenate/propose/08/04-08.htm]). A thesis or dissertation is considered research, and allegations of misconduct are handled according to the misconduct procedures: [http://www.admin.mtu.edu/research/vpr/documents/Misconduct_Procedures.pdf].

Misconduct includes, but is not limited to, fabrication, falsification, or plagiarism.

- Fabrication is making up data or results and recording or reporting them.

- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented.

- Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit to the originator. Policies related to plagiarism also cover instances of self-plagiarism.

Misconduct does not include honest errors or differences in opinion.

5.2. Human and animal subjects and recombinant DNA

All research projects that involve human subjects, animal subjects, or recombinant DNA must be reviewed by the Office of Research Integrity and Compliance. Projects that are approved will receive an approval number from the Office of Research Integrity and Compliance that can be referred to in a dissertation, thesis, or report as evidence that approval was sought and granted.
5.3. Using copyrighted materials

Materials obtained from another source may be covered by a copyright. This section provides information pertaining to the use of copyrighted materials.

5.3.1. Determining if permission is needed

All material reused or obtained from another source must be properly cited. This includes previously published material that was originally created by the author of the dissertation, thesis, or report being submitted to Michigan Tech’s Graduate School.

Permission is needed to republish any material, including that created by the author of the dissertation, thesis, or report being submitted to Michigan Tech’s Graduate School, with the following exceptions:

- Material in the public domain. This includes material created by employees of the federal government. This may also include some materials produced in other countries or by other governments.
- Material for which the copyright has expired.
- Material that is covered under the “fair use” clause of copyright law, which allows for the reuse of some materials without permission.
- Text or figures substantially altered from their original source.

A full discussion of copyright law is beyond the scope of this Guide. The Graduate School maintains a web site that contains links to helpful websites and resources to assist students in obtaining permissions: [http://www.gradschool.mtu.edu/td/copyright]. ProQuest maintains a site entitled “Copyright Law & Graduate Research” that provides information about copyrights in general, what items require permission, and how to obtain permission: [http://www.proquest.com/en-US/products/dissertations/copyright/]. Stanford University also maintains a site that describes copyright and fair use in academia in addition to addressing the use of copyrighted materials in the classroom: [http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/].

5.3.2. Obtaining permission to use copyrighted materials

If permission is required to use previously published materials, it must be given in writing by the holder of the copyright (typically a publisher). Obtaining permission to use previously published material can take a great deal of time. Sample permission letters are available from ProQuest: [http://www.proquest.com/en-US/products/dissertations/copyright/].
If permission is not granted, the previously published material must not be used in its published form. In many cases text, figures, or tables can be substantially modified so that they can be used as long as they are properly cited.

### 5.3.3. Documenting permission to use copyrighted materials

In cases where copyrighted material is used in a dissertation, thesis, or report, it is expected that permission to use the material will be clearly documented. Many publishers explicitly describe the way that their permission to allow re-use of copyrighted material should be documented. Two ways this is typically done include the following.

- Include an acknowledgement of the permission granted by the holder of the copyright in the acknowledgement section of the dissertation, thesis, or report.

- Include a reference to the permission either in the text of the document, as a footnote, or in the caption of a figure or table.

In addition, students must submit documentation to the Graduate School that they have permission to use copyrighted materials. This is required because ProQuest/UMI expects Michigan Tech to ensure that written permission to use copyrighted material has been obtained whenever necessary. Evidence of permission to use copyrighted material can be documented in two ways.

- It can be included in an appendix to the dissertation, thesis, or report. This is the preferred method because these materials will always be readily available to the author of the document in case they need access to the written evidence at some point in the future after they have completed their degree.

It can be submitted to the Graduate School as a separate file. The file should be named in some logical way so that it can be easily located by staff members. With either method, label each piece of evidence with the corresponding figure number, table number, or chapter so that the reader can easily match the evidence to the corresponding material in the dissertation, thesis, or report.

### 5.4. Originality Certification

The Publishing agreement includes an originality statement that students must sign to certify they are submitting an original document.

Plagiarism-detection software (e.g., turnitin.com) can be used to assist in ensuring that a document is free of plagiarism. See [http://gradschool.mtu.edu/td/submission] for links and instructions about accessing the plagiarism-detection software.

Several important facts should be kept in mind when using plagiarism-detection software.
Plagiarism-detection software compares the text in a dissertation, thesis or report to other sources that are available from the internet or from materials archived by the software provider.

The software will alert the user to the presence of matching segments of text, even if the matching segment consists of a commonly used phrase that does not constitute plagiarized material.

The software will not detect paraphrased material that is not cited or is improperly cited.
6. Submitting the Document

Submitting and obtaining approval for a dissertation, thesis, or report will partially satisfy the requirements for completion of a graduate degree at Michigan Tech. There are other requirements as well. This section of this Guide focuses on processes related to submission and revision of dissertations, theses, or reports. Students completing a degree should also refer to Section 2 of this Guide for more information about the steps required for completion of a degree.

6.1. Electronic Document preparation

Dissertations, theses, and reports will be available electronically in the Library. Dissertations and theses will also be electronically available via the ProQuest Dissertations and Theses @ Michigan Technological University database (database access requires Michigan Tech ISO ID and password if off campus). ProQuest does not accept report submissions at this time.

Dissertations, theses, and reports must be submitted to the Graduate School as a single .pdf file with all fonts embedded. Compression, password protection, or digital signatures are not allowed. Supplemental files that do not lend themselves to inclusion in a written document (such as music or video) may also be included but must be linked to text or described within the .pdf document. Supplemental files must conform to ProQuest/UMI specifications as detailed in their publishing agreement. See the “Support/Training” area of their web site: [http://dissertations.umi.com/michigantech] for a complete listing of allowable file types.

The single .pdf file can be bookmarked and hyperlinked to aid navigation. It is recommended that, at a minimum, the table of contents contains hyperlinks to each section, and each item in the table of contents and the table of contents itself are listed as a bookmark. Figures and tables may be linked to the table of contents or to text within the main body of the document. See the Graduate School website for seminars (http://www.mtu.edu/gradschool/administration/academics/resources/seminar/) and blog tutorials (http://blogs.mtu.edu/gradschool/category/theses-and-dissertations/) about using common types of software to prepare a dissertation, thesis, or report.

To avoid possible cross-platform problems and difficulties in future archival processes, the names of all files must follow standard naming conventions. File types must be indicated at the end of a document’s name using a period followed by letters. Document names must consist of English letters and Arabic numbers only; no extra punctuation or diacritical marks or spaces are allowed. For example: “JJSthes.pdf”, not “John Smith Thesis.pdf”; ‘Fig04.jpg”, not “Figure 4.jpg”. File names are limited to 15 characters (not including the file extension) so that URLs do not become overly long.
When including supplemental files, it is recommended that files are named so that a computer will sort them in some logical manner. For example, each file name can begin with a 1- or 2-digit number to ensure they will sort logically: “01Smith.pdf”, “02Music.wav”, “03Movie.mov”, etc.

6.2. Submission of draft prior to a defense

It is in each student’s best interest to prepare a high-quality document prior to their final oral defense. The content of a dissertation, thesis, or report is ultimately the responsibility of the author. It must be a high-quality original document. Students are strongly encouraged to make use of campus resources (including professional development sessions, their advisors, other students, and plagiarism-detection software) as they conduct their research and prepare their written document. Students who make use of plagiarism-detection software to ensure that their document is free of plagiarized material can seek assistance from the Graduate School in interpreting reports.

Students must do the following at least two weeks before the proposed defense date.

- Obtain approval from their advisor prior to scheduling a defense.
- Submit a draft of their dissertation, thesis, or report and a Pre-defense form to the Graduate School.
- Distribute electronic or paper copies of their draft dissertation, thesis, or report to each of their committee members.

6.2.1. Submitting the pre-defense draft document to the Graduate School

Active graduate students will automatically be allowed access to the Graduate School dissertation, thesis, and report submission system through the University’s current learning management system (LMS) (e.g., Blackboard, Canvas, Sakai, Moodle, etc.). Inactive students should contact the Graduate School to gain access to the submission system. The submission system provides a secure area where materials can be uploaded and reviewed by appropriate staff. Advisors do not have access to the submission system. Students can find instructions on accessing the system and uploading documents and supplemental files at: [http://gradschool.mtu.edu/td/submission].

6.2.2. Review of the pre-defense draft

Draft documents will be reviewed to ensure that they adhere to University requirements. Required changes will be noted, and these must be addressed before a final document will be accepted. Comments will be returned using a standard form (TDR-Review) that will be delivered to the student via the LMS. The advisor will be notified via email whenever a TDR-Review form is delivered to the student. Advisors may access the review using the University’s current document imaging software (e.g., ImageNow).
Documents are reviewed in the order they are received by the Graduate School. Every effort is made to review documents in a timely manner; however, students should allow up to two weeks for completion of a review.

6.3. Submission of a revised draft document after the defense

Successful completion of the final oral defense is reported using the *Report on final oral examination* form. After the final oral defense has been successfully completed students must make all revisions required by the advisor and committee and make all corrections required by the Graduate School.

The revised document must be approved by the advisor and department or school through the *TDR-approval* form. The *TDR-approval* form must be submitted to the Graduate School.

6.3.1. Degree Completion form and Publishing agreement

Students begin to complete the final requirements for their degree by submitting the *Degree Completion form* via the LMS. The *Degree Completion form* includes a *Publishing agreement* form for students completing a dissertation, thesis, or report).

The *Publishing agreement* is used to calculate all fees associated with submission of the dissertation, thesis, or report and to select ETD and embargo options for the document. If University funds are to be used to pay for any portion of a student’s publishing fees, signatures of the graduate program assistant or advisor and each account holder are required on the *Publishing agreement* form.

The *Publishing agreement* also verifies that the Library has the right make a limited number of photocopies of the work as necessary for interlibrary loan patrons or to replace a lost copy of the document. The *Publishing agreement* also collects the information required for submission of the document to ProQuest/UMI. Traditional Publishing is the minimum requirement. Open Access publishing, registration of the copyright, and printed copies from ProQuest/UMI are options that students may select if desired when they submit the form (note that additional fees apply). Fees for printed copies from ProQuest/UMI are paid directly to ProQuest/UMI, while fees for the Open Access publishing and registration of copyright are paid directly to Michigan Tech. The *Publishing agreement* form includes links to sites that describe these options.

Students must also submit a revised version of the document to ProQuest/UMI and to the Graduate School for final review. Instructions are available online at: [http://gradschool.mtu.edu/td/submission].
6.3.1.1. **Embargoes and restricted access**

All dissertations, theses, and reports are normally published and available immediately after submission. Students can request that their document be embargoed for a finite period of time on the *Publishing agreement* form. This prevents it from being made available for a certain period of time. Embargoes are typically requested when students wish to publish their document as a book after graduation or when they have included proprietary material in their document. Students may also request that access to their electronic document be restricted to the Michigan Tech community when they submit the *Publishing agreement*.

Requests for embargoes must include a justification for the request and must be approved by the advisor or graduate program director. Graduate School staff will review requests for one year or less. The dean of the Graduate School will review requests for longer than one year. Approval for an embargo of more than one year is not automatic and is rarely granted.

Once an embargo or restriction is in place, students may request to have their embargo or restriction extended by submitting a request in writing to the Graduate School at least 2 weeks before the embargo or restriction expires.

All embargo requests will incur a 25% surcharge on the binding costs. Binding of an embargoed document does not occur until the embargo has expired.

6.3.1.2. **Completion fees**

Fees associated with completion of the dissertation, thesis, or report are calculated when the *Publishing agreement* form is submitted. These fees must be paid before the degree can be completed.

Students must log into banweb.mtu.edu, select “Other Payments” and “Graduate School Completion Fees” to pay fees. Once this step is complete, electronic copies of the document will be released to the Library (unless an embargo has been requested and approved). Final documents will also be released to ProQuest/UMI [http://dissertations.umi.com/michigantech/].

6.3.2. **Review of the revised draft**

Revised documents will be reviewed to ensure that they adhere to all University requirements. As for the pre-defense draft, required modifications will be noted and will be communicated to the student via the LMS using the *TDR-review* form. All required modifications must be addressed before the final document will be accepted by the Graduate School. When all required changes have been made, the final document will be accepted by the Graduate School.
6.4. Completion of the Degree

Once students receive approval of their *Publishing agreement* from the Graduate School, the Graduate School will bill the student for any fees associated with completion of the degree. Students must pay all outstanding fees. Once the fees are paid, the Graduate School will verify that all degree requirements have been met and will grant the degree in the semester in which all requirements were completed and all fees paid.

Students who are no longer in the Houghton area should notify the Graduate School (via the *Degree Completion form*) to indicate they are off campus and need assistance in completing final paperwork. The student must make their own arrangements for paying any fees due on Banweb.

6.5. Deadlines

In order to complete all requirements for a degree within a given semester, students should plan on defending a minimum of at least one week before the start of the final exam period for that semester. This allows time for the student to make required revisions and submit a revised document to the Graduate School prior to 4 pm on the first day of finals period. Figure 2.1 graphically portrays the actions that students submitting a dissertation, thesis, or report must complete by the indicated deadlines. If deadlines are not met, students will be required to register for regular coursework or research credits in the subsequent academic-year semester or summer session (as shown in Figure 2.1).

It is important to note that students who have completed all steps up to and including submission of a revised document will be eligible to enroll in special Graduate School completion courses (UN5951) for up to one semester in order to allow them to complete the document submission process and all final paperwork. See Section 2 of the *Guide* for more information.
7. References


Appendix A: Sample title and approval pages

See Section 4.1 for a description of the title page and Section 4.2 for a description of the approval page. Examples are shown on the pages that follow.

The samples included for a thesis can be modified for use with a report by substituting the word “REPORT” for the word “THESIS”.

INCREASING COMPUTATIONAL EFFICIENCY THROUGH NANOSCALE COMPONENT MODIFICATIONS

By

Jane E. Smith

A DISSERTATION
Submitted in partial fulfillment of the requirements for the degree of
DOCTOR OF PHILOSOPHY
In Computer Engineering

MICHIGAN TECHNOLOGICAL UNIVERSITY
2012

© 2012 Jane E. Smith
Sample Title Page for Master’s Thesis

This dissertation has been approved in partial fulfillment of the requirements for the Degree of DOCTOR OF PHILOSOPHY in Computer Engineering.

Department of Electrical and Computer Engineering

Dissertation Advisor: Type the name of the advisor here. If there are co-advisors, replace the word “Advisor” with “Co-advisor”.

Dissertation Co-Advisor: If there are co-advisors, type the name of the second co-advisor here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Department Chair/School Dean: Type the name of the Department Chair or School Dean here.
IMPROVING PERFORMANCE OF DIESEL ENGINES UNDER LOW TEMPERATURE CONDITIONS

By

Mary A. Doe

A THESIS
Submitted in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE
In Mechanical Engineering

MICHIGAN TECHNOLOGICAL UNIVERSITY
2012

© 2012 Mary A. Doe
This thesis has been approved in partial fulfillment of the requirements for the Degree of MASTER OF SCIENCE in Mechanical Engineering.

Department of Mechanical Engineering – Engineering Mechanics

Thesis Advisor: Type the name of the advisor here. If there are co-advisors, replace the word “Advisor” with “Co-advisor”.

Thesis Co-Advisor: If there are co-advisors, type the name of the second co-advisor here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Department Chair/School Dean: Type the name of the Department Chair or School Dean here.
Appendix B: In-text references and reference lists

Students may choose to follow the formatting guidelines of a journal that is important in their field or follow the formatting guidelines that are provided here.

In either case, students are encouraged to utilize software such as EndNote or Reference Manager to aid in formatting their bibliographies and citations. The use of software will greatly decrease the amount of time required to prepare this portion of the document. A site license is available for EndNote for Michigan Tech faculty, staff, and students. Links to download the software and EndNote styles and filters appropriate for a Michigan Tech thesis or dissertation are available at:

http://www.gradschool.mtu.edu/td/endnote

References within the text must be provided for ideas or facts that have been paraphrased from another source, material that has been republished or modified from another source, figures or tables, and data from another source. This includes material that is copyrighted and material in the public domain.

The general format for a few common reference types is described in this appendix. Students should consult The CSE Manual for more information. The Graduate School maintains style files that can be used to format citations and reference lists at

http://www.gradschool.mtu.edu/td/endnote

Formatting references within the text

References within the text (or in-text references) typically adhere to one of the following formats:

- **Citation-sequence** – in which in-text references are numbered based on the order in which they appear in the text and are referred to by number in the text. The citation-sequence and citation-name styles may look identical in the text but differ in the way citations are listed in the reference list and numbered in the main body of the text. The in-text references may be either numbers enclosed in parenthesis or super-scripted numbers. Non-adjacent numbers must be separated by a parenthesis with no spaces. Adjacent numbers must be separated by a dash. Place citations before any punctuation marks. Some examples follow.

  - The theorem was first proven by Smith (1). The proof was subsequently evaluated by several researchers (2-8). It was recently reaffirmed through the
use of an alternative approach (9). Many of the researchers who have studied Smith’s proof agree that it was highly innovative (3,5-6,9).

- The theorem was first proven by Smith\(^1\). The proof was subsequently evaluated by several researchers\(^2-8\). It was recently reaffirmed through the use of an alternative approach\(^9\). Many of the researchers who have studied Smith’s proof agree that it was highly innovative\(^3,5-6,9\).

- **Citation-name** – in which in-text references are numbered based on the order in which they appear in the text and are referred to by number in the text. The citation-sequence and citation-name styles may look identical in the text but differ in the way citations are listed in the reference list and numbered in the main body of the text (see above).

- **Name-year** – in which in-text references must include the surname of the author and the year of publication. There are numerous variations to this simple rule. The most common variations are described below.

  - **Single author paper**
    The in-text reference (Smith 2006) refers to a paper solely authored by Smith in 2006.

  - **Same author, multiple papers in one year**
    Add a lowercase letter to the year to distinguish which paper is being referenced. For example, the in-text references (Smith 2007a) and (Smith 2007b) refer to two different papers written solely by Smith in 2007. The letter is also included in the reference list.

  - **Different authors with the same surname publish papers in the same year**
    Include the initials of first and middle names. For example, the in-text references (Smith J 2008) and (Smith K 2008) refer to two different papers written by two different authors with the same surname in 2008.

  - **Paper with two co-authors**
    Use both surnames in the in-text reference and separate the surnames with “and.” For example: (Smith and Jones 2007).

  - **Paper with three or more co-authors**
    Refer only to the first author which is then followed by “et al.” For example, the in-text citation (Smith et al. 2007) refers to a paper written by Smith with more than one co-author in 2007. Note that “et” is not an abbreviation, so it
does not have a period after it. Because “al.” is an abbreviation, a period is required.

- **Multiple papers within the same citation**
  Sort all references chronologically, and then separate each citation with a semicolon. For example, the in-text citation (Smith et al. 2007; Smith J 2008; Smith K 2009) refers to three papers within one citation. If multiple papers are from the same year, sort those references by last name.

### Formatting a reference list

There are three ways to organize a reference list, based on the type of in-text references chosen.

- **Citation-sequence** – the reference list is organized in order of appearance or a citation in the main body of the document. The first in-text reference is “1,” the second is “2” and so on.

- **Citation-name** – the reference list is alphabetized, and each reference in numbered in alphabetical order.

- **Name-year** – the reference list is alphabetized.

For **citation-name and name-year reference lists**, there are additional rules for alphabetizing the reference list. The most common rules follow.

- For content authored by individuals, alphabetize the reference list:
  - By the surname of the first author. Papers authored by a single author precede those written by the same first author with additional co-authors.
  - For multiple authors with the same surname, alphabetize by the initials of the first author to group the same authors together. If there are multiple papers by the same first author, the list is further alphabetized as follows:
    - If these items are single author publications, use the title of the reference to alphabetize further for the citation-name system. Use the year of publication to further order the references in the name-year system beginning with the earliest and ending with the most recent. If there is
more than one publication in the same year, alphabetize the items by the title.

- If these items are co-authored, use the second author surname to alphabetize the list. If there is more than one item with the same second author, continue to alphabetize with the remaining authors’ surnames. For multiple items with the same co-authors, use the title of the reference to alphabetize further for the citation-name system. Use the year of publication to further order the references in the name-year system beginning with the earliest and ending with the most recent. If there is more than one publication in the same year, alphabetize the items by the title.

- Ignore all instances of “a,” “an,” and “the” that may be present at the beginning of a title or organization name when alphabetizing either authors or titles. Organizations can be the author of publications, e.g., the American Society for Testing Materials, which authors a series of testing standards for materials.

- If an organization is the author of a publication, use its full name rather than its acronym to alphabetize the item in the reference list.

- If an acronym is used in the title of an article, use the acronym to alphabetize items.
Graduate Student Government of Michigan Technological University

GSG Agenda: April 9, 2012

I. Call to Order: Margo at 5:17PM

II. Approval of Agenda: Motion by Natasha, Second by Bhairavi, motion carries unanimously

III. Approval of Minutes from: March 26, 2012, motion by Margo, second by Jarod, motion carries unanimously

IV. New Business: No new business to report

V. Officer Reports
   a. President (Margo Woller-Carter)
      i. Meet and Greet Feedback
         1. Margo has met with Dean Huntoon to discuss student feedback from GSG Meet & Greets
         2. Dean Huntoon personally taking care of Health Fair promotion and reducing speed limits on campus
         3. SDC has cut off unapproved locks to free up locker space for students; SDC also looking for feedback on equipment students would like in the fitness center
         4. Women’s Leadership Council and Presidential Council of Alumnae working on similar projects for women
      ii. Margo working on summer softball clinic
         1. Will be held either May 5 or 12, 2012
         2. An email will be sent out to the grad student list once details are known
   b. Vice President (Felicia Chong): Nothing to report
   c. Treasurer (Jarod Maggio)
      i. Total balance in our account is $58,558.74
      ii. All committees within budget and everything is in good order
   d. Secretary (Erin Thomas): Nothing to report

VI. Committee Reports
   a. Academic (Ali Mirchi): Nothing to report (from Nayyer, new Academic Committee Chair)
   b. Social (Harish Chowdhary Athipatla): Nothing to report
   c. Public Relations (Ratnesh Patil): Nothing to report

VII. Liaisons
   a. University Senate (Kevin Cassell)
      i. MTech Smartzone
1. Vision to create 750 technology-related jobs in the Houghton area over the next 10 years

ii. President Mroz

1. Responded to faculty and staff evaluations of his performance and of the University as a whole
2. Faculty and staff believe there is lack of good teaching at Michigan Tech
3. The progression from Assistant to Associate professorship should be based more upon teaching
4. Faculty and staff believe good progress has been made on campus with diversity; majority of faculty & staff feel Michigan Tech is moving in the right direction

iii. University Senate considering changing the date for Fall Commencement to after final exams rather than the weekend before final exams

iv. Improving definitions of “i” and “x” grades

v. Dr. Mullens proposed an ad hoc committee to study ways to reform the University and to effectively solve problems

b. Undergraduate Student Government (Mary Christiansen)

i. All SBG (special budget group) budgets approved \(\rightarrow\) student organization budgets

ii. Question concerning whether these records are made public; comment that these records may be pertinent for GSG records when organizations request funds from GSG

iii. Calendar of student organization events still in progress; will hold a meeting in a few weeks; preliminary calendar sent to org-president list for suggestions

c. Graduate Faculty Council (Felicia Chong)

i. Last meeting of the year

ii. Graduate application fee an ongoing discussion item

1. Committee set up for next year to discuss graduate tuition, stipends, application fees, etc

iii. Grad students can re-take a class if they earn a B or BC

iv. Issue: Some students meet all academic requirements for graduation but do not have an acceptable thesis/dissertation

1. Proposed thesis submission course: UN5951; no cost, 1 credit course

2. May require a resubmission fee


1. Vote to approve passed
2. These guidelines NOT currently in place
3. Must be voted on by University Senate and must be processed by Accounting

d. University Finance Committee (Shreya Kumar)
   i. Projections for General Fund Budget not approved yet
   ii. Max Seel assembled committee to discuss increasing grad tuition
      1. Motivation: Make Michigan Tech more competitive in Business, Humanities, and Cognitive & Learning Sciences Departments
         a. These departments lost many students because tuition is not competitive; perception that if tuition is significantly cheaper than other schools that the quality of education must also be significantly lower
      2. Considering a Plateau scheme for tuition for credits similar to University of Michigan
         a. Students not penalized for taking more credits to graduate earlier
      3. Department-specific fees will be discussed
      4. If grad fees are increased financial aid will be available to grad students (most comes from the University)
      5. ~ 2/3 of grad students are self-supported; likely that if fees are increased marginally won’t mean fewer grad students supported
      6. Would go into effect sometime between FY2013-2014
   iii. Shreya proposed increasing graduate stipends
      1. This may or may not happen

e. Philanthropy Group (Aleta Daniels): Nothing to report

VIII. Old Business
a. Bylaw Revisions (Erin Thomas)
   i. Proposed changes:
      1. Corrections to typos send via email to Erin
      2. Section III, iv, 4. Vice President: Coordinator position must be recommended prior to week 12 of Spring Semester and then voted on
      3. If a Representative is in dereliction of duty, the Executive Board makes the decision to remove this Representative from GSG
a. Proposed addition: Requires a 2/3 vote from Executive Board to remove Rep from GSG (5 of 7 E-board members)

ii. Discussion items
   1. The length of term for Representatives is 1 year but Representatives can be replaced at any time as necessary
   2. Attendance to GSG Meetings in Summer not required and should hold elections in Fall if a Representative starts their term in May (due to graduation, promotion of previous Representative to E-board, etc)
   3. The Vice-President and President should discuss with the GSG Representatives at the beginning of the Fall semester how they have split up responsibilities

iii. Motion by Jarod to approve all bylaws with 2 updates concerning the softball coordinator position recommendation and dereliction of duty of representatives (as described previously); second by Nayyer

iv. Voting: 24 votes in the affirmative, 1 vote no, 0 abstentions; The motion carries

IX. Discussion Items
   a. Department Meet and Greets (Jarod Maggio)
      i. Cognitive & Learning Sciences Department (Natasha Hagadone)
         1. Sent survey to students via survey monkey; 3 responses out of 13 students
         2. Increase grad stipends, increase insurance coverage
         3. Students in Cognitive & Learning sciences would like to continue to get parking near the Meese center
         4. Meese center landscaping not taken care of until ~November; needs to happen sooner
      ii. Computer Science Department (Shreya & Trevor)
         1. Toilets in Rekhi are dirty; issue has not been resolved since last semester
         2. Water fountains on the 1st and 2nd floor of Fisher taste funny; raised discussion among students about poor cleanliness or water taste in water fountains across campus; Margo to request routine maintenance of water fountains across campus
         3. CS Department has 3 super computers, 1 isn’t up and running. Question concerning whether it is within IT’s jurisdiction to fix this.
4. Student complains concerning log-in issues in labs. When you log on to more than 1 computer in the same lab the file systems are out of sync

5. Since IT took over the labs, the lab machines are less reliable, computers crash more
   a. Labs no longer being stocked regularly with proper supplies
   b. IT is having an issue knowing when lab supplies are low. If lab supplies are low submit a ticket including the lab room # and the location of the item that needs to be re-stocked

6. Limited faculty in CS Department limits the number of courses that can be offered; suggestion that Faculty record courses and offer them over the summer to students

7. CS Department graduate criteria are outdated, some required courses only offered once every couple years; makes it difficult to graduate in a timely manner

8. While most students in CS Department are non-smokers they believe it would be highly in-convenient for smokers to have to move away from the building doors to designated smoking areas; concern over smoking ban on campus raised

X. **Adjournment:** Motion by Jarod, second by Shreya, motion carries unanimously