

## **MINUTES OF THE GRADUATE COUNCIL**

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**DATE OF MEETING: January 25, 2017**

The January 25, 2017 meeting of the Graduate Council was called to order at 1:20 p.m. in SH 308 by Dr. Karen Dunlap, Chair of the Graduate Council.

### **ATTENDANCE:**

- Members: Husny Amerih, Mary Anderson, Catherine Bailey, Gretchen Busl, Rosemary Candelario, Pei-Fen Chang, Karen Dunlap, Nerissa Gillum, Claudia Haag, Holly Hansen-Thomas (ex-officio), Parker Hevron, Victorine Imrhan, Ruth Johnson (ex-officio), Maureen Johnson, Mark Kessler, Hyuk-Jin Lee, David Nichols, Susan Sheriff, Lene Symes, Kai-Li Tsai, Shih-Chiao Tseng, Ann Wheeler, Sarah Woods, Vicki Zeigler
- Guests: Erika Armstrong, Bobby Lothringer, Laura Moorer-Cook, Morgan O'Donnell, Jeannie Rickey, Terry Senne, Donna Scott-Tilley

### **MINUTES APPROVED:**

- The meeting minutes for November 16, 2016 were approved as disseminated.

### **ANNOUNCEMENTS:**

- Dr. Hansen-Thomas reported the following:
  - On day seven of enrollment there are 14,698 TWU students with 1,378 being new. There are 5,062 graduate students enrolled, 631 are new and 4431 continuing. Master students have increased by 1.2% and doctoral students are down. Dallas and Houston campuses have seen a slight decrease in students by approximately 1.5% and Denton has seen an increase of 2.6%.
  - The Dissertation Bootcamp hosted by Dr. Gretchen Busl was a success. The bootcamp exceeded attendance on all 4 days. There were 16 participants in attendance at the Pioneer Center for Student Excellence and 7 virtual room distance participants.
  - Dr. Hansen-Thomas reminded the Graduate Council of the deadline for departmental handbooks which is fall 2017.
  - Dr. Hansen-Thomas and Morgan O'Donnell, Associate Director of Admissions met with Lisa Garza, Director of Career Services concerning optimal resume software, which can provide CV samples that can help graduate students complete personal vita's. Lisa Garza will be talk to the Graduate Council more about this software at the meeting in April.
  - All council members were emailed a proposed procedural guideline which stream lines the process of turning in new proposals for doctoral, masters or

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- certificates. Within two weeks, council members should email any vital updates to Linda Mckeiver or Dr. Hansen-Thomas. Once all information is considered the document will be placed on the Graduate School web page.
- Dr. DiAnna Hynds has experienced a sudden loss in her family, therefore at this time Dr. Wheeler has stepped in as Interim Chair. There has not been a return date announced for Dr. DiAnna Hynds.
  - The Graduate Enhancement Fund is still available for departments that need help with recruitment efforts. All applications should be sent via email to Dr. Hansen-Thomas.
  - ***The Federation Symposium will take place on March 31<sup>st</sup>.*** The Federation of North Texas Area Universities is a consortium of three universities – Texas A&M University-Commerce, Texas Woman’s University, and the University of North Texas. The Federation has a good group of students registered this semester from all universities. Dr. Hansen-Thomas stressed the need to remind students of the federation option. Students are also encouraged to participate in the symposium. The guest speaker will be Dr. John Terrizzi.
  - Ms. Haley Mowdy spoke to the Graduate Council about the Albert Schweitzer Fellowship a few weeks ago. ***The deadline to apply for the Albert Schweitzer Fellowship is January 27<sup>th</sup>.***
  - The Allsup-Lane Graduate Scholarship provides an annual stipend of \$1000 for the academic year and with satisfactory performance may be renewed for a total period of three years or until completion of the degree, whichever occurs first. ***The deadline for applications is February 24<sup>th</sup>.***
  - The Graduate Council Award for Exceptional, Original Scholarship recognizes graduate students who have exhibited exceptional, ongoing scholarship. ***The deadline for applications is February 20<sup>th</sup>.***
  - The Library has signed a deal with the Texas Digital Library (TDL), which provides infrastructure, tools and services to organizations, aiming to enhance open access to scholarly materials. Currently, Dr. Hansen-Thomas is waiting for a training date in order to become more updated with TDL. Eventually the university plans to remove ProQuest microfiche.
  - Information concerning the Faculty workload proposal will be tabled until more information is gathered from Dr. DiAnna Hynds.
- Dr. Ruth Johnson reported the following:
    - Dr. Johnson has completed all current PTF’s for Graduate Assistants.
    - Students should be reminded of the graduation application deadline which is February 1<sup>st</sup>. An email has been sent to all students in the range of graduation. Even though the student might not be attending the ceremony all students graduating must submit an application.

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- Carolyn Hardin; Federation Representative has taken a full time job in Teacher Education. The Graduate School is in the process of completing interviews and then filling the part time position.
- MaryJo Costanzo will be retiring on March 29<sup>th</sup>. The Graduate School is in the process of contacting HR so a 1 week overlap in training can be considered before MaryJo's departure.

### **SUMMARY REPORTS FROM 2015-2016 STANDING COMMITTEE MEMBERS:**

**Executive Committee** - Dr. Karen Dunlap, Chair

- Dr. Dunlap informed the Graduate Council of an imminent meeting change. The next Graduate Council meeting will be held on February 15<sup>th</sup> at 2pm in MCL 505.

**Academic Programs Committee** - Dr. Husny Amerih, Chair

- Drs. Laura Moore-Cook and Armstrong presented the proposal for a Post – Baccalaureate Certificate Program for Bilingual Speech-Language Pathology. This proposed certificate aligns with the university mission, will be administered online, requiring 12semester hours of 5000 level courses. The Academic Programs Committee is still reviewing this proposal and will have a recommendation at the next meeting.

**Academic Standards Committee** - Dr. Kimberly Parker, Chair

- Dr. Parker was not present at this meeting. There was no report to communicate at this time.

**Academic Standards Committee** – Dr. Ann Wheeler, Interim Chair

- Dr. Wheeler reported the Graduate Council Award for Exceptional, Original Scholarships deadline which is February 20, 2017.

**Membership Committee** – Dr. Pei-Fen Chang, Chair

- The Membership Committee reviewed 4 Graduate Faculty applications.

<b>LAST NAME</b>	<b>LAST NAME</b>	<b>COMPONENT</b>	<b>RECOMMENDATION</b>
Pinky	Budhrani- Shani	Nursing	Associate
Jo-Ann	Stankus	Nursing	Associate

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Paul	Thomas	Music	Associate
Pamela	Youngblood	Music	Full

Dr. Karen Dunlap moved that the Council approve the recommendations, and the motion was approved unanimously.

**ADJOURNMENT:**

- The meeting adjourned at 1:50 p.m.