

## **MINUTES OF THE GRADUATE COUNCIL**

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### **DATE OF MEETING: APRIL 20, 2016**

The April 20, 2016 meeting of the Graduate Council was called to order at 1:17 p.m. in SH 308 by Dr. Karen Dunlap, Chair of the Graduate Council.

### **ATTENDANCE:**

- **Members:** Husny Amerih, Nancy Anderson, Catherine Bailey, Rosemary Candelario, Karen Dunlap, Sara Fanning, Jessica Gullion, Claudia Haag (substitute for Holly Hansen-Thomas), DiAnna Hynds, Victorine Imrhan, Ruth Johnson (ex-officio), Mark Kessler, Larry LeFlore (ex-officio), David Nichols, Kimberly Parker, Allison Ray, Linda Rubin, Susan Sheriff, Abigail Tilton, Kai-Li Tsai, Shih-Chiao Tseng, Genevieve West (sub Clair Sahlin), Anne Young, Vicki Zeigler
- **Guests:** Elizabeth McCarroll, Johnathan Olsen, Morgan O'Donnell, Jeannie Rickey, Terry Senne, Donna Scott-Tilley

### **MINUTES APPROVED:**

- The meeting minutes for February 17, 2016 were approved and disseminated.

### **ANNOUNCEMENTS:**

- **Dr. LeFlore reported the following:**
  - Dr. LeFlore spoke on the status of graduate research stipends. On April 6<sup>th</sup> Dr. LeFlore met with Dr. Neely to discuss an increase in rates. The budget has to be looked at and if permits higher graduate research stipends will be offered. More information will be provided as necessary.
  - Dr. LeFlore also asked the Graduate Council to consider meeting on May 18<sup>th</sup>. If a quorum can be met a meeting will take place on that date.
- **Dr. Johnson reported the following:**
  - Dr. Johnson reminded the Graduate Council of PTF guidelines for students that will be employed during the summer months. She has also sent emails to all the administrative staff that handle PTF's. If a student would like a .50 FTE the student has to take at least 6 credit hours. If a student would like a .25 FTE they would need to be registered for at least 3 credit hours. If a student is taking dissertation or thesis hours they are considered at .50 FTE.
  - Dr. Johnson also distributed a handout to the Graduate Council addressing the sub committees proposed outcomes for theses and dissertation submissions. This proposal will change the deadline by 1 week. The committee chair will be cc'd thought out the review and formatting process. Students will receive a formatting help sheet that will assist them in errors that need to be addressed.

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---

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This new policy can be reviewed under the Dissertation and Theses tab on the Graduate School web page.

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

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

- **Executive Committee – Dr. Karen Dunlap, Chair**
  - Dr. Dunlap congratulated the winners of the All-sup Lane Scholarship. The All-sup Lane Scholarship is awarded to most individuals in the liberal arts and fine arts, natural sciences, and business studies; which have shown outstanding scholarship, leadership accomplishments, good academic standing and have American citizenship. The victors for this year include Edward Royston; Rhetoric, and William Ash-Houchen; Sociology.
  - Dr. Dunlap also presented certificates to faculty who have completed a three year term on the Graduate Council. The following members received certificates Nancy Anderson, Catherine Bailey, Sara Fanning, DiAnna Hynds, David Nichols, Krishna Parikh, Allison Ray, Linda Rubin, and Anne Young.
  - Dr. Claudia Haag, Interim Vice Chair of the Graduate Council presented Dr. Dunlap with her three year term certificate.
  
- **Academic Programs Committee- Dr. Sara Fanning, Chair**
  - Dr. Fanning proposed the need to approve the MS in Child Life and MS in Psychological Science programs which have been approved by the Academic Programs Committee.
  - Dr. Fanning invited Dr. Shannon Scott to the Graduate Council in order to address any questions concerning the MS in Psychological Science proposal. Dr. Scott stressed the importance of this program which is a trend amongst the current workforce. This program will allow for minimum requirements for class sizes to be met and is in alignment to increase enrollment at the graduate level.
  - Dr. Fanning invited Dr. Elizabeth McCarroll to address any concerns about the MS in Psychological Science's proposal. The degree is currently not offered by any other university 100% online. Existing courses have been used to develop this program. Recruiting and advertising can take place as early as summer 2016 if approved.
  - Dr. Fanning also invited Dr. Terry Senne to address the first steps in developing a program proposal. All program proposals should be seen by Dr. Terry Senne's office first in order to develop an assessment plan.

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---

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Dr. Karen Dunlap moved that the Council approve the proposal for MS in Child Life, and the motion was approved unanimously.

Dr. Karen Dunlap moved that the Council approve the proposal for MS in Psychological Science, and the motion was approved unanimously.

- **Research Committee-** Dr. DiAnna Hynds, Chair
  - Dr. DiAnna Hynds thanked the Research Committee for all their hard work this year. Dr. Hynds also congratulated the winners of the Graduate Council Award for Exceptional, Original, Scholarship. This award is granted to students that have exhibited exceptional, ongoing scholarship at TWU. The winners of the award are Amy Johnson, Early Child Development & Education; John Maddoux, Counseling Psychology; and Tara Roush Signs, Family Therapy.
  
- **Academic Standards Committee** – Dr. Kimberly Parker, Chair
  - Dr. Kimberly Parker proposed the need for each department to have a student handbook and policy. Some departments don't have a student handbook which makes student expectations unclear. A handout of the proposed Student Handbook policy was distributed. The policy notated a revised addition of the handbook be done every three years or sooner. This policy will become effective Fall 2017. If a handbook is already in place the document should be revisited every three years or as things have changed.

Dr. Karen Dunlap moved that the Council approve the policy for a Student Handbook, and the motion was approved unanimously.

- **Membership Committee** – Dr. Anne Young, Chair
  - Dr. Anne Young thanked the committee members for their considerable efforts in reviewing 19 applications.
  - The committee recommended approval of the following individuals for graduate faculty membership.

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| <b>FIRST NAME</b> | <b>LAST NAME</b> | <b>COMPONENT</b>                         | <b>RECOMMENDATION</b> |
|-------------------|------------------|--|-----------------------|
| Sneha             | Bharadwaj        | Communication Sciences & Disorders       | Full                  |
| Kittipong         | Boonme           | Quantitative Analysis                    | Associate             |
| Rhonda            | Buckley          | Family Sciences                          | Full                  |
| Suzanna           | Dillon           | Kinesiology                              | Associate             |
| Peggy             | Gleeson          | Physical Therapy                         | Full                  |
| Laura             | Green            | Communication Sciences & Disorders       | Full                  |
| Holly             | Hansen-Thomas    | Teacher Education                        | Full                  |
| Wendi             | Johnson          | Psychology                               | Full                  |
| Mark              | Kessler          | Multicultural Women's and Gender Studies | Full                  |
| Peggy             | Malone           | Teacher Education                        | Full                  |
| Carolyn           | Moore            | Nutrition & Food Sciences                | Full                  |
| Kimberly          | Parker           | Health Studies                           | Full                  |
| Carol             | Perryman         | Library & Information Studies            | Full                  |
| Toni              | Roddey           | Physical Therapy                         | Full                  |
| Claudia           | Sanchez          | Teacher Education                        | Full                  |
| Mary              | Thompson         | Physical Therapy                         | Full                  |
| Hui               | Ting-Goh         | Physical Therapy                         | Associate             |
| Bridgette         | Vittrup          | Family Sciences                          | Full                  |
| Kristin           | Wiginton         | Health Studies                           | Full                  |

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

### **REPORTS:**

- Dr. Donna Scott-Tilley provided a handout which discussed a variety of topics one which spoke to the newly created Creative Arts and Humanities Award. This award will support TWU faculty projects in areas which ordinarily have very limited opportunity to receive external grant funding; however has the potential to enhance scholarship and TWU's profile nationally and internationally. Additional information about this award can be located on the ORSP web page.

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- Ad-Hoc Committee for Graduate Faculty Workload - Dr. DiAnna Hynds, Chair
  - The committee proposed a change in faculty workload credit. With assistance from Dr. Kimberly Parker a survey has been sent out to Graduate Council members. In one week responses will be gathered and Dr. Hynds plans to discuss the results at the next meeting.

### **ADJOURNMENT:**

- The meeting adjourned at 2:19 p.m.