

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: September 16, 2015

The September 16, 2015 meeting of the Graduate Council was called to order at 1:20p.m. in SH 308 by Dr. Karen Dunlap, Vice Chair of the Graduate Council.

ATTENDANCE:

- Members: Husny Amerih, Mary Anderson, Nancy Anderson, Catherine Bailey, Sneha Bharadwaj, Rosemary Candelario, Pei-Fen Chang, Karen Dunlap, Sara Fanning, Claudia Haag, Holly Hansen-Thomas, DiAnna Hynds, Ruth Johnson (ex-officio), Mark Kessler, Hyuk-Jin Lee, Larry LeFlore (ex-officio), David Nichols, Kimberly Parker, Allison Ray, Linda Rubin, Susan Sheriff, Ann Staton, Shih-Chiao Tseng, Parakat Vijayagopal (sub for Victorine Imrhan), Anne Young, Vicki Zeigler
- Guests: Susan Harper, Kimberly Miloch, Rene Paulson

MINUTES APPROVED:

- The meeting minutes for April 22, 2015 were approved as disseminated.

ANNOUNCEMENTS:

- Dr. Karen Dunlap welcomed the Council, and members introduced themselves.
- Dr. LeFlore reported the following:
 - Faculty was encouraged to get involve and communicate the need for students to participate in the following upcoming events.
 - ***Graduate & Professional School Fair*** - Monday, October 12th from 4:00pm-6:00pm. This fair introduces potential graduate students to over 70 schools and an array of programs.
 - ***Cultural Connections Leadership Conference Graduate Student Workshop***: "Breaking the Mold" September, October 24th from 8:00am-1:30pm. This conference brings together students, faculty, and staff from various cultural backgrounds in order to empower them to become advocates for change in this diverse global society.
 - ***The 3MT Competition*** will be held Monday, November 2nd from 6:00pm-9:00pm. There will be a cash prize of \$1000 for first place, \$500 for 2nd, and \$200 for people's choice. The winner of this event will represent TWU in February at the Southern Conference of Graduate School. This is the 2nd year this event will take place. Last year 11 students competed and 2 Board of Regents judged the event.
 - Dr. LeFlore spoke with Dr. Carine Feyten for 45 minutes with the hope of Graduate Education being one of her primary talking points. Dr. Feyten has

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: September 16, 2015

agreed. Dr. LeFlore asked faculty to provide an array of talking points related to students, faculty, alumni or departmental successes. He will then pass these talking points on to Dr. Feyten.

- There is a possibility of several new programs or disciplines under discussion. These programs include, a Master's degree in Experimental Psychology, Master's in Public Health, Master's in Informatics, Master's in Social Work, Ph.D. in Communication & Language Disorders, and Ph.D. in Music Therapy.
- Eleven programs will be up for review this fiscal year. A team of three Full faculty members for each program under review will be needed to complete internal assessments. Some of the same faculty members that supported internal committees last year will be asked to do the same this fiscal year.
- TWU enrollment has increased this fall. There are 15,303 students that have enrolled, 5,221 are Graduate Students, 1,195 are New Graduates, and 4,026 are returning Graduates. The Graduate School's enrollment from last year has slightly decreased, particularly with returning graduates. In order to combat this problem Mr. Gary Ray's office has requested a new position, Associate Director for Graduate Recruitment.
- The Graduate Student Council is a sanctioned organization which is recognized by Student Life and has received funds. The organization has been designed to give graduate students a formal collective presence, to advise the Dean of the Graduate School and the Director of the Center for Student Development who serve as its official advisors, and to promote graduate student development. There are three graduate students on the Campus Carry Committee. One is the Vice Chair of the Graduate Student Council; Ms. Julia Besser. It was brought to Dr. LeFlore's attention by the President of the Graduate Student Council; Ms. Tawny LeBouef how the pay structure drastically decreases during a drop in enrollment hours during the thesis or dissertation process. Ms. LeBouef met with Mr. Lewis Benavides; Sr. Associate Vice President of Human Resources with her concerns and the policy is being researched. While in Austin, TX during a conference Dr. LeFlore learned this policy was not mandated from the Federal government or State of Texas. It is up to the University to withhold this policy. The Graduate Student Council plans to follow up with the department of Human Resources.
- Increasing Graduate Assistant Stipends has been a major challenge. Currently, Graduate Teaching Assistants are paid in a tiered process. Dr. LeFlore has presented an alternative to Dr. Neely in which all Graduate Teaching Assistants are paid at the top tier. This recommendation has not been approved by Dr. Neely.
- Guest: Dr. Kimberly Miloch reported the following:
 - The Quality Enhancement Program, Pioneering Pathways: Learn by Doing, is a 5-year plan designed to enhance student learning through student engagement in experiential learning. The program is currently in its third year

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: September 16, 2015

and conversations need to take place concerning its status. There will be a survey sent out by email in which participation is encouraged. Dr. Miloch will come back in the near future to get Graduate Council recommendations on the Quality Enhancement Program.

- The Quality Enhancement Program needs graduate student applicants for the 2015-2016 Undergraduate and Graduate Experiential Project Presentation Support Program. This pilot program partners students and faculty with the intent to present findings from experiential projects at state, regional, national, and international academic forums related to their discipline. Currently 70% of the applicants are undergraduates thus more graduate students are needed. Students and faculty mentors should apply under Applied Research and Creative Activity, Basic or Scientific Research, Internships, or Education Abroad. Successful student applicants will receive conference registration, airfare, or mileage, up to \$750. Applications and additional information is available on the QEP webpage. Proposals should be submitted no later than Friday, July 16, 2015.
- The Book-in-Common was developed in order to establish a more vibrant culture of intellectual engagement at TWU, foster connections across academic disciplines explore diverse cultural and global topics and promote critical thinking about contemporary social issues. The Book-in-Common has determined to maintain *This I Believe II* for the 2015-2016 academic year. The idea is to incorporate this book into the classroom where there could possibly be an essay competition for staff and faculty. Please contact the Quality of Enhancement Program's office if one is in need of a book.
- Dr. Johnson reported the following:
 - All Graduate Assistants had the opportunity to attend several mandatory meetings to discuss employment, rules and regulations. Students were informed if they did not attend they would not be eligible for Spring employment. Fifty students still have not attended any mandatory meeting. There will be another meeting scheduled in which students will be notified through email. The feedback that Dr. Johnson received from some Graduate Assistants during the meetings was alarming. Some Assistants felt bullied, and many have been working unnecessary hours. Dr. Johnson stressed the importance of creating a positive culture for Graduate Assistants and reference the need to monitor offences.
 - Dr. Johnson has processed 500 PTF's at this time. Graduate Council members were reminded to inform their departments about the maximum assistantships for Graduate Assistants which is a .50.
 - Dr. Johnson introduced the new Graduate Reader/ Editor; Dr. Susan Harper. Dr. Harper will read all thesis and dissertations and serve as the Quality Assurance inspector for thesis and dissertation writing. She will give feedback

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: September 16, 2015

to students and their major professors concerning thesis or dissertation works. She is not available to work one on one with students.

- Dr. Johnson asked the council to look at changing the deadline dates for submission of thesis and dissertations. She also requests no defenses take place during deadline week and hope defenses can take place prior to the rollover date. The Graduate Council will put an Ad-Hoc committee together in the future in order to address these concerns.
- Guest: Dr. Susan Harper reported the following:
 - Dr. Harper has been working with the Pioneer Center and will be attending various boot camps, and write site events. She is working with IT in order to integrate different technology such as YouTube which can assist students with thesis and dissertation writing.
 - Dr. Harper discussed her handout which serves as a guide for common places in which students struggle with their writing. Dr. Harper found that most students need help with MLA and APA style writing.

SUMMARY REPORTS FROM 2014-2015 STANDING COMMITTEE MEMBERS:

Executive Committee - Dr. Karen Dunlap, Vice Chair

- Dr. Katherine Rose, Chair of the committee was unable to attend. Dr. Dunlap welcomed new members and encouraged each Standing Committee Chair to introduce themselves and their committee's role on the Graduate Council.

Academic Programs Committee - Dr. Sara Fanning, Chair

- The Academic Programs Committee reviews all proposed graduate degree programs of the University.
- Dr. Sara Fanning had no report.

Academic Standards Committee – Dr. Holly Hansen-Thomas, Chair

- The Academic Standards Committee recommends criteria for membership on the Graduate Faculty of the University.
- Dr. Hansen-Thomas reported substantial changes made to the Graduate Assistantships TWU Policy. This policy is located on the Graduate School website under Graduate Council Policy Manual.
- Dr. Hansen-Thomas also reported on the revised policy concerning Faculty status which was approved on March 5, 2015. This policy is located on the Graduate School website under Graduate Council Policy Manual.

Research Committee – Dr. DiAnna Hynds, Chair

- The main purpose of the Research Committee is to enhance and create a culture of research at TWU.

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: September 16, 2015

- Dr. DiAnna Hynds reported on the committees work concerning the Graduate Council Award for Exceptional, Original Scholarship and the Chancellor's Student Research Scholars. The winners of the Graduate Council Award for Exceptional, Original Scholarship were Caroline Clark Sutton and Jarius Reddy.

Membership Committee – Dr. Anne Young, Chair

- The Membership Committee reviews the applications for Graduate Faculty Status and makes recommendations.
- Dr. Anne Young reported a total of 81 faculty applications that were recommended for approval within the 2014-2015 academic year. Fifty one were recommended for full status and thirty for associate.

NEW BUSINESS:

Election of the Chair of the Graduate Council

Dr. Karen Dunlap was nominated by Dr. Holly Hansen-Thomas, another motion was seconded. Dr. Karen Dunlap was elected by acclamation.

Election of the Vice Chair of the Graduate Council

Dr. Holly Hansen-Thomas was nominated by Dr. Karen Dunlap, Another motion was seconded. Dr. Holly Hansen-Thomas was elected by acclamation.

Election of the Membership Committee

Arts and Sciences:

Dr. Genevieve West volunteered, and the motion was seconded. Dr. Genevieve West was elected by acclamation.

Professional Education:

Dr. Claudia Haag volunteered, and the motion was seconded. Dr. Claudia Haag was elected by acclamation.

Health Sciences:

Dr. Pei-Fen Chang volunteered, and the motion was seconded. Dr. Pei-Fen Chang was elected by acclamation.

Nursing:

Dr. Anne Young was nominated by Dr. Karen Dunlap, and the motion was seconded. Dr. Anne Young was elected by acclamation.

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: September 16, 2015

REPORTS:

- Dr. Rene Paulson substituted for Dr. Donna Scott-Tilley. Dr. Paulson made the following announcements:
 - The Office of Research and Sponsored Programs has added new staff members. Sandy Nguyen Owens is the new Project Coordinator for IRB and IACUC. Rocio Gutierrez is the new Senior Grants Analyst.
 - The Center for Research Design and Analysis will now provide services to students and faculty engaging in qualitative and quantitative research. The Center will be led by Dr. Paulson and will be located in Stoddard Hall room 105 with services immediately available to faculty and students on all three campuses.
 - The TARGET (Equipment) Program was discussed. Approximately, \$400,000 has been allocated by Dr. Neely; Provost so faculty can obtain research equipment. Faculty must apply for this grant by October 15th.
 - The New Investigator Research Enhancement Program (REP) is currently available. Proposals are due by October 1, 2015.
 - There was a handout sent via email to all Graduate Council members with more in-depth information about the programs and initiatives listed above.

ADJOURNMENT:

- The meeting adjourned at 2:45 p.m.