

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: SEPTEMBER 17, 2014

The September 14, 2014 meeting of the Graduate Council was called to order at 1:11 p.m. in SH 308 by Dr. Katie Rose, Chair of the Graduate Council.

ATTENDANCE:

- Members: Sara Abbe, Tamby Allman, Husny Amerih, Mary Anderson, Sneha Bharadwaj, O. Jayne Bowman (fill in for Cynthia Bailey), Rosemary Candelario, Pei-Fen Chang, Karen Dunlap, Sara Fanning, Rebecca Fredrickson, Jessica Gullion, Claudia Haag, Holly Hansen-Thomas, DiAnna Hynds, Mark Kessler, David Nichols, Gail Poskey, Alejandra Quezada, Katie Rose, Linda Rubin, Donna Scott-Tilley, Ann Staton, Genevieve West, Ann Wheeler, Anne Young, Vicki Zeigler

MINUTES APPROVED:

- The meeting minutes for April 16, 2014 were amended due to the incorrect month in which applicants applied for graduation. The month of August was corrected to state May. Once addressed the minutes were approved.

ANNOUNCEMENTS:

- Dr. Rose welcomed the Council, and members introduced themselves.
- Dr. LeFlore reported the following:

Graduate School Census Numbers for 2014

Element	2014	2013	Deficit
Graduate Headcount	5396	5597	-3.6%
New Graduates	1228	1242	-1.1%
Returning Graduates	4168	4357	-4.3%

- Graduate Students enrolled full-time is up by 23.6%
- Graduate applications continue to increase (applications 4,206 ; accepted 1,712)
- The conversion rate is 71.6% up from 71% last year and 69.1% in 2012; for the last nine years the average has been 71.14%. The highest has been 74% in 2009 and the lowest was 68% in 2010
- University wide Census Day 2014 numbers configure a headcount of 15,075 compared to 15,104 in 2013 which leaves a -0.2% shortfall.
 - The Graduate School has strengthened its Hispanic Serving Institution standing and eligibility with a 6.7% increase in Latino students. This will increase the success of acquiring a Title V grant

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- Recruitment funds are available to programs for recruitment purposes
 - There is an estimated \$12,000 in recruitment funds that departments are not using.
- Future events for Graduate faculty and students are quickly approaching. Dr. LeFlore stressed the importance of getting involved and spreading the word.
 - ***Know Your Rights*** - Copyright, Authors' Rights, Intellectual Property, and Emerging Intersection with Institutional Repositories There will be three forum sessions on September 22 and 23. This is a partnership between Dean Sherilyn Bird, TWU Libraries and the TWU Graduate School
 - ***The Professional and Graduate School Fair*** - Monday, October 13th from 4:00pm-6:00pm
 - ***The Cultural Connections Leadership Conference Graduate Student Workshop***: "Unleashing Your Personal Leadership Portfolio." November 8th from 8:00am-1:00pm
 - ***The 2015 Student Creative Arts and Research Symposium*** will be held Tuesday and Wednesday April 14 and 15, 2015. Dr. Don Edwards is chair of the Planning Committee. The Graduate School strongly supports this event and he encouraged faculty to start working with their students, both undergraduate and graduate, to prepare them for participation in this event in the Spring
- There are twelve graduate programs that are up for review. Nine will require internal reviews.
 - ART Masters
 - CHEMISTRY Masters
 - DANCE Masters (External Accreditation)
 - DANCE Doctorate (External Accreditation)
 - DRAMA Masters
 - HEALTH STUDIES Masters
 - HEALTH STUDIES Doctorate
 - KINESIOLOGY Masters
 - KINESIOLOGY Doctorate
 - MATHEMATICS Masters
 - MATHEMATICS-MATHEMATICS TEACHING Masters
 - MUSIC Masters (External Accreditation)
- The Quantitative Research Design Services Initiative is progressing fairly well. This service will provide assistance for students outside the classroom. In the future the goal is to merge quantitative and qualitative services.
- The Dissertation Boot Camp initiative is gaining momentum thanks to the partnership with Dr. Josh Adams and the Pioneer Center for Student

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Excellence. The goal is to extend this initiative to students off campus. In addition, Dr. Adams and Dr. LeFlore will be meeting to discuss a “Three Minute Thesis” in the upcoming future

- Dr. LeFlore introduced his new Assistant
 - Linda Mckeiver started working at the Graduate School in the Fall of 2013 as a Graduate Services Analyst. She understands and knows the prominence of the Graduate School and the needs of its faculty and students. One of her major assignments as Assistant to the Dean is to work with the Graduate Council.
- Dr. Johnson reported the following:
 - There was a realignment of Graduate School Staff
 - ***Karen Bartel*** processes graduation applications and completes the commencement program
 - ***Michan Chowritmootoo*** works full time processing prospectus as well as dissertation and theses
 - ***Carolyn Hardin*** works part time as the Graduate Schools Federation Representative
 - ***Linda Mckeiver*** is the Assistant to the Dean.
 - Dr. Johnson is currently processing all PTF’s for the Graduate School
 - The Graduate School has been approved to hire a reader. Any volunteers for the search committee are appreciated
 - The deadline for students to apply for graduation has passed
 - 7 students have applied for graduation; however do not have approved prospectuses. Dr. Johnson expressed the importance of obtaining an approved prospectus before any research is done
 - The Graduate Catalog is online, which is a major accomplishment for TWU.
 - The catalog has to stay in place for one year. Thereafter it can be updated each year. Faculty will be able to correct errors and update information as needed
 - The Undergraduate Catalog is in the process of going live May 2015
 - Dr. Johnson will be attending the Annual Association of Texas Graduate School Conference
 - The conference seeks to advance graduate study in the state of Texas by providing a forum for the discussion of ideals, and problems in graduate studies faced by institutions of higher learning throughout the state

SUMMARY REPORTS FROM 2013-2014 STANDING COMMITTEE MEMBERS:

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Executive Committee - Dr. Katie Rose, Chair

- The Graduate Committee assigned Graduate Council members to the Standing Committees. There was still a deficit in Health Sciences. Three seats still needed to be filled.

Academic Programs Committee - Dr. Sara Fanning, Chair

- The committee is waiting to report on the proposed certification program for nursing. There will be a detailed report given at the next meeting in October.

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

- Dr. Hansen-Thomas reported that the committee reviewed the TWU Policy on Electronic Dissertations and Theses and recommended a word change from “may” to “must file electronically”.
- Dr. Hansen-Thomas also reported on the revised policy concerning Faculty status which was approved on March 4, 2014. This policy is located on the Graduate School website under Graduate Council Policy Manual.

Research Committee – Dr. DiAnna Hynds

- Dr. DiAnna Hynds reported on the revised criteria for Exceptional, Original Scholarship. The description was “qualitative, quantitative, and creative arts scholarship” to “scholarship”.

Membership Committee – Dr. Anne Young, Chair

- The Membership Committee reviews the applications for Graduate Faculty Status and makes recommendations.
- Dr. Anne Young reported 78 Faculty applications were recommended for approval within the 2013-2014 academic year.

NEW BUSINESS:

Election of the Chair of the Graduate Council

Dr. Katie Rose was nominated by Dr. Karen Dunlap, another motion was seconded. Dr. Rose was elected by acclamation.

Election of the Vice Chair of the Graduate Council

Dr. Karen Dunlap was nominated by Dr. Katie Rose, Another motion was seconded. Dr. Dunlap was elected by acclamation.

Election of the Membership Committee

Arts and Sciences:

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

Professional Education:

Dr. Karen Dunlap volunteered, and the motion was seconded. Dr. Karen Dunlap was elected by acclamation.

Health Sciences:

Dr. Sneha Bharadwaj volunteered, and the motion was seconded. Dr. Sneha Bharadwaj was elected by acclamation.

Nursing:

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

REPORTS:

- Dr. Scott-Tilley made the following announcements:
 - There was a handout disbursed expressing the need to capitalize on internal funding opportunities. The importance of meeting the proposed deadlines for four upcoming events was also stressed.
 - Upcoming training opportunities for new faculty were discussed as stated in the handout.
 - Dr. Scott-Tilley also reported on the Preliminary figures for grants funded fiscal YTD August 2014 (Fiscal YTD 2013). Preliminary figures for proposals submitted August 2014 (Fiscal YTD 2013) was also mentioned and addressed in the handout.

ADJOURNMENT:

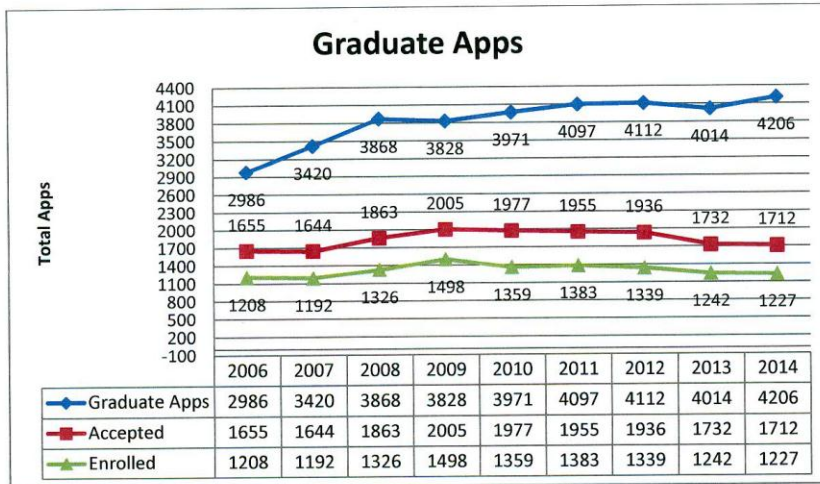
- The meeting adjourned at 2:11 p.m.

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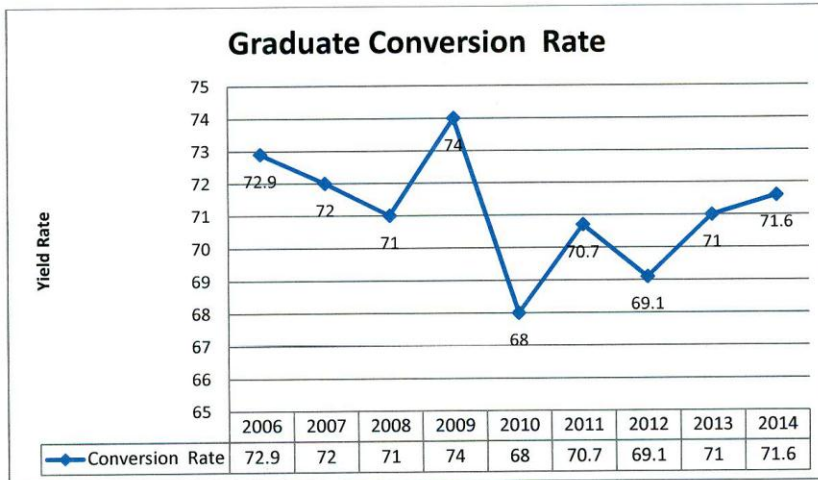
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HANDOUTS:

Fall Graduate Apps 2006-2013



Graduate Conversion Rate



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OFFICE OF RESEARCH AND SPONSORED PROGRAMS

INTERNAL FUNDING OPPORTUNITIES WITH APPROACHING DEADLINES

MECHANISM	ELIGIBLE	AMOUNT	DUE DATE
Undergraduate Research Microgrant Program	Undergraduate Students and TWU Faculty mentors	\$2,000 for student \$500 for faculty	Friday, October 17
Small grants program	TWU Faculty	Generally around \$750.00	As needed
Research Enhancement Program	New Investigator Faculty	Up to \$8,000	Thursday, October 2
Travel Assistance Fund	Faculty with preference for tenure track and tenure	Up to \$800	Funds are allocated for Fall, Spring, and Summer. 20 awards in Fall, 20 in Spring, 12 in summer. Applications are reviewed around the 20 th of each month. *Fall money is all expended as of 09-17-14

UPCOMING TRAINING OPPORTUNITIES

- Research Roundtable Event October 17th 9am to noon Rooms TBA
- Navigating the IRB October 24th 9 am Room TBA

UPCOMING EVENTS

- Microgrant recipients and QEP Experiential Scholars Recognition Luncheon October 24th 11am to 1 pm. Student posters can be viewed in the Blagg Huey Library outside the Pioneer Center for Student Excellence at from 11 am to noon.

PRELIMINARY FIGURES FOR GRANTS FUNDED FISCAL YTD AUGUST 2014 (Fiscal YTD 2013)

- Total grants and contracts \$7,114,337 (\$8,426,440)
- Number 64 (54)
- Federal grants and contracts \$5,148,901 (\$6,975,738)
- Total Research grants and contracts \$1,060,897 (\$1,206,015)
- Number research 22 (13)

PRELIMINARY FIGURES FOR PROPOSALS SUBMITTED AUGUST 2014 (FISCAL YTD 2013)

- Total amount requested \$34,950,707 (\$12,365,760)
- Total proposals submitted 74(73)
- Federal dollars requested \$32,181,461 (\$10,062,450)
- Federal proposals submitted 31 (36)
- Total research dollars requested \$13,756,834 (\$6,982,672)
- Research proposals 45 (46)