

## Minutes of the Graduate Council

Date of Meeting: March 21, 2018

The March 21, 2018 meeting of the Graduate Council was called to order at 1:00 p.m. in SH 308 by Dr. Claudia Haag, Chair of the Graduate Council.

### Attendance:

- **Members:** Husny Amerih, Kevin Becker, Sneha Bharadwaj, OJ Bowman, Brigitte Vittrup for Melissa Brown, Heather Gerling, Nerissa Gillum, Heather Gerling, Ellina Grigorieva, Parker Hevron, DiAnna Hynds, Ruth Johnson (ex-officio), Brian Fehler for Dundee Lackey, Hyuk-Jin Lee, David Nichols, Kimberly Parker, Susan Sheriff, Sukhbir Kaur Narinder Singh, Anne Young for Lene Symes, Laura Trujillo-Jenks, Kai-Li Tsai, Shih-Chiao Tseng, Anne Wheeler
- **Guests:** Rebecca Fredrickson, Teacher Education; Korie Hawkins, Assistant Director of Graduate Admissions; Fuqin Liu, Nursing; Terry Senne, Director of Academic Assessment; Celia Lo, Chair, Sociology & Social Work; Lauren Puyear, Coordinator Customer Relations Management, Office of Admissions Processing

### MINUTES APPROVED:

- The meeting minutes from February 21, 2018 were approved with two corrections.

### ANNOUNCEMENTS:

- **Dr. Carolyn Kapinus reported the following:**
  - New or Revised Graduate Program Approval Flowchart
    - Dr. Kapinus will send out an email with information, including the submission deadline, for the fall 2019 catalog.
    - If adding hours, the Coordinating Board needs to be informed.
    - The flowchart includes links to forms.
    - Dr. Kapinus will manage workflow and will review proposals before they go to the Graduate Council.
    - Proposals for new programs or new certificates require that TWU notify institutions within a 50 mile radius. Dr. Kapinus will notify them.
    - Departments are welcome to meet at the beginning of this process, if they are considering a new program.
    - If the program is a distance program, reach out to Linda Murphy, Director of Teaching and Learning with Technology, and Terry Senne, Director of Academic Assessment.
  - Registration opens March 27<sup>th</sup>.

- **Dr. Ruth Johnson reported the following:**
  - The Graduate School is in the process of interviewing candidates for the Graduate Reader position. The procedure for submitting theses and dissertations for review this semester will not change.
  - The departments are currently making corrections and changes to the Graduate Catalog.

**SUMMARY REPORTS FROM 2017-2018 STANDING COMMITTEE MEMBERS:**

- **Executive Committee- Dr. Claudia Haag, Chair**
  - No report
- **Academic Programs Committee - Dr. Husny Amerih, Chair**
  - The proposal to decrease credit hours for Ph.D. in Nursing from 72 to 60 was approved.
  - The proposal to add a Criminology Concentration to the Ph.D. in Sociology was approved.
  - The proposal to add a Graduate Certificate in History was approved.
    - Will use already existing courses
  - The proposal to add a Graduate Certificate in Government was approved.
    - Will use already existing courses
  - The proposal to add a Post-Baccalaureate Graduate Certificate in Initial Teacher Certification had not yet been reviewed. Since entire committee was present, it was presented for review at the meeting. After review, the committee recommended to accept the proposal, and it was approved.
    - 21 credit hours
    - Will compete with Alternative Certification Programs
    - Will give students pedagogy skills that ACP's do not offer
    - Students can switch to master's and program will accept all hours
  - The proposal to increase credit hours from 57 to 60 for the M.S. in Family Therapy to be in compliance with the State's requirements was approved.
    - One elective was added
  - The proposal to add a literature and a writing track to the M.A. in English was approved. Prior to this, the degree was open-ended.
- **Research Committee – Dr. DiAnna Hynds, Chair**
  - Dr. Hynds thanked the committee for their work on the Graduate Council Award and the Chancellor's Scholars Awards.
- **Academic Standards Committee - Dr. Kimberly Parker, Chair**
  - No report
- **Membership Committee - Dr. Sneha Bharadwaj**
  - Seven applications were submitted. Three individuals were asked to revise and resubmit, and four individuals were recommended for approval.

<u>First Name</u>	<u>Last Name</u>	<u>Component</u>	<u>Recommendation</u>
<b>Christina</b>	<b>Bickley</b>	<b>Physical Therapy</b>	<b>Associate</b>
<b>Noah</b>	<b>Lelek</b>	<b>Theatre</b>	<b>Full</b>
<b>Mindy</b>	<b>Menn</b>	<b>Health Studies</b>	<b>Full</b>
<b>Heather</b>	<b>Roberts</b>	<b>Occupational Therapy</b>	<b>Associate</b>

#### **NEW BUSINESS:**

- Marketable Skills
  - The Coordinating Board has asked that programs list marketable skills so that they are more visible.
  - The Undergraduate Council will put a policy in place and Graduate Council will adopt a similar process.
  - Programs will not be evaluated on this.
  - The Coordinating Board will be offering a Marketable Skills Conference. Dr. Kapinus will report back.
- Graduate Program Reviews
- Should Internal Review Committees be eliminated?
- Other State institutions do not have Internal Reviews. This was a hold-over from the way things were originally done, before external reviews were required.
- Each program is required by the State of Texas to have External Reviews every seven years.
- Question will be sent out to departments for discussion.

#### **OLD BUSINESS:**

- Graduate Assistantship Terms
  - Ileana has rewording from Executive Council Meeting.
  - Council agreed to electronic vote.
  - Ileana will send out.
- The proposal to change minimum credit requirement for non-thesis master's programs from 36 to 30 hours was approved.
  - Any changes in required hours would be made by the program according to their needs. The proposed change in policy would give programs the option of having a lower minimum hour requirements for their degree.
  - To be competitive
  - Programs are **not required** to make this change.

#### **ADJOURNMENT:**

**2:27 PM**