

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: SEPTEMBER 20, 2017

The September 20, 2017 meeting of the Graduate Council was called to order at 1:15 p.m. in SH 308 by Dr. Karen Dunlap, Chair of the Graduate Council.

ATTENDANCE:

- **Members:** Husny Amerih, Kevin Becker, Sneha Bharadwaj, O Bowman (Pei-Fen Chang sub for one year), Gretchen Busl, , Karen Dunlap, Nerissa Gillum, Heather Gerling, Elina Grigorieva, Claudia Henley, Parker Hevron, DiAnna Hynds, Victorine Imrhan, Dr. Ruth Johnson (ex-officio), Dr. Carolyn Kapinus (ex-officio), Mark Kessler, Hyuk-Jin Lee, David Nichols, Kimberly Parker, Susan Sheriff, Singh Lulla Sukhbir Kaur Narinder, Lene Symes (Nina Fredland sub), Abigail Tilton, Laura Trujillo-Jenks, Shih-Chiao Tseng, Ann Wheeler, Sarah Woods
- **Guests:** Korie Hawkins, Assistant Director of Graduate Admissions

MINUTES APPROVED:

- The meeting minutes for April 19, 2017 were approved.

ANNOUNCEMENTS:

- **Dr. Carolyn Kapinus reported the following:**
 - Dr. Kapinus thanked everyone for their service on the committee. She also thanked Dr. Johnson for her help in getting settled in the Graduate School. She gave everyone a brief summary of her background.
 - She stated that graduate enrollment is currently 5,149. This is down 2% from last year. Doctoral enrollment is down 7.1% from last year. There has also been a decline in new student enrollment and retention: Houston – decrease of 11.3%; Dallas – decrease of 3.3%; Denton saw an increase of about 1%.
 - Dr. Kapinus stated that enrollment is her top priority. She also intends to focus on strengthening research culture and continuing efforts to strengthen student engagement and retention.
 - She would like to increase applications from TWU undergraduate students. Currently, 20% of applications are from TWU undergraduate students. Former TWU undergraduate students currently make up 28% of new graduate enrollment for Fall 2017.
 - She would like to increase the yield. Currently 71.2% of master's students and 61.3% of doctoral students admitted are enrolled.
 - She would like to better utilize the Graduate Recruitment Enhancement Fund.
 - Increase the amount, which is currently \$500.
 - Departments will be required to do a situation analysis and a recruiting plan.

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: SEPTEMBER 20, 2017

- More information to come!
- She thanked Dr. Hansen-Thomas for her work as Interim Dean, pointing out the large number of program reviews she had to complete.
- She would love to hear about each program and invited everyone to reach out to her to set up a meeting, if she has not already met with you.

- **Dr. Ruth Johnson reported the following:**
 - Dr. Johnson introduced Korie Hawkins as the new Associate Director of Admissions in charge of graduate recruitment and enrollment management.
 - Korie introduced herself and gave a brief summary of her background. She stated that she would like to help everyone grow their programs.
 - Dr. Johnson said there has been some discussion of the possibility of Graduate Assistants working off campus. She said that the current policy is that Graduate Assistants must work on campus.
 - She sent out emails to chairs to inform them of:
 - Students that were enrolled during spring semester and did not enroll for summer or fall
 - Students who were admitted who did not enroll
 - Dr. Abigail Tilton requested that deans also be included in these emails
 - She sent out welcome emails to all new graduate students.
 - She also sent out emails to all students who are enrolled for the first time in Thesis or Dissertation to remind them that they must complete a prospectus.
 - Graduate School policy states that students will receive a letter stating that their prospectus has been approved.
 - She said that she recently met with an undergraduate English class regarding graduate school. She would like to speak with students in their junior year, if possible. She is happy to do so, if anyone would like her to.
 - Dr. Johnson was asked to clarify 5983 and 6983 vs. 5993 and 6993. She stated that students will have a PR until they have defended their prospectus, at which point they will get a CR. 5993 and 6993 is for thesis and dissertation. She will put this in writing.

- **Dr. Scott-Tilley made the following announcements:**
 - She stated that budget changes caused Travel Award funds to be funneled to deans. They will offer Travel Award through ORSP and determine the best way to award (departments or ORSP). They will retroactively approve travel, as long as no travel voucher has been submitted.
 - There will be two new awards:
 - Release Time (Proposal Development Award)

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: SEPTEMBER 20, 2017

- Ready to write proposal, but need to meet with officers. Must submit RTA and one page summary.
- More information to come.
- She reported on a library and ORSP collaborative-Fall Research Series. The first one will be held September 28th – Insights tool. Please contact Amanda Zerangue for information.
- Faculty will present their research in Lightning Talks, five minute talks with discussion following.

SUMMARY REPORTS FROM 2017-2018 STANDING COMMITTEE MEMBERS:

- **Academic Programs Committee - Dr. Husny Amerih, Chair**
 - Dr. Husny stated that their committee deals with new programs.
- **Research Committee – Dr. DiAnna Hynds, Chair**
 - Dr. Hynds thanked Dr. Ann Wheeler for serving as chair of the committee during her absence last spring. Dr. Hynds said to expect an email with charge and important calendar dates to the committee. They will also select recipients for the Graduate Award for Excellence.
- **Academic Standards Committee - Dr. Kimberly Parker, Chair**
 - Dr. Parker thanked the committee for their work on revisions to the Graduate Policies.
- **Membership Committee - Dr. Pei-Fen Chang, Chair (out on Fulbright)**
 - Dr. Bowman will be substituting for Dr. Chang for one year and asked to be added to the email list.
 - A reminder was made for faculty to make sure their CV's are updated and faculty membership is up-to-date.

NEW BUSINESS:

A slate of potential officers for the 2017-2018 academic year drawn up by the 2016-2017 Executive Committee of the Graduate Council was given to the full Council. The slate contained space for additional nominees from the floor.

MINUTES OF THE GRADUATE COUNCIL

DATE OF MEETING: SEPTEMBER 20, 2017

Election of the Chair of the Graduate Council

Dr. Claudia Haag was slated. As no additional nominees were brought forward, a motion for Dr. Haag's nomination for Chair of the Graduate Council was approved by acclamation.

Election of the Vice Chair of the Graduate Council

Dr. Gretchen Busl and Dr. Kimberly Parker were slated for this position.

Council members filled out their ballots and turned them in. Houston members were asked to email Dr. Johnson their completed ballots. Dr. Johnson later notified the members that Dr. Parker had been elected.

Election of the Membership Committee

Slated for the Membership Committee were the following:

Dr. Sneha Bharadwaj (Health Sciences)
Dr. Gretchen Busl (Arts and Sciences)
Dr. Nerissa Gillum (Education)
Dr. Susan Sheriff (Nursing)

Full Council was asked to submit acceptance or rejection of the nominees slated via email. All nominees were accepted.

Dr. Haag , 2017-2018 Graduate Council Chair, went over the 2017-2018 Graduate Council meeting dates listed at the bottom of the agenda.

ADJOURNMENT:

- The meeting adjourned at 2:20p.m.