

Minutes of the Graduate Council

Date of Meeting: September 21, 2022

The September 21, 2022 meeting of the Graduate Council was called to order at 1:06 p.m. via Zoom by Dr. Mindy Menn, Co-Chair of the Graduate Council.

Attendance:

Members: Patricia Bowyer, Sandra Cesario, Derek Crews, Rita DelloStritto, Stephanie Evans, Alyssa Fiss, Jordan Fuchs, Gretchen Hoffman, Randa Keeley, Dundee Lackey, June Levitt, Mindy Menn, Anastasia Miller, Noralyn Pickens, Pushkala Raman, Suzanne Sellers, Sharla Snider, Donna Tilley, Laura Trujillo-Jenks, Ann Wheeler, Philip Yang

Substitutes: Ken Boonme for Lee Brown, Brian Fehler for Gretchen Busl, Maria Barua for Mark Tengesdal, Stephanie Lopez-Neyman for Rikki Willingham

Guests: Scott Martin, Dr. Michelle Kelly, Rachelle Land, Mary Rosene for Gray Scott

MINUTES APPROVED:

- The meeting minutes for April 20, 2022, were voted on and approved.

ANNOUNCEMENTS:

Report from Dr. Carolyn Kapinus:

Welcome & Charge of Graduate Council –

- The Graduate Council is a delegate body of the Graduate Faculty. Duties include:
 - o Formulating Graduate School policy.
 - o Reviewing and making recommendations on all matters that affect graduate programs.
- The Graduate Council was very productive last year with approving graduate faculty members, new and revised programs, as well as new and revised policies.
- I am looking forward to another productive year working with you.

Southern Association of Colleges and Schools Commission on Colleges (SACS & Policy)

- We are going through our reaffirmation process. I serve on the SACSCOC steering committee and was involved in writing parts of the compliance report.
- SACSCOC looks to see that faculty are involved in reviewing and recommending academic programs and policy.
- There are a few policies on my radar that we will revisit this year.

Graduate Enrollment Numbers

- Doctoral numbers are actually up (10.1% or 125 students) (new doc program- ELO, increased enrollment entry-level OTD).
- Master's enrollment is down (-7.7% or 368 students).

- Overall graduate enrollment is down 4.0% (roughly 239 students).
- Financial implications--This is a count year, where there is more formula funding for master's students compared to undergraduate students.
- Working on admitting our students in the pipeline will help enrollment numbers.
- Shaunte reached out to roughly 300 students who were admitted and did not enroll at TWU.
 - Top reasons for not enrolling were finances and being admitted somewhere else.
 - In addition, 266 students are still awaiting department review for Fall 2022.
- TargetX will likely help with updates forthcoming from Dr. Johnson.
- Outside of the Graduate Council, I plan to host meetings for graduate directors and coordinators to talk about recruitment, program development, and other items of interest.

Report from Dr. Ruth Johnson:

- The technical manual is a blended document as a one-stop information for theses/dissertations/professional papers.
 - All theses and dissertations need to follow the technical manual instructions. Just like a journal, you wouldn't argue for a change.
 - Professional papers are not submitted to the Graduate School. Submit only the cover page to the Graduate School for ceremony information.
- TWU's Graduate Fair will be held on Tuesday, September 27 from 4:00 – 6:00 pm. Please encourage students to attend.
- We are looking for student profiles for the Graduate School newsletter.
- Please carefully check Submission of Candidacy forms, especially Research Tool completion.
- There were 350 surveys sent out to students accepted into the Graduate School but did not enroll. The most common responses were financial reasons and not hearing from their respective programs.
- Applying to Graduate--The last day to defend theses/dissertations is Friday, October 28. The submission deadline is Tuesday, November 18. There is also a rollover deadline.
- Target X – Oracle

GUEST SPEAKERS

- Scott Martin, Manager of Curriculum, Catalogs, & Academic Communications
- Dr. Michelle Kelly, Director, Health and Wellbeing Initiative
- Rachelle Land, Director, Transfer & Compliance

SUMMARY REPORTS FROM STANDING COMMITTEE MEMBERS:

Executive Committee – Dr. Mindy Menn

- Information about the standing committees and its members is available in the Graduate Council folder in Google drive.

Research Committee – Dr. Patricia Bowyer

- No report

Academic Standards Committee – Dr. Ann Wheeler

- During this academic year, the committee will be reviewing the Dual Master's Degree program.
- The item listed under new business on our agenda for today will be moved to the next meeting due to time.

Academic Programs Committee – Dr. Laura Trujillo-Jenks

- No report

Membership Committee – Dr. Alyssa Fiss

Information with instructions and a guide on what steps to take will be sent via email to those who get voted on as Membership Committee members.

OLD BUSINESS:

- None

NEW BUSINESS:

- Membership Committee - Dr. Alyssa Fiss
 - Approval of Membership Committee members recommended by the Executive Committee– voted on and approved

ADJOURNMENT: 2:16 p.m.

The next meeting of the Graduate Council is scheduled for October 19, 2022, via Zoom.

Members and guests may receive the Zoom link to meetings from Ms. Danita Cantu at DCantu5@twu.edu.