

Minutes of the Graduate Council

Date of Meeting: September 18, 2019

The September 18, 2019 meeting of the Graduate Council was called to order at 1:20 p.m. in the Multipurpose Classroom and Laboratory Building (MCL), Room 505 by Dr. Gretchen Busl, Chair of the Graduate Council.

All present were asked to introduce themselves and the College/program they were representing.

Attendance:

- **Members:** Gretchen Busl, Dundee Lackey, Ann Wheeler, Jordan Fuchs, Philip Yang, Laura Trujillo-Jenks, Patricia Watson for Annette Torres Elias, Hyuk-Jin Lee, Joel Muro, Randa Keeley, Kevin Becker, Pei-Fen Chang, Mindy Menn, Sneha Bharadwaj, Alisa Woods, Mindy Patterson, Hui-Ting Goh, Wayne Brewer, Paula Clutter, Barbara Gray, Lee Brown, Sandra Murdock, Pushkala Raman, Kris Helge for Suzanne Sears, Gwendolyn Weatherford, Erika Armstrong, Edward Steffek for Patricia Flint
- **Guests:** Robert Lothringer, Korie Hawkins, Sully Saucedo, Donna Scott Tilley, Terry Senne, Susan Sheriff

MINUTES APPROVED:

- The meeting minutes for April 17, 2019 were approved.

ANNOUNCEMENTS:

- **Dr. Claire Sahlin reported the following:**
Dr. Sahlin welcomed the members to the first meeting of the 2019-20 academic year and thanked members for their service to the Graduate Council. She introduced herself and discussed the importance and role of the Graduate Council, which includes the following:
 - To formulate and recommend Graduate School policy
 - To promote excellence in all graduate programs
 - To review and make recommendations about proposals for new and revised graduate programs
 - To make recommendations about matters affecting TWU's graduate programs

Dr. Sahlin reported on graduate enrollment in on Day 13 of Fall 2019 as follows:

Total Enrollment:	15,841 up 2% over last year (15,537)
Total new students:	4,614
Continuing students:	11,227
Semester Credit Hours:	.3% increase (156,026 over 155,556)
Total Graduate:	5,241 up 1.9% over 5,142 last year
New:	1,259
Continuing:	3,982
Master's students:	4,261 up 2.6% over last year (4,151)
Doctoral students:	980 down 1.1% from last year (991)

Dr. Sahlin discussed the need for recruitment efforts from all programs where there is capacity, thanked those who participated in Graduate and Professional School Fair, and stated that Korie Hawkins (Associate Director of Admissions) will be contacting departments to offer assistance with recruitment of graduate students. Dr. Sahlin announced that Graduate Recruitment Enhancement Funds are still available; those who are interested in receiving them should contact her. She also announced that UNT will be hosting a workshop on holistic graduate admissions on September 27, 2:00 p.m.

Dr. Sahlin also made the following announcements:

- Marketable skills for undergraduate and graduate programs have all been submitted and will appear shortly on a TWU website.
 - There is a new policy and revised application form for graduate faculty membership, providing expedited associate membership for new tenure-track faculty and requiring the chair of the PRC, rather than all full members of a given department, to sign the form for associate and full status. We will be working on ways to streamline the process of applying for graduate faculty membership even further.
 - This year we intend to continue the momentum of recent years in streamlining procedures and developing policies, including developing policies to foster student success and streamline progress toward degrees, examining requirement of 90 credit hour minimum for doctoral degrees, reviewing graduate education policies found online, establishing a task force concerning graduate student support services. Anyone is welcome to submit additional ideas for policies to consider.
 - Upcoming events for graduate students include a panel on imposter syndrome and the three-minute thesis competition.
- **Dr. Ruth Johnson reported the following:**
 - She clarified her role and the Deans' roles in Graduate School.
 - If there are any issues with staff or students, contact Dr. Johnson to handle.
 - Scott and Danita have worked on updating the website and the faculty names on the list of graduate faculty members.
 - This year Scott will be emailing reminders to faculty to renew their graduate faculty status in the spring to those whose terms expire in August 2020.
 - On Base is now a work in progress. Not all student information has been transferred. Although a test version is being created, training is currently available.
 - Degree Audits are running smoothly, and issues are being resolved
 - We are hoping to get Graduate Council to look at and possibly decrease the time when doctoral students are to submit their degree plan to the Graduate School. The shells created are only to assist students needing financial aid. They do not reflect a full degree plan unless the program (OT, PT & Nursing Science) has established it.
 - Thanks for everyone's help in getting Financial Aid worked out for graduate students. As students become aware that they cannot get financial aid for non-program courses, this will become easier.
 - As Parliamentarian, Dr. Johnson reminded everyone that in order to speak you must be recognized by the Chair.
 - Catalog: Admission changes are no longer in the catalog but are only on the website. Contact Ruth Johnson for changes to program admissions requirements and procedures.

- There will be more OnBase trainings announced, and it only takes about 20-30 minutes to get the basics. Anyone that needs to be added, needs to be requested by the program chair. Anyone that makes admission recommendations or decisions or is an academic advisor should have some level of access.
- Academic advisors can send OnBase requests to IT.
- Dr. Johnson responded to questions about OnBase settings.

GUEST SPEAKER: ROBERT LOTHINGER, UNIVERSITY REGISTRAR

- Mr. Lothringer discussed changes to the roster verification system and offered some suggestions on how to use the faculty self-service roster option to download rosters or to look at ID photos to help identify a student's attendance. A grade of LP (lacks progress) or NP (no progress) can now be used for theses and dissertations. Check your rosters the first 2 weeks from when the semester started and indicate which students have never attended or have stopped attending.

SUMMARY REPORTS FROM 2019-2020 STANDING COMMITTEE MEMBERS:

- **Executive Committee – Dr. Gretchen Busl, Chair**
 - The membership on the Standing Committees was discussed. The slate of members for the Membership Committee was voted on and approved by the Graduate Council.
 - Dr. Busl described the duties of the Graduate Council and the Executive Committee. The Chairs of each committee will describe the responsibilities of their own committees.
 - Dr. Busl reported on discussions with Dr. Claire Sahlin concerning the following issues that may be initiated in the future:
 - Putting together a Task Force on Graduate Student Support to represent and support graduate students by collaborating and combining efforts with campus organizations across the university.
 - Forming a committee to proposing strategies to increase financial support for graduate education.
- **Research Committee – Dr. Sneha Bharadwaj, Chair**
 - The committee reviews research awards at the graduate level.
 - The committee develops recommendations for policy concerning graduate student support and develops strategies for increasing financial support for graduate students.
 - Dr. Bharadwaj will serve as a representative of the Graduate Council on the Research Advisory Committee, which will be developing a strategic plan for research this year.
- **Academic Standards Committee – Dr. Ann Wheeler, Chair**
 - This committee reviews academic policies governing graduate education.
 - This year the committee will continue to examine the 90-hour minimum for doctoral programs.

- **Academic Programs Committee – Dr. Laura Trujillo Jenks, Chair**
 - The committee will review all proposed graduate degree programs and will formulate and implement policies for the periodic review of existing graduate programs.

- **Membership Committee - Dr. Kevin Becker**
 - An updated application form for Graduate Faculty status has been posted on the Graduate School website. Key changes are:
 - The academic component PRC chair will sign the form instead of asking the majority of graduate faculty members in each component to sign
 - Applicants are now asked to briefly summarize their teaching, scholarship, and committee service in text boxes on the application.
 - A new expedited review process has been established for Associate Graduate Faculty status for newly hired tenure-track faculty. These applications require only the review of the academic component administrator, the college dean, and the Graduate School Dean.

NEW BUSINESS:

- Graduate Assistant Funding and Compensation- Dr. Kevin Becker
 - Ad hoc committee to research and look at making changes to the GA/GTA salaries.
 - Contact Dr. Gretchen Busl if you would like to serve on the ad hoc committee or have someone you would like to nominate.

OLD BUSINESS:

- No new business

ADJOURNMENT: 2:30 pm