

Minutes of the Graduate Council

Date of Meeting: February 21, 2024

The February 21, 2024, meeting of the Graduate Council was called to order at 1:02 p.m. via Zoom by Dr. Randa Keeley, Chair of the Graduate Council.

Members in Attendance:

Amanda Arnold, Dayna Averitt, Ale Babino, Patricia Bowyer, Lee Brown, Derek Crews, Rigoberto Delgado, Helen Everts, Alyssa Fiss, Jordan Fuchs, Faheemah Hannah, Gretchen Hoffman, Ruth Johnson, Carolyn Kapinus, Randa Keeley, Mikyoung Lee, June Levitt, Zhen Li, Rebecca Lucero-Jones, Mindy Menn, Kimberly Mory, Aaron Norton, Jonathan Olsen, Mindy Patterson, Catalina Pislariu, Suzanne Sellers, and Philip Yang.

Substitutes: Sarah Jones for Alondra Rayo-Vasquez, Juan Araujo for Annette Torres Elias, James Lytle for Mark Tengesdal

MINUTES APPROVED

- The meeting minutes for January 17, 2024, were approved.

ANNOUNCEMENTS AND REPORT BY DR. CAROLYN KAPINUS, DEAN OF THE GRADUATE SCHOOL

Upcoming Events:

- Graduate School and the Office of the Vice Provost for Faculty Success will be hosting a workshop entitled “Navigating the Classroom” for Graduate Teaching Assistants on **Friday, March 1, from 9:00 a.m. to 3:30 p.m.** This will be an interactive workshop designed to sharpen skills and empower students in their roles as teaching assistants. The workshop is part of a long-term plan to offer specific and regular training just for Graduate Teaching Assistants. GTAs and graduate students who are aspiring to be GTAs are welcome to attend. If you would like more information about this workshop, please reach out to me. We would love for you to encourage your students to attend. Offered in person and via Zoom.
- We would love for you to join us on **Wednesday, March 6, at 4 p.m.** to talk about how to create community in your graduate program. Creating community is important to build a sense of belonging and reduce feelings of isolation in graduate school. Dr. Adesola Akinleye will share how the [low-residential PhD in Dance](#) fosters community in its program. We will have plenty of time for questions, sharing, and discussion. Like all our Zoom sessions, it will be recorded.

Application Number Updates:

- So far, our numbers for fall look promising. As of 2/20/2024, we received 2,155 applications for spring, an increase of 23% compared to this time last year. Of those, 1,569 applications are complete, an increase of 33%. Right now 232 of these applicants have been accepted, a 3% increase.
- Pioneer Preview Day is this Saturday (2/24/2024). For many of our students, particularly undergraduates, visiting campus is helpful in making the decision to enroll.
- We are entering into a count year. This means that the state looks at our enrollment--more specially the number of credit hours we generate--to make funding allocations. Thus, it is very important to keep our recruiting efforts strong.

ANNOUNCEMENTS AND REPORT BY DR. RUTH JOHNSON, ASSOCIATE DEAN OF THE GRADUATE SCHOOL

- Early Deadline problems
- Deadline for Defenses – Submitted by student
- OnBase – applications
- TargetX – Connections to OnBase

GUEST SPEAKER: MARY ROSENE – OFFICE OF ACADEMIC ASSESSMENT AND ACCREDITATION

- TWU's policy on substantive change
 - Our accreditation with SACSCOC was reaffirmed in December, but we do have an additional report on substantive change due coming up in March. This report was requested by SACSCOC as a result of some previously unreported substantive changes.
 - TWU's policy and procedure for substantive change, URP 02.205 Substantive Change, can be accessed from the University's Policy Website or from the Office of Academic Assessment and Accreditation's web page for Substantive Change. The Program Proposals web page under Curriculum & Strategic Initiatives also shares information about substantive change requirements related to program proposals. (links provided in chat)
 - Please familiarize yourself with what is included within the definition of substantive change and reach out to Dr. Scott, our accreditation liaison, if you are considering a proposal that might involve a substantive change. We also review all curriculum proposals submitted through the CIM system for potential substantive changes.
 - A few types of less-recognized substantive change we want you to be aware of include closures and courses/programs offered at off-campus sites. SACSCOC

defines a closure as being closed to admission or entry. We must submit a teach-out plan before we close a program. Closure requirements also apply to closing a modality or an offering at a location. The definition of an off-campus site includes anywhere students receive instruction either face-to-face or through distance education but where they are required to be present at the site to receive instruction. Please contact our office if you are considering teaching any courses at an off-campus site.

SUMMARY REPORTS FROM STANDING COMMITTEES

- Executive Committee – Chair Dr. Randa Keeley & Vice Chair Dr. Mindy Menn
 - Reminder to only vote if you are a member.

- Research Committee – Dr. Patty Bowyer
 - Student Creative Arts and Research abstracts due February 29, 2024.
 - Chancellor’s Student Research Scholars award nominations due March 7, 2024.
 - The committee will review submissions March 7-28, 2024.
 - Working on creating a Dissertation and Theses outstanding award for those categories and potentially other awards.

- Academic Standards Committee – Dr. Lee Brown
 - No Report.

- Academic Programs Committee – Dr. June Levitt
 - Committee has three proposals that are currently under review.

- Membership Committee – Dr. Alyssa Fiss
 - No Report.

NEW BUSINESS

1. Membership Committee – Dr. Alyssa Fiss
 - Membership Committee recommendations for faculty status listed on page 2 of today’s agenda – **Voted on and approved**

2. Multi Article Dissertations - Dr. Aaron Norton – **Discussion only, No Vote**

OLD BUSINESS

1. Academic Standards Committee – Dr. Lee Brown
 - Graduate Academic Freshstart Program Policy – Voted on and approved
2. Variable Dissertation Credit - Dr. Aaron Norton/ Ad Hoc Committee
 - Discussion only, No Vote

ADJOURNMENT: 2:13 p.m.