

## Minutes of the Graduate Council

Date of Meeting: January 17, 2018

The January 17, 2018 meeting of the Graduate Council was called to order at 1:15 p.m. in SH 308 by Dr. Claudia Haag, Chair of the Graduate Council.

### Attendance:

- Members: Kevin Becker, Sneha Bharadwaj, Gretchen Busl, Karen Dunlap, Nerissa Gillum, Heather Gerling, Ellina Grigorieva, Claudia Henley, Parker Hevron, DiAnna Hynds, Victorine Imrhan, Dr. Carolyn Kapinus (ex-officio), Mark Kessler, Dundee Lackey Hyuk-Jin Lee, David Nichols, Kimberly Parker, Susan Sheriff, Abigail Tilton, Ann Wheeler,
- **Guest:** Korie Hawkins, Assistant Director of Graduate Admissions, Shannon Combest, President of Graduate student Council, Lisa Garza, Director Career Connections Center

### MINUTES APPROVED:

- The meeting minutes from November , 2017 were approved

### ANNOUNCEMENTS:

- **Dr. Carolyn Kapinus reported the following:**
  - The first Graduate Recruitment Workshop was held on Friday November 30, 2017. The workshop highlighted best practices in use by TWU programs. Dr. Pam Youngblood the chair of the Music department, Amy Hicks and Bethany Windal, advisors for the College of Business, as well as Korie Hawkins the Associate Director of Graduate Recruitment presented resources for effective recruitment.
  - Please contact Dr. Kapinus if you would like access to the recording.
  - The next graduate recruitment workshop will be held on Friday February 2, 2018 from 10:30-12:00 pm. The Office of Admissions Processing and Occupational Therapy will discuss communication practices. There is still time to register for the workshop. The event will be recorded and resources will be sent out prior to the workshop.
  - Programs can now apply for up to \$1,000 for recruitment efforts through the Graduate Recruitment Enhancement Fund. There is no deadline to apply and the proposal template walks programs through analyzing application, admissions & enrollment patterns (available in the “for Faculty” section of the Graduate School webpage). If money is available, the Graduate School will work with you to fund your program efforts.
  - The Graduate Research Associate Award is an award for master’s students that will be GRA support funded at the highest tier with travel support for both the faculty member and the student during the second year of the project. This enhanced funding can be used to recruit strong students into your program. There will be 5 awards for the fall 2018 semester and another 5 awards for fall 2019, these awards will be funded for 2 years.

- Doctoral Merit Scholar Award (pilot program) will allow for a Small number of larger doctoral scholarships allocated to college deans to use to recruit high quality doctoral students.
- Federation of North Texas Graduate Research Symposium will be held on Friday March 23, 2018 in Hubbard Hall. Please encourage your students to submit their posters to the symposium.
- Dr. Kapinus would like to encourage departments to render admission decisions as quickly as possible in order for students to get enrolled in our programs before deciding to go to another university. Communicate with prospective and admitted students early and often. If your department would like help with your communication strategy please contact Korie Hawkins, the Associate Director of Graduate Recruitment (khawkins12@twu.edu).
- **Dr. Ruth Johnson reported the following:**
  - Research defenses should not be completed during deadline week.
  - Reminder Friday January 19, 2018 is the deadline to be enrolled to the spring 2018 semester.
  - The registrar's office is working on getting programs into the new degree audit system. If you would like to have your program in the system please reach out to Dr. Johnson.
- **SUMMARY REPORTS FROM 2017-2018 STANDING COMMITTEE MEMBERS:**
- **Executive Committee- Dr. Claudia Haag, Chair**
  - The recommendation for doctoral time limits is to move from 10 years to 8 years for completion. Please take to your departments for discussion.
- **Academic Programs Committee - Dr. Husny Amerih, Chair**
  - No report
- **Research Committee – Dr. DiAnna Hynds, Chair- not present**
  - The Identity Graduate Council Award for Exceptional Original Scholarship is accepting awards. The top product in their field of research should be submitted for consideration.
- **Academic Standards Committee - Dr. Kimberly Parker, Chair**
  - The committee will be working with Dr. Johnson to update the graduate policies on the website and will create subcommittee to help with updating the information.
  - TOEFL requirements will be reviewed again by the committee.
- **Membership Committee - Dr. Sneha Bharadwaj**
  - Recommendations for faculty membership were approved by the committee.

**OLD BUSINESS:**

- Dr. Johnson recommended that master's students have 3 years of assistantships and doctoral students are allowed 6 years of assistantships which would give the student a total of 9 years' worth of assistance.
- The recommendation for doctoral time limits is to move from 10 years to 8 years for completion. Please take to your departments for discussion.

**NEW BUSINESS:**

- Lisa Garza Director of the Career Connections Center- The career connections center provides services to all majors and colleges. Students can make in person or virtual career advising appointments as well as obtain career exploration resources. The department has transition to handshake and students can access the portal with their TWU log in information. Handshake has over 1,800 job postings for students. There will be a salary negotiation workshop for the Denton and Dallas campuses in April and the Houston campus workshop is TBD. There are currently career fairs at all three campuses and there will be additional fairs and workshops announced during the semester. The career consultants can do a presentation for individual classes if you would like for a representative to come to you class please contact the career connections department.
- Shannon Combest President of Graduate Student Council- The goal of graduate student council is to provide a unified voice for all graduate students across all campuses. Please encourage students from you departments to submit an application to become senators. Meetings are held on Monday's from 4:00-6:00 pm and are open to all students.
- Nominations for the Pioneering Spirit Awards are being accepted, please encourage faculty and staff to submit nominations.

**ADJOURNMENT:**

2:36 pm