

Minutes of the Graduate Council
Date of Meeting: January 15, 2025

The January 15, 2025, meeting of the Graduate Council was called to order at 1:01 p.m. via Zoom by Dr. Randa Keeley, Chair of the Graduate Council.

Members in Attendance: Amanda Arnold, Dayna Averitt, Ale Babino, Lee Brown, Rachelle Campbell, Paula Clutter, Derek Crews, Helen Everts, Nerissa Gillum, Faheemah Hannah, AnaLouise Keating, Randa Keeley, Bethany Lazarus, Hyuk-Jin Lee, Mikyoung Lee, Zhen Li, Alicia Lohmann, Hope McCarroll, Mindy Menn, Della Molloy-Daugherty, Kimberly Mory, Catalina Pislariu, Jennifer Quong, Rita Dello Stritto, Sharon Wang-Price, and Ann Wheeler.

Substitutes: Noralyn Pickens for Paula Clutter and Abby Morris for Suzanne Sellers.

MINUTES APPROVED

- The November 20, 2024, meeting minutes were voted on and approved.

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

Happy 2025! Hope your semesters have gotten off to a good start!

Enrollment

I've got a good news/bad news report, and I'll start with bad news because I always like to end with good news.

Overall, spring enrollment is down (as of day 3 reports by IRDM) by 2.6% (-134 students). Most of this decline is at the master's level.

New enrollment is up by +14% (69 students). Most of this increase is also at the master's level.

Unfortunately, this is not enough to back fill our losses. To put it in perspective, 4,420 of our graduate students enrolled this spring are continuing, and 548 are new.

Furthermore, 76% of our students are master's students. Most master's students finish in two to three years. This is a pipeline that we need to keep refilling quickly. We are taking a deep dive looking at our enrollment, communication, and application processes to see what we can improve. There have been meetings with college leadership, enrollment management, marketing and communication, institutional research, and the provost to see how we can strengthen our enrollment. I've been at the majority of those meetings, and one issue that has surfaced is we are seeing a decline in a few of our larger master's programs, so that is obviously going to impact our overall enrollment. That said, this spurred some good conversation and action items.

Professional Development

We are in the process of planning spring Zoom sessions for students, as well as faculty and staff, so more information about that will be coming soon.

Apply for Graduation

Next week, we will be sending reminders to students to apply for graduation. The deadline is **January 29**. Every year, we have a few students who miss this deadline. If you can also remind your students, that would be helpful too.

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

Admissions Department Update

Graduate and undergraduate admissions are now separate departments. Graduate admissions will have a dedicated committee that will be working with graduate students.

Graduate Admissions' new contact information is 940-898-3192 and graduate@twu.edu.

Recurring Issue

Graduate students who are in dissertation or thesis hours do not receive letter grades or pass/fail grades. The only grading system for them is PR for In Progress and CR for earned credit for that term.

If a student is in 5983/6983 (master's or PhD), they need to have their prospectus approved with IRB and then the Graduate School before they can move on to the next semester, 5993/6993. If they do not have an approved prospectus on file, they will receive a notification that they will be administratively removed from their enrollment because they do not qualify, and it will be too late for them to enroll in something else.

Graduation applications

Remind students to apply for graduation.

We currently have over 800 applications for the spring with only 28 dissertations and 9 thesis.

GUEST SPEAKERS

- Dr. Rachel Johnston, Director of the Write Site

SUMMARY REPORTS FROM STANDING COMMITTEES

- Executive Committee – Chair Dr. Randa Keeley & Vice Chair Dr. Mindy Menn
 - Randa Keeley: No Report.

- o Mindy Menn: No Report.
- Research Committee – Dr. Catalina Pislariu
 - o No Report. The committee will start next week on upcoming awards, which include the Graduate Council award, the Exceptional Regional scholarship, the Chancellor’s award, as well as finalize the paperwork for the outstanding theses and dissertations.
- Academic Standards Committee – Dr. Lee Brown
 - o We will discuss under new business the Graduate Council policy. Next month, we would like to discuss the revalidation of out of coursework that we are developing.
- Academic Programs Committee – Dr. Ann Wheeler
 - o There is one program proposal under new business. Other than that, there is no report.
- Membership Committee – Dr. Dayna Averitt
 - o The committee reviewed only three applications, and we will be voting on only two today due to a missing RCR.
 - o Please pass on to your components that new faculty that are applying are aware of which responsible conduct and research they are supposed to be completing.
 - o The committee will be looking at the TWU Graduate Faculty status policy to see if they want to make any suggestions to the Academic Standards Committee.

NEW BUSINESS

1. Membership Committee –

- Recommendations for faculty status applications (names listed on page 2 of today’s agenda) – Voted on and approved.

2. Academic Programs Committee – Dr. Ann Wheeler

- Request to Amend - Doctor of Philosophy in Microbiology – Voted on and approved

3. Academic Standards Committee – Dr. Lee Brown

- Graduate Council Policy – Administrators continuing to serve on the Graduate Council – Discussion only, no vote.

OLD BUSINESS

- No new business.

ADJOURNMENT: 1:46 p.m.

*The next Graduate Council meeting will be **Wednesday, February 19, 2025.**