

Minutes of the Graduate Council

Date of Meeting: November 20, 2024

The November 20, 2024, meeting of the Graduate Council was called to order at 1:04 p.m. via Zoom by Dr. Randa Keeley, Chair of the Graduate Council.

Members in Attendance: Dayna Averitt, Ale Babino, Lee Brown, Rachelle Campbell, Paula Clutter, Derek Crews, Helen Everts, Faheemah Hannah, AnaLouise Keating, Randa Keeley, Bethany Lazarus, Hyuk-Jin Lee, Mikyoung Lee, Zhen Li, Rebecca Lucero Jones, Jennifer Martin, Hope McCarroll, Mindy Menn, Della Molloy-Daughtery, Kimberly Mory, Catalina Pislariu, Jennifer Quong, Suzanne Sellers, Sharon Wang-Price, Ann Wheeler, and Alisa Woods

Substitutes: Camelia Maier for Catalina Pislariu

MINUTES APPROVED

- The October 16, 2024, meeting minutes were voted on and approved.

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

- **Accelerated Degree (4 + 1) Info Session Update**

We had a great information session. Three student panelists currently enrolled in accelerated programs shared their experiences. All said they enrolled in their respective programs because of faculty members' encouragement. Consider reaching out to your strong undergraduate students and encouraging them to go to graduate school. We plan to host another session in the spring. If you are interested in creating an accelerated degree (4 + 1) program or are curious about them, don't hesitate to reach out to me.

- **Applications and Enrollment**

So far for spring, summer and fall 2025 application cycles, we have more completed and accepted applicants compared to this time last year. You can help keep up this momentum for your program by making sure you communicate early and often to your applicants and admitted students.

- **Panel on Dissertation Mentorship**

We had a very informative faculty panel on dissertation mentorship earlier this month. If you missed the session and would like the recording, please reach out to Danita. If you have ideas for future panels or Zoom sessions, please let me know. I'm planning things for the spring right now.

Finally, I hope all of you have a smooth end to your semesters and a great holiday break next week!

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

- The admission criteria on the program's websites can now be updated by your web spinners. If they have any questions about a submission, they will contact me, as we still need to adhere to the basic criteria outlined on the website to ensure it is displayed correctly. This applies only to admissions-related information.
- **Program Configurations**
Program configurations for spring 2026 begin December 7, 2024. Department/Division approvers, please submit your program configurations to me by January 6, 2025, so that I can meet my deadline of January 17, 2025. I will be offering sessions on how to do program configurations again soon. Announcements will be forthcoming.
- **Prospectus**
When a student submits a prospectus, it should be completed including the IRB. It must be submitted before the end of the term in order to be enrolled in the subsequent term for thesis or dissertation hours. The student must have candidacy in order to enroll in dissertation hours.
- **Target X Update**
Students applying in Target X do not have to have their transcripts because those are already on file. Students should contact Admissions or Student Records and let them know that they were TWU graduates.
- **Graduate Assistants**
Graduate assistants cannot be full time employees here at TWU. ~~Students~~ **University employees can already get TAP tuition assistance program. remission.**

GUEST SPEAKERS

- Dr. Jorge Figueroa – Micro-credentials
- Dr. Diana Elrod - Center for Student Research overview
- Dr. Elizabeth Brownlow - QEP Public Scholarship Specialist

SUMMARY REPORTS FROM STANDING COMMITTEES

- Executive Committee – Chair Dr. Randa Keeley & Vice Chair Dr. Mindy Menn

- o Randa Keeley: Danita made quick adjustments to the minutes for October and are located in the folder.
- o Mindy Menn: No Report.
- Research Committee – Dr. Catalina Pislariu
 - o No Report from substitute Dr. Camelia Maier
- Academic Standards Committee – Dr. Lee Brown
 - o The committee is currently reviewing the Graduate Council policy and more specifically dividing college representation.
 - o There currently is nothing in the policy about faculty who are promoted to administrative positions, specifically an associate dean. Historically, we allowed them to continue out their term. Other college level committees that are similar do not allow this so we will be addressing this concern and will get some clarity in the policy.
 - o If you have any strong feelings, advice, or wisdom about this issue, email me. The committee will be meeting the week after Thanksgiving to try to get some edits and suggestions that we will be bringing to the January meeting for a discussion.
- Academic Programs Committee – Dr. Ann Wheeler
 - o There are no proposals to vote on today. There are a few program proposals that will hopefully be ready to vote on in January.
- Membership Committee – Dr. Dayna Averitt
 - o My compliments to the reviewers on how much work they have been doing. It was a big push to review these 34 applications. Thirty-one were approved and are listed for a vote today. Sixteen of them had to be reworked largely due to the wrong RCR certificates and making sure that their CV's contained their experience on master's and dissertations or theses and dissertation committees.
 - o My committee will be looking at the TWU Graduate Faculty status policy based on how we are functioning with it now to see if we want to suggest any updates to it that will go to the Academic Standards Committee.

NEW BUSINESS

Membership Committee –

- Recommendations for 31 faculty status applications (names listed on pages 3 and 4 of the agenda) – Voted on and approved.

OLD BUSINESS

- No new business.

ADJOURNMENT: 2:20 p.m.

*Next Graduate Council meeting will be **Wednesday, January 15, 2025**. There is no meeting in December.