

Minutes of the Graduate Council

Date of Meeting: October 18th, 2017

The October 18th, 2017 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:** Husny Amerih, Kevin Becker, Sneha Bharadwaj, O Bowman (Pei-Fen Chang sub for one year), Gretchen Busl, Karen Dunlap, Nerissa Gillum, Heather Gerling, Elina Grigorieva, Claudia Haag, Parker Hevron, DiAnna Hynds, Victorine Imrhan, Dr. Carolyn Kapinus (ex-officio), Mark Kessler, Hyuk-Jin Lee, David Nichols, Kimberly Parker, Susan Sheriff, Singh Lulla Sukhbir Kaur Narinder, Lene Symes, Abigail Tilton, Laura Trujillo-Jenks (Dr. Peggy Malone sub), Shih-Chiao Tseng, Ann Wheeler
- **Guests:** Korie Hawkins, Assistant Director of Graduate Admissions

MINUTES APPROVED:

- The meeting minutes for September 20, 2017 were approved

ANNOUNCEMENTS:

- **Dr. Carolyn Kapinus reported the following:**
 - New Assistant to the Dean Ileana Lopez Jimenez started on October 2nd, 2017
 - Graduate Recruitment Enhancement Fund- new information will be released in regards to an increase to the amount of the award. Dr. Mark Hamner from the Office of Institutional Research & Data Management has provided the data for departments to evaluate where their prospects are coming from.
 - Korie Hawkins, the Associate Director of Graduate Recruitment will be assisting departments in how to utilize the customer relationship management (CRM) tool as well as other mailings to improve graduate communication. If your department wants to connect with more prospects please reach out to Korie.
 - The Graduate School will be hosting a Graduate Recruitment Workshop on Friday November 3, 2017 from 10:30 a.m. to 12:00 p.m. The purpose of the workshop is to assist departments with creating a recruitment plan and collaborating with each other to find new ways to engage prospective and accepted students.
 - A listserv for chairs/directors/coordinators has been created in order to better communicate with departments. If you are not on the listserv please contact the graduate school so that you can be added.
 - Dr. Randall Langston and Dr. Carolyn Kapinus are working on how to reconfigure scholarship offerings in order for scholarships to be awarded earlier in the year to students and provide more comprehensive aid.
 - Moving communications to electronic forms will help the university be more effective. Probation letters will be moved to electronic communication from now on. Dismissal letters are currently certified mail, which is indicated in the graduate

catalog. The Graduate catalog will need to be changed and then the Graduate School will begin sending dismissal letters via electronic communication as well as certified mail. The 99 credit hour notification letters are being moved to electronic letters for doctoral students.

- Dr. Kapinus would like to meet with the Graduate Council standing committees to move towards electronic forms and communication.

- **Dr. Ruth Johnson reported the following: - not present**

SUMMARY REPORTS FROM 2017-2018 STANDING COMMITTEE MEMBERS:

Executive Committee:

- Dr. Parker Hevron brought a discussion to the floor requesting the council review current number of students required in order to make a graduate course. It was suggested to review the policy to consider matching the state of Texas requirement since TWU is above the minimum. State of Texas is currently requiring 6 students for classes to make and TWU is requiring 8 students at this time. It was moved to take this request to the Academic Standards Committee for further review.

- **Academic Programs Committee - Dr. Husny Amerih, Chair**

- Received one proposal from an educational program to change their master's from 36 to 30 hours. Dr. Trujillo Jenks will discuss the proposal in detail at the November Graduate Council meeting.
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- **Research Committee – Dr. DiAnna Hynds, Chair**

- No report

- **Academic Standards Committee - Dr. Kimberly Parker, Chair**

- The committee will review the TOEFL requirement for graduate assistants and bring more information to the graduate council meeting in November.

- **Membership Committee - Dr. Sneha Bharadwaj**

- Recommendations for faculty membership were approved by the committee.

NEW BUSINESS:

- **Dr. Kapinus reported-**

- Standards for admitting non-degree admissions should be evaluated. The current policy is that students admitted as non-degree seeking status have no minimum GPA and can take 12 credit hours towards their future program of study.
- Doctoral degree time limits- Currently students have 10 years to complete their degree, the suggestion is for students to have 8 years to finish their program. More data in regards to this issue will be provided before it can be brought to a committee and will be discussed at the November Graduate Council Meeting.

- Dr. Ellina Grigorieva- Suggested that the Graduate Faculty Membership application needs to be updated and revised in order for more information to be provided to the faculty member who is being reviewed. The faculty membership committee will review the application and make their suggestions.

ADJOURNMENT:

- The meeting adjourned at 2:30 PM