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| Dr. Marsha Matthews (Chair) | Dr. David Criswell (CNHS) | Dr. Robert Sterken (CAS) | Dr. Mary Fischer (FacSenate) |
| Dr. Jessica Holm (CEP) | Dr. Jenifer Chilton (CNHS) | Dr. David Pearson (COP) | Terra Gullings (ExO) |
| Dr. Yanira Oliveras Ortiz (CEP) | Dr. M. Sathyamoorthy (COE) | Dr. Kathleen Snella (COP) | Brenda Burton (ExO) |
| Dr. Nicholas Fessler (COB) | Dr. Torey Nalbone (COE) | Dr. William Geiger (ExO) | ????? (ExO) |
| Dr. Tammy Cowart (COB) | Dr. Dewane Hughes (COE) | Dr. Alecia Wolf (ExO) | ( = PRESENT) |
| Jeff Lindemoyer: Student (COB) | Ali Yazdanshenas: Student (COP) |  |  |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | 1. W.T. Brookshire Hall – 2nd Floor Room 234 |  |
| II. Approval of Minutes | 1. Approval of minutes from November 2018 |  |
| III. Committee Reports   1. Curriculum Committee 2. Ad Hoc | 1. Curriculum Subcommittee report and recommendations (TN)    1. Deferred to January 11, 2019 meeting. Subcommittee has not completed the review of the recent course forms.    2. We discovered neither Torey nor Marsha are receiving notifications that items are in their “My Items” box. 2. Graduate School Representative: Dissertation Defense (Oliveras-Ortiz – Chair, Chilton, Holm)    1. Updated Dissertation Policy Proposal (Oliveras-Ortiz)    2. See below for document “Dissertation Committee” (p 2) 3. Graduate Research Assistant Task Force (Tammy Cowart-Chair, Nalbone, Chilton)    1. See Task Force Report (p.4) |  |
| IV. Unfinished Business | 1. Graduate School Representative: Dissertation Defense (Oliveras-Ortiz-Chair, Chilton, Holm)    1. Per Nov. 2018 Minutes - **\*Rough Draft of recommendations, formal wording for catalog and website will be promoted at the next meeting\***    2. See Attachment 2 in minutes – Recommendations for action. (Attached to this Agenda as well.). (p. 3) 2. Syllabi Expectations – esp. not requiring attachment of syllabi (WG) – need update on implementation of possible approaches that were discussed at Nov. 2018 meeting.    1. Need a streamlined system where less mistakes are made    2. Maybe a form that can’t be submitted unless all the required blocks are completed?    3. Courses should not be put forward until there is faculty that can teach those said courses    4. There has to be expectations, nothing comes forward to Grad Council unless it has been certified in the college    5. More effort needs to be taken to hold chairs accountable for the syllabi coming forward from their departments 3. Task Force – Guidelines for Certificate (Jenifer Chilton-Chair, Tammy Cowart, Snella, Matthews) |  |
| V. New Business | 1. Doctoral Program External Review Guidelines & Procedure Handbook (Office of Assessment & Institutional Effectiveness) 2. Develop evaluation metrics for graduate programs within the University Strategic Plan 3. Graduate Council By-Laws. Consider amendment to include by-annual review. 4. Review/Update, if appropriate, graduate faculty status related to professional doctoral programs. |  |
| VI. Announcements/ Open Forum |  |  |
| VII. Adjourn |  |  |

**Dissertation Committee**

The dissertation committee is established as early as possible in the research process; the dissertation committee must be approved by The Graduate School—using the Appointment of Dissertation Committee form-- the student is allowed to register for dissertation hours.

The dissertation committee is composed of a dissertation advisor, who chairs the committee, and at least two other Graduate Faculty members. The advisor must be qualified to chair dissertations and be from the department from which the degree is sought. At least one more of the committee members must be from the department in which the degree is being sought and hold the required Graduate Research Status. The third member of the committee must be an external faculty member.

The external members must be selected from among graduate faculty from other academic programs or from other institutions where scholarly work is conducted. All members of a dissertation committee must possess the appropriate graduate faculty qualifications for their role on a committee. Additionally, faculty members from another institution of higher education must possess the expertise needed to make a significant contribution to the doctoral student’s research and dissertation.

To avoid both the fact and the appearance of conflict of interest, family members, spouses, ex-spouses, significant others, or members otherwise related by blood or marriage or residing in the same household may not simultaneously serve on the same committee.

The role of the dissertation committee is to mentor the student’s research and writing and approve the dissertation following an oral defense. Ph.D. students are required to consult with members of the dissertation committee throughout the progress of the research. Some programs may require Ph.D. candidates to submit an annual progress report to the dissertation committee.

Upon the establishment of the dissertation committee, the Graduate School will identify a Graduate Research Faculty member to serve as the Student Advocate. The Advocate may not be from the department in which the degree is being sought. The Advocate will support the student throughout the research and dissertation process. The dissertation committee members and the graduate student will include the Student Advocate on all email communication to keep the Advocate informed and promote timely communication.

The Student Advocate will:

* be involved and support the student from the beginning of the proposal process,
* attend the proposal defense, and
* advocate for the student in case of difficult situations,
* not be responsible for providing content or methodology support.

Graduate Research Faculty designated as a Student Advocate will complete an agreement form indicating that his/her willingness to serve and support the graduate students throughout the dissertation process. The commitment as a Student Advocate will end upon the successful defense of the dissertation.

In the event a Student Advocate leaves UT Tyler, it is the responsibility of the Advocate to inform the student, the Graduate School, and the Dissertation Advisor/Chair of his/her departure to ensure a new Advocate is assigned.

For Graduate Research Faculty to keep their graduate research status, they must agree to serve as a Student Advocate. The Graduate School will provide documentation of service, after the dissertation defense, for the Graduate Research Faculty to include in his/her dossier.

**Attachment (2): Graduate Council Task Force on Dissertation Committee and Graduate School Representative**

**Recommendations for action on 9 Nov 2018**

The Dissertation Committee is established as early as possible in the research process, the dissertation committee must be approved by The Graduate School – using the Appointment of Dissertation Committee form – the student is allowed to register then for dissertation hours.

The Dissertation Committee is composed of a dissertation advisor, who chairs the committee, and at least two other Graduate Faculty members. The advisor must be qualified to chair dissertations and be from the department from which the degree is sought. At least one more of the committee members must be from the department in which the degree is being sought and hold the required Graduate Research Status. The third member of the committee must be an external faculty member.

The external member must be selected from Graduate Faculty from other academic programs or from other institutions where scholarly work is conducted. All members of a dissertation committee must possess the appropriate graduate faculty qualifications for their role on a committee. Additionally, faculty members from another institutions of higher education must possess the expertise needed to make a significate contribution to the doctoral student’s research and dissertation.

The role of the Dissertation Committee is to mentor the student’s research and writing and approve the dissertation following the oral defense. Ph.D. students are required to consult with members of the Dissertation Committee throughout the process of the research. Some programs may require Ph.D. candidates to submit an annual progress report to the dissertation committee.

Upon the establishment of the dissertation committee, The Graduate School will identify a Graduate Research Faculty member to serve as the Student Advocate. The advocate may not be from the department in which the degree is being sought. The Advocate will support the student throughout the research and dissertation process. The dissertation committee members and the graduate student will include the Student Advocate on all email communication to keep the Advocate informed and promote timely communication.

The Student Advocate Will:

* Be involved and support the student from the beginning of the proposal process
* Attend the proposal defense
* Advocate for the student in case of difficult situations
* **Not be** responsible for providing content or methodology support

Graduate Research Faculty designated as a Student Advocate will complete an agreement form indicating his/her willingness to serve and support the graduate student throughout the dissertation process. The commitment as a Student Advocate will end upon the successful defense of the dissertation.

In the event a Student Advocate leaves UT Tyler while serving, it is the responsibility of the Advocate to inform the student, The Graduate School, and the Dissertation Chair of his/her departure to ensure a new Advocate is assigned.

For Graduate Research Faculty to keep their Graduate Research Status, they must serve as a Student Advocate. The Graduate School will provide documentation of service, after the dissertation defense, for the Graduate Research Faculty to include in his/her dossier.

**\*Rough Draft of recommendations, formal wording for catalog and website will be promoted at the next meeting\***

**GRADUATE RESEARCH ASSISTANT TASK FORCE REPORT**

Our task force met on November 26, 2018 to discuss finding an equitable way to distribute Graduate Research Assistant funds.

We discussed the following:

If we use Instructional Support Fees, then it is an assistantship, not a scholarship.

All scholarships are awarded by the Scholarship Office. There is about $237,000 to award for Fall, Spring and Summer. A $1,000 scholarship is required to qualify for in-state tuition; it must be competitive and open to everyone. Scholarship support has not increased in 14 years according to the Scholarship office. There has likewise been no increase in funding for Graduate students.

Graduate Schools gets 30 New Graduate Fellowships/year. There is also a Second Chance Fellowship available for Nursing students.

Based on old data, Graduate Students generate 32% of the revenue and are awarded 13.5% of scholarships.

Support is needed from Advancement. Discussion was whether Grad Council should meet with Advancement representatives or should we meet with our individual college Advancement Directors.

Where should we focus our limited Graduate student funds? Options are Recruiting, Diversity, Growth Programs, Professional Programs and others. Current policy hurts recruiting of students, since TAs are funded only in thesis/dissertation programs. For example, School of Education gets no Grad School support. Students get a discount tuition so that’s considered sufficient. Other Nursing Schools assist students in completing PhD programs, including loan forgiveness. We have nothing like that.

Our initial proposal is that Graduate School funding should be based on:

Percentage of enrollment; Percentage of instructional support fees; and Percentage of indirect cost for external research.

This would allow our graduate programs to be more competitive and increase the quality of our students.

We will continue to explore these options in more depth.