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| Dr. Torey Nalbone (Chair) | Dr. Jenifer Chilton (CNHS) | Dr. Kathy Snella (FCOP) | Amanda Whitt (ExO) |
| Dr. Jessica Holm (CEP) | Dr. Hassan El Kishky (COE) | Dr. Erin West (Faculty Senate) | Monica Kenzi (SCOB) |
| Dr. Annamary Consalvo (CEP) | Dr. Gokhan Saygili (COE) | Dr. William Geiger (ExO) | Catherine Watkins (FCOP) |
| Dr. Mary Fischer (SCOB) | Dr. Jon Seal (CAS) | Dr. Alecia Wolf (ExO) | Brittani Riley (ExO) |
| Dr. Tammy Cowart (SCOB) | Dr. Dewane Hughes (CAS) | Rebecca McKay Johnson (ExO) |  |
| Dr. Bill Sorensen (CNHS) | Dr. Michael Veronin (FCOP) | Dr. Sam Carrell (ExO) | ( = PRESENT) |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | Zoom |  |
| II. Approval of Minutes | 1. Approval of minutes from October 9th, 2020 Meeting |  |
| III. Committee Reports   * Discussion  1. Curriculum Committee 2. Ad Hoc | * Consideration of a single curriculum committee for Grad & UG   Dean William Geiger, Colleen Swain, Laura Owens, and Torey Nalbone met; Laura and Torey set work group of UG & GR to make presentation to Graduate Council.   1. Curriculum Subcommittee report and recommendations;    1. List of E-Vote Curriculum Items & proposals; doc attached 2. Graduate Research Assistant Task Force Proposal    1. Deferred from October (WG, TN) 3. Mission/Vision/Goals committee to focus on statement clarity, clearly defining goals of Graduate School –    1. Deferred from October – basic information collected, nothing finalized to recommend for approval yet (TN) |  |
| IV. Unfinished Business | 1. A review of the definition of the role of the Graduate Advisor – report deferred.    1. Roles and responsibilities of Graduate Advisors (WG, TN) 2. Future of funding graduate study.    1. Task force for scholarship disbursement of funds (AW, TC) 3. Graduate Research Faculty application & qualifications update info    1. DocuSign form redesigned (AW) 4. Submission decision inconsistencies and holistic reviews info    1. Information from System and other institutions, shared document from Jessica Holm (WG) 5. GA funding for “fully admitted” students    1. info from oversight committee’s in other depts (AW),    2. checklist of current Grad Asst (TC) 6. Leave of Absence for Graduate Students    1. Dean Geiger would like clarification for the need for a Gradaute Student LOA (JC) |  |
| V. New Business | 1. Strategic Enrollment Management Task Force 2. David Barron invited to discuss the task force; Alecia Wolf and/or Tammy Cowart report information 3. Discussion over roles & responsibilities for thesis & dissertation process (AW)    1. Thesis Dissertation Roles Responsibilities document attached |  |
| VI. Announcements/ Open Forum |  |  |
| VII. Adjourn |  |  |

| **TYPE** | **NAME** | **LEVEL** | **WORKFLOW** | **DATE CHANGE** | **USER** |
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| Change Program | [Curriculum and Instruction M.Ed](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b20AA5F50-B5E8-46F9-A0E5-81A42F8AAA1B%7d) | GRAD | Graduate Subcommittee | 10/28/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| Change Program | [Doctor of Philosophy Degree (Ph.D) in Nursing](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b54FE74C9-5411-4F56-8386-05B2B220C03D%7d) | GRAD | Graduate Subcommittee | 1/4/19 | [Yong Tai Wang](mailto:ywang@uttyler.edu) |
| New Course | [TECH 5334 Project Management Cert](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b235DBADB-BDA4-4832-892E-1848A88DF14A%7d) | GRAD | Graduate Subcommittee | 1/4/19 | [Krist Swimberghe](mailto:kswimberghe@uttyler.edu) |

**Program Change**

**Curriculum and Instruction M. ED**

**Proposed Change**

A recent change in the Texas Administrative Code has provided an updated change to our 2020 catalog copy. The previous admission criteria required  a student  to take a Pre-Admission Content Test (PACT). Updated Texas Administrative Code indicates that an applicant may take the PACT; however,  the  PACT is not required for applicants who meet the  required GPA and have completed a minimum of either 12 or 15 semester credit hours of coursework. Based on the guidance, local agencies can also add additional criteria and we have chosen to require the applicant  pass a TExES practice content test with an 85% passing rate.  This is a change to our admission criteria.

**Program Change**

**Doctor of Philosophy Degree (Ph.D.) in Nursing**

**Proposed Change**

We are requesting to reduce the BSN to PhD required coursework from 78 hours to 72 hours. There are no changes to admission criteria.

**Rationale**:

1). The focus of the MSN is practice related. All courses within that program relate to advancement in the clinical arena or the education of undergraduate nursing students.

2). We retain 12 hours of MSN specialty courses geared to certify or prepare our graduates for certification exams, nursing education, or nursing administration.

3). Currently, our students take two MSN courses that are no longer required because the AACN changed expectations related to all clinical preparation.

4). We examined degree plans across the state, even with the reduction of 6 hours we are still in line with UT Austin’s BSN to PhD program.

5). We believe this move will make UT Tyler PhD in Nursing more competitive with these highly sought-after future scholars.

6). The shortage of nursing faculty is restricting program enrollments, specifically with PhD in Nursing prepared faculty. Our goal is to prepare scholars and faculty ready to assume leadership in nursing programs as the next wave of retirement occurs.

7). Multiple factors are competing for this sector of future nursing educators and leaders. We want to position ourselves to be the leader in BSN to PhD preparation.

**New Course Form**

**SCOB Technology**

**TECH 5334**

**Proposal**

Study of the accepted Project Management Body of Knowledge (PMBOK). Topics such as  strategy, structure, content, project selection, portfolio management, leadership, scope management, team building, conflict, negotiation, risk management, cost estimation, budgeting, networks, critical path, activity networks, agile, resource management, project evaluation, closeout, and termination.

Course prerequisite TECH 5331 that covers the basic concepts of project management

Purpose and objectives

1. Effectively facilitate individual meetings and group meetings
2. Effectively apply PMI standards
3. Understand lexicons and project management terms
4. Understand global standards are foundations of organizational knowledge and framework
5. Use common and repeated rules, guidelines, standards, characteristics of activities, to achieve successful results
6. Achieve the optimum level of project management activity and order
7. Develop and control a project schedule, budget, and activities
8. Identify and control materials and resource requirements
9. Apply techniques of project tracking, oversight, and control
10. Develop and generate meaningful project status reports
11. Use the basic functionality of the MS-Project software application

Moreover, this class will be part of a three-course sequence so students can earn a Project Management Certification with The University of Texas at Tyler as well.  The courses included in the Project Management Certification are: TECH 5331 Project Management, TECH 5334 Project Management Certification, and TECH 5333 Agile and Scrum Principles.

The Certification proposal will be submitted for consideration in forth coming months.



Thesis and Dissertation

Roles and Responsibilities of the   
Chair, Committee Members, and Students

**Role and Responsibilities of the Chair**

* The Chair is expected to be familiar with current policies and procedures in the program and [The Graduate School](https://www.uttyler.edu/graduate/thesis-dissertation/thesis-faculty.php)
* The Chair is responsible for guiding the student to produce graduate level, original scholarship in the proposed topic area. This typically involves meeting with the student to develop the idea for the project and reading drafts of the written proposal, guiding the student to set a realistic timeline for completion of the thesis/dissertation, setting expectations for draft submissions and turnaround times, and guiding the selection of committee members.
* The Chair submits the Appointment of Thesis/Dissertation Committee form to [GradForms@uttyler.edu](mailto:GradForms@uttyler.edu) for Graduate School Approval.
* When the Chair is satisfied with the quality of the proposal, the student schedules a meeting of the Committee at which the proposed study is discussed. The proposal is given to committee members at least two weeks before the date of the proposal meeting. Unless otherwise directed by the Chair, committee members do not review drafts of the proposal.
* The Chair will guide the student in the selection of methods/procedures for data collection and analysis and assist the student in navigating the IRB approval process.
* The Chair will read the work in progress and suggest revisions and will regularly confer with the student to discuss the progress. The Chair can be expected to provide feedback on all aspects of the written documents including grammar and clarity of writing; organization of the literature review; thoroughness of studies presented; quality of the methodology proposed; appropriateness of proposed statistics, and formatting. The Chair approves both the abstract and final draft of the manuscript before it is circulated to the thesis committee.
* The Chair will help prepare the student for the defense.
* The Chair schedules the oral defense with [GradForms@uttyler.edu](mailto:GradForms@uttyler.eduT) (mandatory for dissertation; optional but recommended for thesis). The Chair facilitates the defense ([Guidelines for the Conduct of a Dissertation Defense](https://www.uttyler.edu/graduate/files/conduct-of-dissertation-defense.pdf); [Guidelines for the Conduct of a Thesis Defense](https://www.uttyler.edu/graduate/files/conduct-of-thesis-defense.pdf)), checks the manuscript after its readers have suggested revisions, approves the final copies, and ensures all committee members have signed off on the final copy before the manuscript is submitted to [GradForms@uttyler.edu](mailto:GradForms@uttyler.edu) for the final formatting check.
* The Chair is expected to maintain a respectful and professional attitude at all times.

**Roles and Responsibilities of the Committee Members**

All members of the student’s committee share responsibility in ensuring that the student produces high-quality scholarship.

Committee members are responsible for reading manuscripts within the agreed-upon minimum time frame (per committee member), suggesting substantive editorial changes, and providing rationale for their support and critiques. Committee members who perceive major flaws that are likely to result in a student’s unsuccessful defense should discuss these concerns with the student and Chair immediately.

Committee members are expected to maintain a respectful and professional attitude at all times.

Committee member’s responsibilities include:

* Committee Members are expected to be familiar with current policies and procedures in the program and [The Graduate School](https://www.uttyler.edu/graduate/thesis-dissertation/thesis-faculty.php)
* In cooperation with the Chair, advising the student from the Prospectus stage through the final defense
* Provide subject matter expertise as requested by Chair or student
* Reading drafts and providing meaningful feedback at each stage of the process
* Guiding the student in the selection of methods/procedures for data collection and analysis
* Corresponding with the Chair and student as needed for clarification/resolution of methodological issues during the process
* Assist the Chair in conducting the thesis defense.
* After the student successfully completes the manuscript and defense, the members, as well as the Chair, sign the manuscript.

**Responsibilities of the Student**

The student is expected to engage in active preparation of the process from the onset of the program. Candidates are responsible for choosing a topic, submitting proofread drafts of materials to the Chair, preparing adequately for meetings, thoroughly reviewing all policies and procedures, and communicating on a regular basis with the Chair via email, phone, or other communication modality.

Candidates are expected to maintain contact with the Chair throughout the process to ensure that the research and writing adhere to the agreed-upon plan. As the project is the student’s responsibility, s/he must frequently keep the Chair informed of progress. All communication for the process is accomplished (and therefore documented) in Canvas and all drafts are submitted and feedback returned through Canvas. The student should contact the Chair in the event of any significant changes in his/her personal or professional life which may interfere with program completion. In order to document face-to-face meetings as a part of this process, immediately following a face-to-face meeting (within 48 hours), the student should post a detailed summary of the meeting in the Canvas Thesis/Dissertation course space.

The student is expected to maintain a respectful and professional attitude at all times.

**Student Responsibilities**

* Students are expected to be familiar with current policies and procedures in the program and [The Graduate School](https://www.uttyler.edu/graduate/thesis-dissertation/thesis-faculty.php)
* Students are responsible for consulting with the Chair and listening to the Chair’s advice.
* Students will confer with the Chair to set deadlines to make sure that they are working at a reasonable pace.
* Students and the Chair will develop a timeline for draft submission.
* Students should avoid consulting the full committee for feedback without prior approval of the Chair.
* Students should expect to make multiple revisions to their draft throughout the entire process.
* The defense may only be scheduled once the manuscript has been given final approval by all committee members.
* It is the student’s responsibility to be familiar with the Graduate School Calendar and the deadlines for scheduling the defense and the final manuscript submission.

