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| Dr. Marsha Matthews (Chair) | Dr. Jenifer Chilton (CNHS) | Dr. Kathy Snella (FCOP) | Amanda Whitt (ExO) |
| Dr. Jessica Holm (CEP) | Dr. M. Sathyamoorthy (COE) | Dr. Venu Gopalakrishna-Remani (Faculty Senate) | Mohammed Alenazi (COE) |
| Dr. Yanira Oliveras Ortiz (CEP) | Dr. Torey Nalbone (COE) | Dr. William Geiger (ExO) | Rocky Sonemangkhara (CNHS) |
| Nick Fessler (SCOB) | Dr. Robert Sterken (CAS) | Dr. Alecia Wolf (ExO) |  |
| Dr. Tammy Cowart (SCOB) | Dr. Dewane Hughes (CAS) | Rebecca McKay Johnson (ExO) |  |
| Dr. Bill Sorensen (CNHS) | Dr. Norman Fenn (FCOP) | Dr. Sam Carrell (ExO) | ( = PRESENT) |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | W.T. Brookshire Hall – 2nd Floor Room 234 |  |
| II. Approval of Minutes | 1. Approval of minutes from October Meeting | 1. Motion to approve: Nick Fessler; Second: Norman Fenn. Approved. |
| III. Committee Reports   1. Curriculum Committee 2. Ad Hoc | 1. Curriculum Subcommittee report and recommendations (p. 2) 2. Report: Review of Graduate Council By-Laws (Jessica Hale) | 1. All Change Course, Change Program, and New Course submissions were approved.   The New Program – Master of Physician Assistant is deferred because there is not enough information to move forward. Torey Nalbone noted there are significant pieces missing from the proposal. The form will be returned to Dr. David Criswell.  NOTE: 12-11-2019, Kathy Snella requested that the New Course PHAR 7146 Applied Pharmacy Practice Skills 2 to denied/removed. It is a one-time course, and will be offered as a Topics course.   1. Jessica Hale reported the Task Force found an inconsistency in the GC By-Laws with regard to the HOP in the GC Article III, Membership, Section 1 – last sentence. The GC By-Laws: “Student members will be chosen by the College Dean.” **This was revised to be in line with the HOP: “Student members will be nominated by the University of Texas at Tyler Student Government Association and serve a term of one year.”**   This prompted a discussion about this process. Alecia Wolf noted that no graduate students participate in the Student Government Association.  Nick Fessler asked who sources the Graduate Council membership recommendations. Bill Geiger said the G is a standing council under Student Affairs, which has a process for identifying members. The Chair of the Faculty Senate is to seek nominations for vacancies. The Faculty Senate President is to meet with the Provost and letters are sent out to name new members.  Jessica’s Task Force will check into clarification with the HOP and how members are selected and recommend language to revise the HOP.  It was noted that there is no report to the Faculty Senate from the FS GC representative. It was noted that adding the Faculty Senate President to the minutes distribution list would satisfy informing the FS. Bill Geiger said the GC will take responsibility to repopulate its membership and provide the names to the FS as a courtesy and assign this task will be assigned to the FS Chair-Elect. The Graduate School will provide charges for the GC. |
| IV. Unfinished Business | 1. A review of this definition of the role of the Graduate Advisor: (Bill Geiger/Marsha Matthews) – report deferred until January meeting.    1. Graduate Advisors are responsible for reviewing and approving applications for admittance into the graduate program they oversee. 2. Discussion of GC members review of the attached Guidelines for the Conduct of a Dissertation Defense. (Bill Geiger) | 1. Report deferred until January meeting. 2. Alecia Wolf indicated this is a suggestions for the Thesis/Dissertation process and perhaps serve as an outline for the process. Torey Nalbone suggested that a companion document be created for students who are doing Thesis or Dissertation. Alecia said she would work on the student companion piece. |
| V. New Business |  |  |
| VI. Announcements/ Open Forum | 1. Open Forum | 1. Alecia Wolf asked to discuss New Program proposals. We need input from financial aid and funding as part of the program development process. Bill Geiger indicated he would like input on the process the GC would like to see enacted for the new program proposal process. The HOP has a process for curriculum review. It would be helpful for those proposing new program be familiar with the process. This would make it possible for the GC Subcommittee to have enough information in the proposal to make sense of the viability of the proposal. Dr. Laird’s office looks at the financial piece. Perhaps he should be brought into the process earlier. Torey Nalbone indicated the Subcommittee could come up with a list of items that should be included. |
| VII. Adjourn |  | 1. Adjourned – 3:50 p.m. |

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| **CURRICULUM SUBCOMMITTEE** | | | | | |
| **TYPE** | **NAME** | **LEVEL** | **WORKFLOW** | **DATE** | **USER** |
| Change Course | [HIST 5379 Antebellum America](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7bF96C46B1-4E46-4165-9A7F-71E00194F9B8%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| Change Course | [MUEN 5145 Concert Chorale](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7bE78D7F79-2B8C-494D-8A1F-406089EA074B%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| Change Course | [NURS 6331 Organizational Leadership and Culture](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bA4C9AB25-EAAF-494D-B063-3F0483E6F157%7d&item=%7b0E52F8F9-4191-4678-ACFD-B8C525095CC2%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| Change Program | [Communication M.A.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7bBFBC7AED-C5D5-4134-8A45-AE96017DB487%7d) | GRAD | Graduate Subcommittee | 11/21/2019 | [Neil Gray](mailto:ngray@uttyler.edu) |
| Change Program | [Reading M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7bC6B5B738-E900-4380-AD8E-B810B8618E89%7d) | GRAD | Graduate Subcommittee | 11/20/2019 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [CHEM 5383 Advanced Chemical Principles of Fermentation](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bB8EE88CC-7F7E-4C29-A450-812F14B501C4%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [OCTH 5195 Professional Development Seminar V](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b6521A8B3-1735-46C3-9773-6B17039E14E0%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [OCTH 5270 Occupation, Conditions, & Interventions III](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b321E4979-906E-4361-8619-7863FF75F085%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [OCTH 5275 Teaching, Learning, & Educational Leadership in Occupational Therapy](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bA3CF4506-D412-40BE-8BE6-46741D86C173%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [OCTH 5280 Leadership & Management in Occupational Therapy](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b48C0031A-FBFC-44EA-A79D-6C4C362193D3%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [OCTH 5365 Occupation & Evaluation in Occupational Therapy IV](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b79954ED4-635F-4CF7-AC1A-943B7BFC425D%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7146 Applied Pharmacy Practice Skills 2](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bCB0CB41D-8768-4CA0-BA6E-2D2B186C90A2%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7190 Special Topics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bA7FE0D57-B228-47D0-9C26-902D923C18F7%7d) | GRAD | Graduate Subcommittee | 11/15/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7290 Special Topics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bC43DFF2C-4193-47E2-9E8A-C6799B150EAA%7d) | GRAD | Graduate Subcommittee | 11/15/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7390 Special Topics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b237F267F-900E-4A13-8B18-7D54D05991DF%7d) | GRAD | Graduate Subcommittee | 11/15/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7490 Special Topics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bF3A31C94-98F3-4483-90E3-D10D4A1078A7%7d) | GRAD | Graduate Subcommittee | 11/15/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7590 Special Topics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b1D7654B3-25B0-43A8-88AE-7D064C4DD03B%7d) | GRAD | Graduate Subcommittee | 11/15/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [PHAR 7690 Special Topics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bFB5D4CD8-8C07-442B-BD43-5C7AC95BDF12%7d) | GRAD | Graduate Subcommittee | 11/15/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Program | [Master of Physician Assistant](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b3F370345-5B8A-4CAA-9D27-E69C856CA4F4%7d&item=%7b49B2CF6E-AAC3-4AF3-B329-6399EB56000F%7d) | GRAD | Graduate Subcommittee | 11/25/2019 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |

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**Guidelines for the Conduct of a Dissertation Defense**

These guidelines are descriptive, not prescriptive. They describe the general conduct of a dissertation defense at The University of Texas at Tyler from a normative (what is usually done) point of view. The responsibility for the defense belongs to the dissertation committee chair, and departures from these typical guidelines will occur for various reasons. Nevertheless, The Graduate School has provided these common approaches and practices for this capstone event.

**What is a defense?** A dissertation defense is an oral presentation and discussion of a dissertation study. The purpose is to share the results of the study and to demonstrate to the committee and the academic community that the author has done work of sufficient quality to receive the doctoral degree and is able to speak to it in an open forum.

Dissertation chairs do not allow candidates to schedule defenses until the quality of the dissertation document is acceptable. It is expected that if the candidate speaks to his or her study as well as s/he has written about it, s/he will be successful in the defense.

**Who attends?** The doctoral candidate and his or her committee members attend the dissertation defense. Sometimes, committee members attend via a conference call if the logistics of attendance make it too difficult to schedule his or her presence (for example, if the committee member is at quite a distance).

Dissertation defenses are open to any interested members of the academic or professional community. Only the presentation and questioning portions of the defense are open; individuals who are not members of the official committee will be excluded from other portions of the defense. Faculty who are not members of the committee may not question.

Personal guests (adult friends or family members) may attend, but this should be approved by the committee chair ahead of time. Personal guests who attend should realize they are attending a professional meeting as observers and may not ask questions.

**What is the order of events?** This varies and will depend in large part on discussions between the committee chair and the doctoral candidate. The most common practice is to begin with the chair welcoming the attendees, and then the candidate making a presentation based on the dissertation. The purpose of the presentation is not to substitute for the committee’s reading but rather to demonstrate that the candidate can speak to what he or she did.

Speaking about one’s research is in itself an academic skill that is different from writing the study. Presentations have been done in many formats: seated at a table with the committee, or standing in front of a large or small audience, with or without the aid of PowerPoint slides.

The format itself is not as important as the substance and should reflect the most effective way to communicate to the audience. Questions should be held to the end. The chair will inform participants at the start of the defense how questions will be handled.

After the presentation, the dissertation committee asks questions designed to (a) explore further some of the candidate’s methods, findings, or theoretical and practical applications of results; (b) allow the candidate to demonstrate what he or she knows about the general topic; (c) probe what the candidate learned in general, or about his or her professional practice, from conducting the study. The questions may range quite broadly, from very specific to very general. They may be retrospective, intended to ask about something that was already done in the study, or prospective, intended to get the candidate thinking about future possibilities or uses for the findings. They may include open-ended questions to which there is no known or “right” answer as well as closed questions about particular literature, theory, methods, or findings. It is not “mean” to ask “hard” questions. The intent is for the candidate and all the attendees to learn as much as possible about the study, the new knowledge the candidate’s study has generated, and the candidate’s fitness for the degree.

After the candidate speaks and the committee finishes with their questions, the committee excuses the candidate and any observers in order to discuss whether the candidate should pass and the dissertation defense form should be signed.

* If the entire committee approves with no changes, they all sign the signature page and the candidate proceeds final format approval.
* If the entire committee approves with changes that are deemed editorial and/or cosmetic, they all sign the signature page and the candidate proceeds with final editing and subsequent format approval.
* If the committee requests specific changes they will give the chair the responsibility of seeing that they are made; in this case, the committee members with the exception of the chair sign the signature page, and the chair waits until he or she is satisfied with the revisions before signing.
* If the committee decides that the candidate’s defense was not of sufficient quality to merit passing and that he or she needed to repeat the defense, no one would sign the signature page.

In summary, the following basic script is a recommended process to insure a complete, clear presentation of the study and examination of the candidate.

* Presentation by candidate
* Committee members ask questions and discuss study
* Committee adjourns for final evaluation; observers and candidate are excused
* Committee calls the candidate back in to review required changes in the dissertation document.
* Post-meeting announcement to observers of outcome of committee deliberations
* Adapted from Duquesne University

**Critical Things the Chair Should Know**

[Deadlines and Important Dates](https://www.uttyler.edu/graduate/calendar.php)

[Step-by-Step Guide to the Dissertation Process for Faculty](https://www.uttyler.edu/graduate/gradfaculty/files/dissertation-process-faculty.docx)

[Who Can Serve on a Committee](https://catalogs.uttyler.edu/2019-2020/Catalog/Graduate-Policies-and-Programs/Graduate-Policies-PhD/Dissertation-Process)

[How to Apply for Graduate Faculty Status](https://www.uttyler.edu/graduate/gradfaculty/credential.php)

[Appointment of Dissertation Committee](https://www.uttyler.edu/graduate/gradfaculty/files/appointment-of-dissertation-committee.docx) form: Check the [List of Graduate Faculty Membership](https://www.uttyler.edu/graduate/gradfaculty/credential.php) to ensure each committee member is Graduate Research Faculty or Visiting GRF. If they do not hold one of these titles, they may apply for Graduate Faculty Status. The first AND second page of the form must be completed by the thesis chair and signed by the college dean before sending to [GradForms@uttyler.edu](mailto:GradForms@uttyler.edu) for Graduate School Dean approval.

Adapted from: <https://www.duq.edu/Documents/education/_pdf/dissertation/guide-conduct-dissertation-def.pdf>