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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) | Brittani Riley |
| 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 | Call to Order – 1:08 |
| II. Approval of Minutes | 1. Approval of minutes from December 2019 Meeting | 1. Motion to Approve Minutes from December Yanira Oliveras Ortiz made motion to approve. Bill Sorenson – 2nd. Pass Unanimously |
| III. Committee Reports   1. Curriculum Committee 2. Ad Hoc | 1. Curriculum Subcommittee report and recommendations (p. 2)    1. List of Curriculum Items approved via email (p. 2)    2. New report & recommendations (p. 3) 2. Report: Review of Graduate Council By-Laws (Jessica Hale) | * 1. Torey Nalbone said 8 more committee recommendations came in. There are 13 total committee’s to be approved, email will go out for approvals. March 6th is first deadline catalog corrections, final deadline will be later in March.   2. Jessica Hale made revisions to the Graduate Council By-Laws   3. Jessica Hale and Marsha Matthews wanted clarification on process for changing the HOP. Bill Geiger says the responsibility belongs with Division Heads, or what we consider VP’s, to present changes to the Provost. Bill Geiger said the process is being amended and clarified and talking points will be ready later this month. Jessica Hale recommended accepting revisions that were done. Bill Sorenson 2nd. Approved unanimously. Spring 2022 will be the next time it gets revised. |
| 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. Update: Companion Document for Students (Bill Geiger and Alecia Wolf) | 1. Still need job description to be sent to Marsha Matthews to check for commonalities. Will defer until next meeting. 2. Guidelines were sent out, need to vote as to whether they are suggested guidelines or requirements? Alecia Wolf says they need to be requirements because students and their Advisors call the office not knowing what is going on. Bill Geiger stated if nobody knows what they are supposed to do perhaps we should tell them. Bill Sorenson questioned the process for Master’s and Doctoral regarding the qualifications for requested external members. Has accounts of 2 students not going through with process because of all of the extra steps. Brittani Riley stated the process was always the same for Master’s and Doctoral. Thesis Chair should be the one vetting external members and not having the students doing it. Question is – to require or not require specific guidelines?   Clarification regarding who should be allowed to question the student needs to be stated. Only people that stay in the room after defense to vote are the committee members. After vote, open forum for question. Torey Nalbone made a motion to use the same guidelines for Dissertations and Thesis Committee’s, Yanira Ortiz 2nd the motion. Passed unanimously. |
| V. New Business | 1. Initiate Review of General Admission Requirements to Graduate School (Bill Geiger) 2. Revisit Probation and Suspension Guidelines (Bill Geiger) | 1. BG - Initially wanted to review requirements but has since learned that GPA’s are used in a formula with other deciding factors to determine if admission into Graduate School. Bill Geiger asked that this business be stricken from the record. 2. BG – guidelines were adopted long ago and are very lax in reviewing probabtion and suspension requests. Currently, he is working with Cindy Strawn to identify precursors for success and lack of success. Identify early indications of not finishing a program. There will be reports available to analyze the data in a few months. Torey suggested more attention to the GPA and formula’s for admission in section A might fix some of this issue. |
| VI. Announcements/ Open Forum | 1. New Graduate Council Chair-Elect 2. March meeting move to 1st Friday or 3rd Friday due to Spring Break and not having enough present for a quorum | 1. Torey Nalbone, New GC Chair-Elect 2. Voted to move March meeting to Friday, March 6th, 2020 |
| VII. Adjourn | 1. Adjourn 2:05 |  |

**Items Approved by Graduate Council via Email**

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| **Type** | **Name** | **Level** | **Workflow** | **Date Changed** | **User** |
| Change Program | [Doctor of Nursing Practice (DNP)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b592F3D2C-B835-45EB-98FB-7D972F136B78%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| Change Program | [Master of Business Administration](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b85A2F4E8-72FD-4DB4-8A77-D8B41B07AE18%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [EDRM 6350 Program Evaluation in the Education Setting](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bB68C021A-9B52-4A88-9009-0B6EB443AEC8%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |
| New Course | [EDRM 6351 Design-Based Implementation Research](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b8B9ADD4E-A180-4CF6-9B43-8F2625B81BCB%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDRM 6352 Quantitative Research Methods in the Education Setting](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b6F2A4578-9CDC-4CB5-BC39-ABDCD72B3DEE%7d) | GRAD | Graduate Subcommittee | 12/12/2019 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6160 Dissertation I](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b624B0EC0-3ACC-402E-B910-0039AC5C989B%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6161 Dissertation II](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b39BCDA91-FC11-4460-983B-229495013721%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6170 Dissertation in Practice I](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b9D37937F-316B-4324-9BF4-8FB551A70932%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6171 Dissertation in Practice II](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bF641D151-7DB6-4CEB-96D5-3AB1EB83549C%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6311 Data Driven Planning for School Improvement](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b774D1921-534C-44EE-8164-C950D0C19314%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6312 The Study and Application of Improvement Science](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b9F305D11-F0A3-4CA9-9059-2E37F0D19817%7d) | GRAD | Graduate Subcommittee | 12/14/2019 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6313 School Improvement and Accountability Models](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bC3BC671D-9576-461B-876A-113E0D0BB0FF%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDSI 6314 Research-Based Pedagogies for School Improvement](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b93464C88-B19A-478E-AF41-102EE26ED05C%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDUC 5048 Teaching Internship Companion Seminar II](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bA69A060D-9CCA-4D97-9E9A-EECAB18C81FC%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [EDUC 5049 Teaching Internship Companion Seminar III](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b854DC0E4-94B8-41AE-A70C-9EF738EAFF40%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [MENG 5347 Polymer Science and Engineering](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7bED425D48-8694-4450-8E8D-1B1737BE30BA%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | [Torey Nalbone](mailto:tnalbone@uttyler.edu) |

**New Curriculum Items for Report & Recommendations – 2/7/2020**

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| **Type** | **Name** | **Level** | **Workflow** | **Date Changed** | **User** |
| Change Program | [Educational Leadership M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7b49B5E6CA-BA51-4E02-AA4C-C1656D0CC993%7d) | GRAD | Graduate Subcommittee | 1/30/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| Change Program | [Reading M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b62491273-DC18-46FD-B245-50FEC8A93EFF%7d&item=%7bDC184BCA-A0E9-405B-9756-BD01D8505850%7d) | GRAD | Graduate Subcommittee | 1/30/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [HIST 5355 The Vietnam War](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b38F07D7E-C0A8-4E48-B239-E3196F689362%7d) | GRAD | Graduate Subcommittee | 1/21/2020 | [Neil Gray](mailto:ngray@uttyler.edu) |
| New Course | [READ 5310 Literacy Coaching Practicum](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b8F1D2910-9A5D-4F16-9B11-3479B0F47957%7d) | GRAD | Graduate Subcommittee | 2/3/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [READ 5311 Literacy Coaching as Collaborative Professional Development](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b731DB504-645D-49D5-9888-89E79FCD174C%7d) | GRAD | Graduate Subcommittee | 2/3/2020 | [Wesley Hickey](mailto:whickey@uttyler.edu) |
| New Course | [TECH 5333 Agile and Scrum Principles](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b653D0FC5-DBC0-488A-A7A2-FD3B4472F62D%7d&item=%7b17011653-FED4-4A1C-8E87-21B9A965C597%7d) | GRAD | Graduate Subcommittee | 2/3/2020 | [Robert Beatty](mailto:rbeatty@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>