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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) | Nick Fessler (SCOB) |
| Dr. Yanira Oliveras Ortiz (CEP) | Dr. Torey Nalbone (COE) | Dr. William Geiger (ExO) | Mohammed Alenazi (COE) |
| Dr. Mary Fischer (SCOB) | Dr. Robert Sterken (CAS) | Dr. Alecia Wolf (ExO) | Rocky Sonemangkhara (CNHS |
| Dr. Tammy Cowart (SCOB) | Dr. Dewane Hughes (CAS) | Rebecca McKay Johnson (ExO) | Terra Gullings (ExO Library – proxy) |
| 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 1:06 |
| II. Approval of Minutes | 1. Approval of minutes from October Meeting | Yanira Ortiz – motion to approve  Nick Fessler 2nd |
| III. Committee Reports   1. Curriculum Committee 2. Ad Hoc | 1. Curriculum Subcommittee report and recommendations (p. 2-4) 2. Report: Review of Graduate Council By-Laws (Jessica Hale) 3. Candidates for Chair of the Graduate Council | 1. Yanira Ortiz - 21 documents to review, 7 new courses. Recommend all for approved. The dates for Spring 2021 wasn’t an option so students checked Spring 2020. Correspondence has gone out to the students to clarify term start date, dates can be changed once known for certain. All in favor of approving pending date change.   Per Dean Geiger – already have 2 Medical Terminology courses, are the courses diffrientiated enough? Kathy Snella will look into Syllabi for courses.   1. Tammy Cowart – meeting got rescheduled, working through via email. Should be complete by next Graduate Council meeting 2. Marsha Matthews – only received 1 recommendation for next Graduate Council Chair, putting call out again to nominate. |
| IV. Unfinished Business |  |  |
| V. New Business | 1. A review of this definition of the role of the Graduate Advisor: (Bill Geiger)    1. Graduate Advisors are responsible for reviewing and approving applications for admittance into the graduate program they oversee. Moreover, they are responsible for academic advisement of students in the program. ~~Additional responsibilities such as program assessment and self-study may be required by each program but oversight of said assessment remains with the respective Program Coordinator.~~    2. If the Council is in agreement, we will disseminate this expectation to the academic departments. 2. A review of the attached Guidelines for the Conduct of a Dissertation Defense. (Bill Geiger – p. 5-7) | 1. Bill Geiger – we don’t have a clean definition for a Graduate Advisor. A recommendation for Graduate Coordinators was made. GC could give advice on what the language could be for Grad Coordinators. Bill Geiger doesn’t know if the description is actually happening. May need to have other descriptions added. May need to distinguish faculty graduate advisors so everyone knows the expectations. All departments have a little bit different system or process. If we could capture the core and then create language that allows for the variability in departments. Marsha Matthews – collect what each department does and find commonalities. Each of us go back to our respective colleges and ask for a statement from each department and email all to Marsha Matthews. 2. Alecia Wolf – look at guidelines for dissertation defense.   Bill Geiger would like input from departments so a training can be offered. Marsha Matthews asked for everyone to read it and it will be looked at next meeting. Alecia Wolf – calls come in to Grad School from students that the departments send to Thesis/Dissertation Coordinator for decisions on how the process is supposed to work. |
| VI. Announcements/ Open Forum | 1. 4 + 1 program and IMAcc program – In 4 + 1 you are put into 2 careers in PeopleSoft | 1. We have 4 + 1 program and IMAcc program, IMAcc is not a 4+1. In IMAcc for 2 years there are undergrad and grad courses beign taken together. Ramifications for eligibility of financial aid that wasn’t taken into consideration when program was designed. Students in 4 + 1 in Engineering and Political Science will remain an undergraduate until they graduate. They will take graduate classes but they will be charged tuition at undergraduate cost. Registrar’s office working on process for graduate courses to still be calculated into the Graduate GPA. Complete program will take 5 years. Students billed for 4.5 years as Undergraduate, last semester will be taken at Graduate level and billed Graduate pricing. |
| VII. Adjourn |  | 1:48 |

**Curriculum Subcommittee**

|  | **Type** | **Name** | **Level** | **Workflow** | **Date Changed** | **RO Comments** | **General Comments** | **Action** | **Recommendation** | **Approval** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | New Course | [COUN 5345 Group Counseling and Group Work](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bE0FFA882-2E31-408D-AE80-90EBBD06F404%7d) | GRAD | Graduate Subcommittee | 8/15/2019 | Will PSYC 5345 remain active | Progam response that both will remian active | None | GC to Approve | Approved 9/19 |  |
| 2 | New Course | [COUN 5387 SUPERVISED INTERNSHIP IN SCHOOL COUNSELING II](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b09D05999-79A0-49B4-8E28-DAEBCB780778%7d) | GRAD | Graduate Subcommittee | 8/15/2019 | Effective Date change | Date changed | None | GC to Approve | Approved 9/19 |  |
| 3 | New Course | [HIST 5393 History and Professional Development](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b055897AF-3C5D-48B5-A552-9B91D66ABD56%7d) | GRAD | Graduate Subcommittee | 10/4/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 4 | New Course | [PHAR 7132 Medical Terminology](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b1425D218-8909-4F3A-876A-FFF288C8FD01%7d) | GRAD | Graduate Subcommittee | 10/18/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 5 | New Course | [PHAR 7135 Caring For Underserved Populations](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bACC87F10-6734-459C-88E8-219CB31C7060%7d) | GRAD | Graduate Subcommittee | 10/18/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 6 | New Course | [PHAR 7223 Presentation Seminar Elective](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bF2FE1C45-5A5E-47BE-99D3-2AA5A14DE992%7d) | GRAD | Graduate Subcommittee | 8/15/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 7 | New Course | [PHAR 7240 Fountain of Youth: Geriatric Pharmacotherapy](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bD9986B20-967D-4B70-A169-0708D8B0DF9F%7d) | GRAD | Graduate Subcommittee | 10/18/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 8 | Change Course | [NURS 5337 Nursing Administration: Delivery of Care](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b78820B13-F297-4D8F-9E9B-67056BCD7FF0%7d&item=%7bB4DB0A85-6F5F-4495-AA81-2949A9332689%7d) | GRAD | Graduate Subcommittee | 10/21/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 9 | Change Course | [PSYC 5396 Supervised Practicum in Psychology](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b78820B13-F297-4D8F-9E9B-67056BCD7FF0%7d&item=%7b6A37AB8B-A22F-4BF6-BF0A-5004F5E4A780%7d) | GRAD | Graduate Subcommittee | 9/25/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 10 | Change Course | [PSYC 5397 Advanced Supervised Practicum in Psychology](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b78820B13-F297-4D8F-9E9B-67056BCD7FF0%7d&item=%7b65A4EAF6-D7CB-4E7F-97EB-7AFB254C3E48%7d) | GRAD | Graduate Subcommittee | 9/25/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 11 | Change Program | [Clinical Mental Health Counseling M.A.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b9204DD5B-8584-46C0-B1E7-A5085DAB4A38%7d) | GRAD | Graduate Subcommittee | 8/15/2019 | No Concerns | Effective Date Changed | GCSC Review |  |  |  |
| 12 | Change Program | [Clinical Psychology M.S.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b5CEAA9DC-DB12-4733-8288-1ABEBCA1B490%7d) | GRAD | Graduate Subcommittee | 9/26/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 13 | Change Program | [Criminal Justice M.S.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b2F15F6AB-9351-42E7-9C83-7CFDEA0CA56B%7d) | GRAD | Graduate Subcommittee | 10/4/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 14 | Change Program | [Curriculum and Instruction M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7bC1651873-4194-468F-A029-6E233949835D%7d) | GRAD | Graduate Subcommittee | 10/30/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 15 | Change Program | [Doctor of Nursing Practice (DNP)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b141B79F8-CE81-43DB-98AF-2F3F2B9F9250%7d) | GRAD | Graduate Subcommittee | 10/21/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 16 | Change Program | [Doctor of Nursing Practice (DNP)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7bD83A1AC7-1FEC-4627-B2AF-9026023C014A%7d) | GRAD | Graduate Subcommittee | 10/21/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 17 | Change Program | [Educational Leadership M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b4BCADC3B-860B-4394-B3C5-D250DF11884E%7d) | GRAD | Graduate Subcommittee | 10/30/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 18 | Change Program | [English M.A.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7bF3A8B18B-22D3-47BB-960E-1C531959F34C%7d) | GRAD | Graduate Subcommittee | 10/4/2019 |  | Reviewed and looks good | GCSC Review |  |  |  |
| 19 | Change Program | [Nursing Informatics, Quality and Safety Certificate Program](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b374009C4-12E6-474E-A76A-BE48FF858F01%7d) | GRAD | Graduate Subcommittee | 9/24/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 20 | Change Program | [Nursing M.S.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7bA055110F-020B-4333-BBDA-D113029D4C59%7d) | GRAD | Graduate Subcommittee | 9/24/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |
| 21 | Change Program | [Nursing M.S.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b4732303E-1C48-48E5-920F-DD978625C739%7d) | GRAD | Graduate Subcommittee | 9/24/2019 | No Concerns | Reviewed and looks good | GCSC Review |  |  |  |

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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>