

<input type="checkbox"/> Dr. Torey Nalbone, Chair	<input type="checkbox"/> Dr. Steven Idell, Dean*	<input type="checkbox"/> Dr. Kouider Mokhtari, Assoc Dean*	<input type="checkbox"/> Dr. Alecia Wolf, Asst Dean*
<input type="checkbox"/> Dr. Kent Willis, Assoc Dean*	<input type="checkbox"/> Dr. Gisele Abron, RO*	<input type="checkbox"/> Dr. Takova Wallace-Gay, Faculty Senate*	<input type="checkbox"/> Rebecca McKay Johnson, Lib*
<input type="checkbox"/> Brittani Riley, Grad Exec Director*	<input type="checkbox"/> Dr. Jenifer Chilton, CNHS	<input type="checkbox"/> Dr. William Sorenson, CNHS	
<input type="checkbox"/> Dr. Michael Morris, SCRH	<input type="checkbox"/> Dr. Kevin Moore, SCRH	<input type="checkbox"/> Dr. Annamary Consalvo, CEP	<input type="checkbox"/> Dr. Erin West, CEP
<input type="checkbox"/> Dr. Gokhan Saygili, COE	<input type="checkbox"/> Dr. Mukul Shirvaikar, COE	<input type="checkbox"/> Dr. Kathy Snella, FCOP	<input type="checkbox"/> Dr. Michael Veronin, FCOP
<input type="checkbox"/> Dr. Mary Fisher, SCOB	<input type="checkbox"/> Dr. Tom Roberts, SCOB	<input type="checkbox"/> Dr. Anna Kurdowska, SMBS	<input type="checkbox"/> SMBS
<input type="checkbox"/> Dr. Dewane Hughes, CAS	<input type="checkbox"/> Dr. Jon Seal, CAS	<input type="checkbox"/> Joanna Fagan, CEP Student Rep	<input type="checkbox"/> Student Rep

ITEM	DISCUSSION
I. Call to Order Call to Order 1:04	Zoom <a href="https://uttyler.zoom.us/j/92315521480?pwd=eVhwMlg2T21YTkZLYTMvMDVpK0VvUT09">https://uttyler.zoom.us/j/92315521480?pwd=eVhwMlg2T21YTkZLYTMvMDVpK0VvUT09</a> Meeting ID: 923 1552 1480 Passcode: 814133
II. Approval of Minutes	A. Approval of minutes from October 8 <sup>th</sup> , 2021 Meeting  <u>2021-2022 Graduate Council Meeting dates:</u> <b>Nov 12</b> , Dec 10, Jan 14, Feb 11, Mar 11, Apr 8, May 13
II. Action	A. October Minutes approved – Michael Morris made motion to approve, Erin West 2 <sup>nd</sup> ; unanimous vote to approve
III. Committee Reports A. Curriculum Committee	A. Curriculum Subcommittee report and recommendations  1. November 2021 Curriculum proposals for GC approval  2. School of Community and Rural Health admission requirements change*  3. School of Community and Rural Health transfer of credits change
III. Action	1. Mary Fischer made motion to approve curriculum reports, unanimous approval 2. Michael Morris requested change in admissions for MS of Health Admin to add personal interview with candidates. Torey Nalbone responded Council does not take action on individual program changes. Information needs to go through the portal to get System approval for catalog update. 3. Mary Fischer and Michael Morris to create a flow chart offline and include Torey Tucker.
IV. Unfinished Business	A. Employment of Graduate Students policy – Ad Hoc Committee (A.Wolf)  GA Policy  Please find attached* the working draft of the policy with a few questions for discussion by the group  <ul style="list-style-type: none"> <li>Do we need to reword this to avoid the implication that hourly work is less important?: GRAs and GTAs should not be routinely assigned clerical duties or other duties generally considered to be "hourly-rate activity."</li> <li>Could we include that they must be pre-registered for the following fall term? Continuing GTAs and GRAs may be appointed in the summer without minimum registration, provided they were registered for and completed the previous spring semester.</li> </ul>

	<ul style="list-style-type: none"> <li>Do we want to be more lenient and allow a second semester to remediate poor performance in the first semester? Students who fail to maintain good academic standing will become ineligible for a graduate assistantship and any out-of-state tuition waiver.</li> </ul> <p>B. Redefining Graduate Full-time Status and Financial Aid Impact – Ad Hoc Committee (A.Wolf)</p> <p>Full-time Enrollment Requirements for Doctoral Students</p> <p>Progress Report:</p> <p>Our consensus (providing there are no glitches and after we hear from the other doctoral programs) is to propose redefining doctoral full-time enrollment as 6 hours and doctoral part-time enrollment as 3 hours, for all the beneficial reasons we discussed. This will allow doctoral students enrolled in fewer than 9 hours to qualify for financial aid and the NGF.</p> <p>To-Do/<b>Done</b></p> <ul style="list-style-type: none"> <li>Check with Cindy Strawn Re: any reporting impact. IPEDS says masters and doctoral full-time is 9 hours. For external reporting we must use 9 hours. Not sure if changing to 6/3 will impact funding or have other negative implications. Need to find someone who can inform us on that.</li> <li>Check with PharmD to see if they have any comments/suggestions/objections to our plan: Per Kathy Snella – “Our part-time is 6 hours, full time is 12 hours (normal enrollment is 18 hours) This is in our section of the University Catalog, so it should not cause an issue since we have it spelled out there.”</li> <li>Check with DNP to see if they have any comments/suggestions/objections to our plan: “Heard from Lauri John that the change to 6 SCH for fulltime status and 3 SCH for part-time status will also be beneficial for DNP students.”</li> <li>Check with Lou Ann re: any SACSCOC implications</li> <li>Check on process – can we simply run it by Grad Council for approval and then make edits to the catalog via the Curriculum Management Portal? Is it a substantive change?</li> <li>Check on any impact on COA and/or other updates that would be necessary if approved</li> <li>Check to see what it will take to update PeopleSoft if approved. If we need a consultant we’ll need to add that to our proposal. Please see the attached PDF of Dr. Abron’s research on the topic with other ROs.</li> </ul> <p>C. Graduate Program Recruitment – portfolio presented soon – (K.Willis)</p> <p>D. Council by-laws modified to allow equal representation for all academic entities. Torey Nalbone to make modifications to by laws. – <u>tabled at Oct meeting</u></p> <p>E. Guidance document to make changing of Grad Council members timely and efficient – Ad Hoc Committee (K. Mokhtari)</p> <p><del>F. Academic probation policy (TN, MM)</del></p> <p>1. North Campus policy – <u>tabled</u>. Will revisit when information is available.</p>
IV Action	<p>A Graduate Assistantship Policy will be on hold, need requirements from Human Resources to determine summer enrollment status</p> <p>B Redefining Graduate Full-time status and Financial Aid Impact will be put on hold, need more feedback from all departments</p> <p>C Graduate Program Recruitment continues with Kent Willis still meeting with Deans and understanding priorities from colleges.</p> <p>D Council by-laws need to be revised in 2022 – 3 member ad hoc team needed. Volunteers Mary Fischer and Erin West. HSC will submit a name. Kouider Mokhtari will also join discussions.</p> <p>E Discussions with Steve Idell, Kouider Mokhtari, and Torey Nalbone have begun, need more meeting time; tabled</p> <p>F Still tabled</p>
VI. Announcements/ Open Forum	<p>Alecia Wolf reported the Coordinating Board has repealed the 18 characteristics of Doctoral Programs. Wording can be removed from the website.</p>

	<p>Kouider Mokhtari reported we are working on money for GTA's for next semester, in response to Mukul Shirvaikar's question</p> <p>Dr. Barbara McAlister introduced herself as replacement for Jeni Chilton, after Dr. Chilton's recent promotion. Torey Nalbone will get with the Dean to determine substitution or replacement for roster and voting purposes.</p> <p>Steve Idell stated the results from the consultation will be sent out by Monday. There will be discussions with Deans and a Graduate School Newsletter. Great job with initiatives from Grad Admissions. Kent Willis will be recruiting on the ground. We are providing more support to programs in need. Steve Idell hopes the council will consider Graduate School retention and put the labor out and look at the numbers. Not where we want them to be. Would like to know if Council can put out some data to verify these numbers.</p>
VII. Adjourn	Motion to Adjourn at 2:17 made by Mary Fischer, Michael Morris 2nd

I am trying some new technology by embedding a link in this email to Curriculum Management where the reader can review the official submission.

The submission approved by the Graduate Council Curriculum Subcommittee for November 2021 consideration are the following.

**Change course.**

The submission [PSYC 5396](#) is removing the clock hours from the course requirements because the law no longer requires hours for the LPA licensure.

**New Courses.**

The [BLAW 5370](#) submission creates a topic course in the SCOB College of Business that will allow the introduction of new business law concepts that are relevant to business students.

The [FINA 5321](#) submission creates a new real estate course that has been taught as a topics course for the past couple of summers. It is also the foundation course in a new certificate program being established due to student demand.

The [PSYC 6398](#) submission creates a Psychology PhD program dissertation course that can be taken up to three times as a student completes their program. Students have 5 years to complete their program. This course allows the dissertation chair to monitor the progress for three semesters. Then the student migrated to the next monitoring course PSYC 6399.

The [PSYC 6399](#) submission creates the second level of monitoring of the Psychology PhD program dissertation. This course allows the dissertation chair to continue to monitor the student's progress.

**New Programs.**

[Master of Science in Psychological Science](#) creates a new master research program rather than clinical course of study. The program also includes a theoretical and practical understanding of the foundational content areas of psychological sciences. Five new courses will be created for this program once the new MS is approved.

[Real Estate Certificate](#) is designed to provide students with an understanding of the real estate industry. Three specific courses must be successfully completed including FINA 5321 Prin of Real Estate, FINA 5320 Adv Financial Management and BLAW 530 Bus Legal Environment for the certification to be awarded.

**Terminate Program.**

[School Counseling Certificate Program](#) submission proposes the termination of this program because student seek the MA degree rather than the certificate. Presently only two students are continuing studies in this certificate program, and they will complete their required courses

## Master of Health Administration - Changes to the Admission criteria.

There is a change in admission requirements for the Master's in Health Administration degree. In order to meet best practices approach, a personal interview will occur if the applicant meets all other requirements for admission to the program. This holistic approach will aid in seeking CAHME accreditation.

Current Catalog Copy	New Catalog Copy
<p data-bbox="126 470 721 506">Admission Requirements for MHA degree</p> <ul data-bbox="175 548 721 1818" style="list-style-type: none"> <li data-bbox="175 548 721 621">• Preferred overall GPA 3.0 on 4.0 scale and a 3.0 in the field of study.</li> <li data-bbox="175 621 721 768">• Applicant must be in the final year of undergraduate work or hold a baccalaureate degree from a regionally-accredited institution.</li> <li data-bbox="175 768 721 842">• Cover letter, announcing interest in the program.</li> <li data-bbox="175 842 721 999">• Personal Statement, addressing why the applicant is interested in the program and goals upon program completion.</li> <li data-bbox="175 999 721 1115">• Current Resume or Curriculum Vita outlining education, training, and experience.</li> <li data-bbox="175 1115 721 1272">• Three Letters of Recommendation by former professors, and/or employers to highlight why the applicant would do well in the MHA program.</li> <li data-bbox="175 1272 721 1818">• Official transcripts from all universities/colleges attended <ul data-bbox="272 1356 721 1818" style="list-style-type: none"> <li data-bbox="272 1356 721 1545">• Official transcripts must be mailed or electronically sent directly to the Office of Academic Affairs from their primary source.</li> <li data-bbox="272 1545 721 1818">• Unofficial transcripts are allowable during the admissions process and uploaded with your application, but "official" transcripts must be received before the first day of class.</li> </ul> </li> </ul>	<p data-bbox="743 470 1289 506">Admission Requirements for MHA degree</p> <ul data-bbox="792 548 1338 1818" style="list-style-type: none"> <li data-bbox="792 548 1338 621">• Preferred overall GPA 3.0 on 4.0 scale and a 3.0 in the field of study.</li> <li data-bbox="792 621 1338 768">• Applicant must be in the final year of undergraduate work or hold a baccalaureate degree from a regionally-accredited institution.</li> <li data-bbox="792 768 1338 842">• Cover letter, announcing interest in the program.</li> <li data-bbox="792 842 1338 999">• Personal Statement, addressing why the applicant is interested in the program and goals upon program completion.</li> <li data-bbox="792 999 1338 1115">• Current Resume or Curriculum Vita outlining education, training, and experience.</li> <li data-bbox="792 1115 1338 1272">• Three Letters of Recommendation by former professors, and/or employers to highlight why the applicant would do well in the MHA program.</li> <li data-bbox="792 1272 1338 1818">• Official transcripts from all universities/colleges attended <ul data-bbox="889 1356 1338 1818" style="list-style-type: none"> <li data-bbox="889 1356 1338 1545">• Official transcripts must be mailed or electronically sent directly to the Office of Academic Affairs from their primary source.</li> <li data-bbox="889 1545 1338 1818">• Unofficial transcripts are allowable during the admissions process and uploaded with your application, but "official" transcripts must be received before the first day of class.</li> </ul> </li> </ul>

## **aPROGRAM ADMISSION REQUIREMENTS**

- Students must complete the graduate program application for admission into the MHA graduate program (available on the university website).
- Applicants must submit official transcripts from all universities and colleges attended, including community colleges. Applicants should have an overall GPA of 3.0 on a 4.0 scale. (If you do not meet the minimum GPA requirements, it is possible to be admitted on a probationary status.)
- Although not required, applicants coming directly from a baccalaureate program are strongly encouraged to take the GRE. A minimum combined score of 295 is preferred: 145 on the quantitative section and 150 on the verbal section. (You can sign up for the GRE online ([www.ets.org/gre](http://www.ets.org/gre)) as well as find out about testing centers and dates. If you have already taken the GRE, this site will allow you to request an official copy of your scores.)
- Additionally, all applicants must submit a cover letter announcing interest in the program; a personal statement addressing the reason for interest in the program and goals upon program completion; a current resume or curriculum vitae outlining education, training and experience; and three letters of recommendation. These letters should be written by former professors and/or employers to highlight why the applicant would do well in the MHA graduate program.
- A personal interview with admission committee member(s) will be required if applicant meets other requirements.

## School of Community and Rural Health (SCRH) Policy

SCRH ID # 001

Current Status: SCRH Final v1.1



**UTHealth**

The University of Texas  
Health Science Center at Tyler

Origination Date: 02/2021  
Last Approved: 02/2021  
Last Revised: 09/13/2021  
Next Review: as needed  
Owner: SCRH, MPH Program Director  
Policy Area: Course Credits

### Credit Hour Transfer and Substitution Policy

#### Scope

This policy applies to all individuals requesting a transfer or substitution of graduate credit hours from an accredited institution of higher education toward a certificate or graduate degree earned within the School of Community and Rural Health at the University of Texas Health Science Center Tyler (SCRH).

#### Purpose

To outline the number and type of approved graduate-level credits an applicant/student may transfer and apply toward a certificate or degree program in the SCRH.

#### Definitions

Credit hour is determined using the standard Carnegie definition.

#### Policy

Transfer of graduate credit from an accredited institution is limited to 9 hours for master's degrees and 3 hours for certificate programs. All transfer credit must have been completed with a grade of "B" or better and approved by the degree-granting program. Transfer or substitution of core coursework and experiential courses (i.e. practicum, internship, capstone, residency) is not permitted. All courses must have been completed within the 6-year institutional time-limit. Transfer courses will not be accepted if taken in the final two semesters prior to graduation.

Any student seeking transfer or substitution of coursework must provide:

- the transferring course syllabus,
- a transcript from the institution listing the specific course for which credit is being sought and the determination (grade, etc.),
- contact information of the institution and the instructor or record of the proposed transfer course and,
- any other tangible evidence requested (such as papers or projects, etc.), at the discretion of the department chair and/or program director.

The department chair and/or instructor of record most closely aligned with the submitted course will review the course content and rigor to determine equivalency. This review will be provided to the department chair and/or program director of the degree program for which credit is being sought for final approval of the course for transfer or substitution.

#### Attachments

ENTER

October 13, 2021

To: The University of Texas at Tyler  
Graduate Council

Dear Dr. Nalbone,

On September 23, 2021, the School of Community and Rural Health (SCRH) Curriculum, Instruction, and Technology (CIT) committee met and reviewed the Credit Hour Transfer and Substitution Policy. Faculty and staff in attendance have discussed the content of the policy and had the opportunity to ask questions and get clarifications. The Policy was approved by the CIT voting members unanimously and presented at the SCRH Planning and Leadership (P&L) meeting on October 5, 2021, for approval.

I hereby move the approved Credit Hour Transfer and Substitution Policy (attached) for the School of Community and Rural Health to the University of Tyler Graduate Council. If you have any questions, please do not hesitate to contact me at [yordanos.tiruneh@uthct.edu](mailto:yordanos.tiruneh@uthct.edu).

Regards,

Yordanos 'Yordi' M. Tiruneh, MPhil, PhD  
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