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| --- | --- | --- | --- |
| [x]  Dr. Marsha Matthews (Chair) | [x]  Dr. David Criswell (CNHS) | [ ]  Dr. Robert Sterken (CAS) | [x]  Dr. Mary Fischer (FacSenate) |
| [x]  Dr. Jessica Holm (CEP) | [ ]  Dr. Jenifer Chilton (CNHS) | [x]  Dr. David Pearson (COP) | [x]  Terra Gullings (ExO) |
| [x]  Dr. Yanira Oliveras Ortiz (CEP) | [x]  Dr. M. Sathyamoorthy (COE) | [x]  Dr. Kathleen Snella (COP) | [x]  Brenda Burton (ExO) |
| [x]  Dr. Nicholas Fessler (COB) | [x]  Dr. Torey Nalbone (COE) | [x]  Dr. William Geiger (ExO) | [x]  Chelsea Crain (ExO) |
| [x]  Dr. Tammy Cowart (COB) | [ ]  Dr. Dewane Hughes (COE) | [x]  Dr. Alecia Wolf (ExO) | ([x]  = PRESENT) |
| [ ]  Jeff Lindemoyer: Student (COB) | [x]  Ali Yazdanshenas: Student (COP) |  |  |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | 1. W.T. Brookshire Hall – 2nd Floor Room 234
 | Call to order: 1:25 p.m. by Dr. Matthews |
| II. Approval of Minutes | 1. Approval of minutes from October 2018
 | Dr. Nalbone Motioned, Dr. Oliveras Ortiz Seconded, Approved |
| III. Committee Reports1. Curriculum Committee
2. Ad Hoc
 | A. Curriculum Subcommittee report and recommendations (TN)* Attachment

B. Task Force – Guidelines for Certificate (Jenifer Chilton-Chair, Cowart, Snella, Matthews,)* Have not met yet to discuss, hold until next meeting

C. Graduate Research Assistant Task Force (Tammy Cowart-Chair, Nalbone, Chilton)* Have not met yet to discuss, hold until next meeting

D. Graduate School Representative: Dissertation Defense (Oliveras-Ortiz-Chair, Chilton, Holm) | A. \*Please see attachment on last pageB. Hold until next meetingC. Hold until next meetingD. \*Please see attachment on last page |
| IV. Unfinished Business |  None | None |
| V. New Business | 1. Thesis & Dissertation Committee Composition (WG) – deferred rom 5/18 meeting
* Topic completed
1. College of Education & Psychology – New Ed.D. School Improvement (Y Oliveras Ortiz)
* The program has been submitted to system on Tuesday
* 60 hour program
* 3 new faculty will be hired
* Program focuses on school improvement
* 100% online with the exception of summer workshops
* Have enough faculty currently to start in the first block
* Once approval comes through from system courses will move through the curriculum subcommittee for approval
* 25 students in the first cohort
1. Syllabi Expectations – esp. not requiring attachment of syllabi (WG)
* Need a streamlined system where less mistakes are made
* Maybe a form that can’t be submitted unless all the required blocks are completed?
* Courses should not be put forward until there is faculty that can teach those said courses
* There has to be expectations, nothing comes forward to Grad Council unless it has been certified in the college
* More effort needs to be taken to hold chairs accountable for the syllabi coming forward from their departments
1. Doctoral Program External Review Guidelines & Procedure Handbook (Office of Assessment & Institutional Effectiveness)
* Hold until next meeting
1. Dashboard for Graduate Programs??? Review composition to ensure timely communication to Colleges
* Link is online, Dr. Wolf will send it out as well. Cindy Strawn’s team is creating a new version of it that should be up and running soon
1. Develop evaluation metrics for graduate programs within the University Strategic Plan
* Hold until next meeting
1. Graduate Council By-Laws. Consider amendment to include by-annual review.
* Hold until next meeting
1. Review/Update, if appropriate, graduate faculty status related to professional doctoral programs.
* Hold until next meeting
 | Completed |
| VI. Announcements/Open Forum |  None |  |
| VII. Adjourn | Meeting Adjourned 2:55 p.m. Dr. Matthews | Approved |

Attachment (1): Graduate Council Sub-Committee on Curriculum

Recommendations for action on submitted curricular items 9 Nov 2018

In the table below, please find the recommended actions on the each of the identified curricular item as it was submitted by the CM system by the host program for consideration. These submissions have been reviewed by the subcommittee, including a representatives of the Registrar’s office and the Library. The recommended action is made following the assurance that the item(s) is (are) in compliance with all components of program and or course requirements for publication in the catalog of UT Tyler.

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| Program | Course | Description | Key Issue | Recommended Action |
| Occupational Therapy | OCTH 5185 | New Course | Course description | Approve |
| Occupational Therapy | OCTH 5235 | New Course | Attach Correct Syllabus | Approve |
| Occupational Therapy | OCTH 5345 | New Course | N/A | Approve |
| Occupational Therapy | OCTH 5180 | New Course | N/A | Approve |
| Clinical Psychology | PSYC 6368 | New Course | N/A | Approve |
| Clinical Psychology | PSYC 6366 | New Course | N/A | Approve |
| Clinical Psychology | PSYC 6341 | New Course | N/A | Approve |
| Clinical Psychology | PSYC 6308 | New Course | N/A | Approve |
| Clinical Psychology | PSYC 6301 | New Course | N/A | Approve |
| Clinical Psychology | PSYC 6340 | New Course | N/A | Approve |
| Educational Leadership | EDLR 5312 | Change Course | N/A | Approve |
| Educational Leadership | EDUC 5386 | New Course | Confirm contact hours | Approve |
| Human Resource Development | HRD 6351 | Change Course | Need Clarification | Hold until next meeting |
| Human Resource Development | HRD 6352 | Change Course | Need Clarification | Hold until next meeting |
| Human Resource Development | HRD 6377 | New Course | Need Clarification | Hold until next meeting |
| Human Resource Development | HRD 6355 | Change Course | Need Clarification | Hold until next meeting |
| Human Resource Development | HRD 6359 | Change Course | Need Clarification | Hold until next meeting |
| Human Resource Development | HRD 6366 | New Course | Need Clarification | Hold until next meeting |
| Clinical Psychology | PSYC 6384 | New Course | Need Clarification | Hold until next meeting |
| Pharmacy | PHAR 7239 | New Course | Need Clarification | Hold until next meeting |
| Pharmacy | PHAR 7236 | New Course | Need Clarification | Hold until next meeting |

Attachment (2): Graduate Council Task Force on Dissertation Committee and Graduate School Representative

Recommendations for action on 9 Nov 2018

The Dissertation Committee is established as early as possible in the research process; the dissertation committee must be approved by The Graduate School – using the Appointment of Dissertation Committee form – the student is allowed to register then for dissertation hours.

The Dissertation Committee is composed of a dissertation advisor, who chairs the committee, and at least two other Graduate Faculty members. The advisor must be qualified to chair dissertations and be from the department from which the degree is sought. At least one more of the committee members must be from the department in which the degree is being sought and hold the required Graduate Research Status. The third member of the committee must be an external faculty member.

The external member must be selected from Graduate Faculty from other academic programs or from other institutions where scholarly work is conducted. All members of a dissertation committee must possess the appropriate graduate faculty qualifications for their role on a committee. Additionally, faculty members from another institutions of higher education must possess the expertise needed to make a significate contribution to the doctoral student’s research and dissertation.

The role of the Dissertation Committee is to mentor the student’s research and writing and approve the dissertation following the oral defense. Ph.D. students are required to consult with members of the Dissertation Committee throughout the process of the research. Some programs may require Ph.D. candidates to submit an annual progress report to the dissertation committee.

Upon the establishment of the dissertation committee, The Graduate School will identify a Graduate Research Faculty member to serve as the Student Advocate. The advocate may not be from the department in which the degree is being sought. The Advocate will support the student throughout the research and dissertation process. The dissertation committee members and the graduate student will include the Student Advocate on all email communication to keep the Advocate informed and promote timely communication.

The Student Advocate Will:

* Be involved and support the student from the beginning of the proposal process
* Attend the proposal defense
* Advocate for the student in case of difficult situations
* **Not be** responsible for providing content or methodology support

Graduate Research Faculty designated as a Student Advocate will complete an agreement form indicating his/her willingness to serve and support the graduate student throughout the dissertation process. The commitment as a Student Advocate will end upon the successful defense of the dissertation.

In the event a Student Advocate leaves UT Tyler while serving, it is the responsibility of the Advocate to inform the student, The Graduate School, and the Dissertation Chair of his/her departure to ensure a new Advocate is assigned.

For Graduate Research Faculty to keep their Graduate Research Status, they must serve as a Student Advocate. The Graduate School will provide documentation of service, after the dissertation defense, for the Graduate Research Faculty to include in his/her dossier.

**\*Rough Draft of recommendations, formal wording for catalog and website will be promoted at the next meeting\***