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| [x]  Dr. Mary Fischer (Chair) (CBT) | [x]  Dr. David Criswell (CNHS) | [x]  Dr. Robert Sterken (CAS) | [x]  Dr. Gary Miller (ExO)  |
| [x]  Dr. Dennis Combs (CEP) | [x]  Dr. Jenifer Chilton (CNHS) | [ ]  Dr. David Pearson (COP) | [x]  Chelsea Crain (GC) ExO |
| [x]  Dr. Yanira Oliveras Ortiz (CCEP) | [ ]  Dr. M Sathyamoorthy (COE) | [x]  Dr. Fadi Alkhateeb (COP)  | [x]  Brenda Burton (ExO) |
| [x]  Dr. Nicholas Fessler (CBT) | [x]  Dr. Torey Nalbone (COE) | [ ]  Dr. William Geiger (GC) ExO | [x]  Terra Gullings (ExO) |
| [ ]  Dr. Tammy Cowart (CBT) | [x]  Dr. Marsha Matthews (CAS) | [x]  Dr. Alecia Wolf (GC) ExO | [x]  Aubrey O’Toole: Student (CAS) |
| ([x]  = Present) |  |  | [ ]  Zack Billings: Student (COP) |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order |  Called to order by Dr. Mary Fischer (Chair) | 1:03 p.m. |
| II. Approval of Minutes | Approval of minutes from May 2017 and June 2017* Approved: Dr. Matthews Approved, Dr. Sterken Seconds
 | Unanimous Approval |
| III. Committee Reports | **A. Curriculum Subcommittee report and recommendations (TN)*** 6 courses that are recommended for approval
* 4 courses that are recommended for approval with changes
* 1 course has minor edits to description, 1 has a syllabus issue and 2 have start dates that are set to start in the spring but that is not possible.
* BIOL 5336, NURS 6373, NURS 6383, PHAR 7303, NURS 5351, PHAR 7249 and 3 Engineering courses up for approval.
* Electronic Catalog should allow for quick approval, having a cutoff date defeats the purpose of an electronic catalog and dates us. (TN)
* Adding courses that change your degree plan can’t be done, students admitted under a degree plan in a catalog stay under that degree plan (BB)
* Executive Healthcare Administration Certificate, sub concentration in MPA. Table for next meeting in light of Dr. Tammy Cowart not being present at this meeting.
 | Approved: Motioned by Dr. Oliveras Ortiz, Seconded by Dr. Fessler |
| III. Unfinished Business | **A. Task Force – Graduate Faculty (TN)*** Topic tabled until next meeting for Dr. Geiger’s input

**B. Task Force – Graduate Program Review (MM)*** Item to be added to the “Curriculum Discussion” for Master’s External Review: The External Review Advisory Committee made a recommendation regarding the Master’s handbook to the Graduate Council. It is recommended that the following be added to Appendix A. Self-Study Guidelines, Section V. Program Quality and Impact:

 F. Curriculum Discussion The committee did not find anywhere for the self-study to include discussion/commentary/plans/etc. about the curriculum, which should be part of every study of a program’s quality and impact. Everything else looked great and the committee will next begin looking at the Ph.D. Handbook.**C. Task Force – Graduate Council By- Laws (TC)*** Topic tabled until next meeting when Dr. Cowart can attend and put her input in.

**D. QEP Update – (AO)*** Aubrey O’Toole (Graduate Student Representative) waiting to receive information on the QEP via email, has done some research as well but unable to uncover much information.

**E. Review Dashboard*** The dashboard is basically a snapshot of each program’s growth and health.
* Dr. Geiger and Dr. Wolf meet with each Program in the spring to talk about helping with growth, advertising, numbers of enrollment, etc.
* Dr. Geiger wanted suggestions on what people might like to see added to the dashboard (Please see attachment\*)
* There has been a 50% drop in STEM programs due to political climate for international students
* Working on recruiting international students who are already in the US
* Dr. Wolf suggested added how many students in each program were UT Tyler undergraduate students to the dashboard
* Dr. Fessler suggested that the dashboard be sent out to the programs before the meetings so they can be prepared to discuss the numbers and items reflected on the dashboard
* Once applications are ready for approval and the last item has been taken off the checklist the provost wants a decision made in one week, applications have sat for a month before they were approved and that is unacceptable.
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| IV. New Business | **A. Graduate Student RA’s funded by fees*** September Faculty Senate meeting presented mechanics of funding per Dr. Geiger
* Programs that have a thesis track can have RA’s funded by ISF
* RA (Research Assistant) funds equal an amount of $3,500 per student
* Conditions are that the student must be on a Thesis track and work on campus face to face
* There were 30 to be given away in the spring of 2017 and fewer than half were awarded because they requirements were not met.
* Dr. Fischer thinks that all programs should have an opportunity at this funding, Thesis or Not.
* Scholarships have increased drastically, example the New Graduate Fellowship in 2010, 30 were awarded and in 2017, over 230 were awarded. If a student is a non-Texas resident this also allows them to receive in-state tuition
* Next Step Grant is another scholarship offered to Texas Residents if there Expected Family Contribution is $5,000 or less they can receive up to 2 years of full tuition for Graduate School
* May be a working component with this Grant in the future per President Tidwell.
* There are 1,200 CBT Grad Students, 400 live in Smith County and can work 10-20 hours a week (MF)
* Dr. Fischer doesn’t think online students should be exempt and that more students should have a shot at these scholarships
* Dr. Wolf calls for thoughts and ideas to be presented at the next meeting with Dr. Geiger present
* Dr. Combs says that some students do research but end with papers or projects instead of a Thesis, so that should be considered

**B. 2017 – 2018 Closed Catalog*** Spring ’18 catalog closed in the summer and spring enrollment starts November 1st
* Table this topic to speak with Dr. Geiger at the next meeting
* Brenda asks for colleges to work on next year’s courses in advance
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| V. Announcements/ Open Forum | * No Additional Comments
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| VI. Adjourn |  Meeting Adjourned by Dr. Mary Fischer (Chair) | 2:09 pm |

\*Attachment: Program Dashboard Example

