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| Dr. Torey Nalbone (Chair) | Dr. Jenifer Chilton (CNHS) | Dr. Kathy Snella (FCOP) | Amanda Whitt (ExO) |
| Dr. Jessica Holm (CEP) | Dr. Hassan El Kishky (COE) | Dr. Erin West (Faculty Senate) | Monica Kenzi (SCOB) |
| Dr. Annamary Consalvo (CEP) | Dr. Gokhan Saygili (COE) | Dr. William Geiger (ExO) | Catherine Watkins (FCOP) |
| Dr. Mary Fischer (SCOB) | Dr. Jon Seal (CAS) | Dr. Alecia Wolf (ExO) | Brittani Riley (ExO) |
| Dr. Tammy Cowart (SCOB) | Dr. Dewane Hughes (CAS) | Rebecca McKay Johnson (ExO) |  |
| Dr. Bill Sorensen (CNHS) | Dr. Michael Veronin (FCOP) | Dr. Sam Carrell (ExO) | ( = PRESENT) |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | Zoom | 1:05 p.m. |
| II. Approval of Minutes | 1. Approval of minutes from September 11, 2020, Meeting | Motion to approve minutes – Hassan El-Kishky  2nd – Tammy Cowart |
| III. Committee Reports   1. Curriculum Committee 2. Ad Hoc | 1. Curriculum Subcommittee report and recommendations;    1. recruit new members 2. Graduate Research Assistant Task Force Proposal    1. Bill Geiger/Torey Nalbone to meet w/Provost 3. RA/TA task force for payment focus;    1. Hassan El Kishky – Head, Kathy Snella, Bill Sorenson, Torey Nalbone will reach out to SCOB for volunteers. 4. Mission/Vision/Goals committee to focus on statement clarity, clearly defining goals of Graduate School –    1. Torey Nalbone, Jenifer Chilton, Annamary Consalvo, Sam Carrell, Hassan El Kishky | A.a)1. Mary Fischer will Chair the Curriculum Sub Committee. 2 items in Curriculum Management approved and the programs have been implemented. Torey Nalbone will send the programs for an evote to approve and move forward.  B. a)1. Defer report  b)1. Remove task force, this is bigger than Graduate Council, move to Departments to work out. Grad Council can follow up later on.  c)1. defer, Torey Nalbone will try to get meeting together outside of Grad Council meeting |
| IV. Unfinished Business | 1. A review of the definition of the role of the Graduate Advisor – report deferred.    1. Dean Geiger suggested follow up w/Marsha Matthews to see where the vote left off. Torey Nalbone to coordinate. 2. Future of funding graduate study.    1. Alecia Wolf will look into scholarship disbursement through the Dept of Development 3. Graduate Research Faculty application & qualifications update (AW) 4. Submission decision inconsistencies and holistic reviews (BR) | a) 1. – Dean Geiger will get expectations from SACS on the roles of Advisor and Coordinator. Torey Nalbone and Dean Geiger will break down the assemblage of comments from everyone and they will create the responsibilities that belong to each title.  b)1.– Alecia Wolf to reunite original task force, (Tammy Cowart, Jeni Chilton, David Pearson, Torey Nalbone, Alecia Wolf) Tammy Cowart has documentation she will provide to team. Dean Geiger suggests looking at recommended actions and put them in a priority state to move forward.  c) – Graduate Research Faculty applications will be updated in a DocuSign form. It will include space for the Chair to include explanation as to why the person should be considered for Grad Research. Space will be made for College Dean and Dean of Gradaute School for any explanations necessary from them. Will remove agreed upon information that is not valuable to determining eligibility. Adjunct faculty will be a visiting GRF. Link will be added to application of standards required.  d) Need some recommended best practices from other institutions. Dean Geiger will contact system for guidance on suitable admission practices. Jessica Holm’s will share the process their department uses. Will move forward after information is received. |
| V. New Business | 1. Should emeritus faculty be allowed to serve on thesis/dissertation committees as a voting member? (BG) 2. GA policy change – keep the “fully admitted” requirement? Who will enforce? Sample [vetting checklist](https://uttyler.az1.qualtrics.com/jfe/form/SV_5bBuYmNhryYfTpP). (AW) 3. Reports on Peer Reviews of Graduate Programs (BG) | a) Emeritus allowed to serve on committees as voting member if they retired with Research status.  b) Policy states funding is only for fully admitted students. Evaluations of this program should go to SACS and we are held accountable. Alecia Wolf will follow up with Kouider Mokhtari about the oversight committee for grants in his Dept. Tammy Cowart suggested a checklist to see who all is working as a Grad Asst.  c) Dr. Berman offered that we have external peer reviews for Graduate School available from the Coordinating Board. Motion to approve the process of showing presentations to departments. Full disclosure, the Dean or Chair would advocate for resources needed from those evaluations. Motion from – Tammy Cowart |
| VI. Announcements/Open Forum | 1. Leave of absence and extentions in Grad School | a) LOA was not approved by Dean Geiger, but has been offered and form was available on website. Dean Geiger needs clarification for the need. Committee with Jenifer Chilton, Tammy Cowart, AnnaMary Consalvo will determine necessity of LOA. |
| VII. Adjourn | 1. Torey Nalbone move to adjourn | 3:06 p.m. |

**Graduate Council Curriculum Subcommittee Members**,

Update of the committee activities - Dr. Mary Fischer, Soules College of Business will assume the role as Chair for the Subcommittee.  Dr. Fischer joins the committee and the council with a significant amount of experience in the graduate operations here at UT Tyler.  She has  previously served as Chair of the Council and as Chair of this very subcommittee.   You will find her to be very organized and able to provide excellent input when you have questions about curriculum flow and expectations.

**Graduate Research Assistant Task Force Proposal**

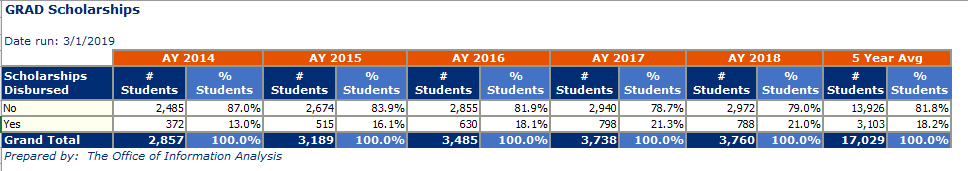
To: UT Tyler Graduate Council; Provost Mirmiran; Associate Provost Geiger

Re: Graduate Research Assistant funds

The task force has met on several occasions over the past year. While this issue is complex, we present the following findings and recommendations:

Findings:

1. The strategic plan addresses several areas relevant to graduate student funding:
   1. Impact Area: Funding Success -We will expand grant- and scholarship based financial aid.
   2. Impact Area: Encouraging Student Involvement in Research & Discovery -We will promote the UT Tyler student experience by incentivizing engagement in faculty-led research.
   3. Impact Area: Expanding Student Research Activities -We will increase the use of student research as a tool for engaged learning, critical thinking and the creation of knowledge.
   4. Initiative 2: Create Graduate Assistantships Across All Programs. The Division of Academic Affairs is making semester teaching assistantship stipends available to thesis-track students in each college. Nominated by faculty, students awarded the stipend will be committed to completing a thesis. Faculty will be committed to supporting the graduate assistant’s thesis work.
2. Based on data, Graduate Students comprise 30% of the student body, generate a lot of revenue based on formula funding, yet very few are awarded scholarships. Based on the 5 year average below, only 18% of our graduate students receive scholarships.



1. The Provost’s office has nearly doubled the amount of support for Graduate students in the past few years.
2. There is *about* $237,000 in New Grad Fellowships to award for Fall, Spring and Summer (this number changes depending on how much interest is generated by the fund during the year). This amounts to about 30 New Graduate Fellowships (NGF)/year. Other funds are made available from donor accounts that make up the remaining $207K. There is also a Second Chance Fellowship available for students who weren’t eligible the first semester that is funded through the NGF award.
3. All scholarships are physically awarded by the Scholarship Office. The Graduate School has set minimum GPA criteria for awards. A $1,000 scholarship is required to qualify for in-state tuition; it must be competitive and open to everyone. Scholarship support for graduate students has not increased in 14 years according to the Scholarship office. There has likewise been no increase in scholarship funding for Graduate students.
4. Updated amounts of Designated Tuition funded scholarships, other institutional scholarships, outside scholarships. Designated tuition couldn’t be broken out into master and doctoral but there were only about 6 doctoral awards:

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| **Outside Scholarships** | **AY 2018** |
| UGRD | $                1,568,745.00 |
| MASTER | $                    134,062.62 |
| DOCTORAL | $                      37,978.79 |
| **Total** | **$                1,740,786.41** |
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| **Designated Tuition** | **AY 2018** |
| UGRD | $                2,612,153.00 |
| MASTER | $                      82,800.00 |
| DOCTORAL | $                                      - |
| **Total** | **$                2,694,953.00** |
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| **Other Institutional** | **AY 2018** |
| UGRD | $                2,143,609.80 |
| MASTER | $                    627,086.39 |
| DOCTORAL | $                      81,240.00 |
| **Total** | **$                2,851,936.19** |

\*please note that the employee scholarship programs are included in the “Other Institutional” table. We do not believe these should count toward the total scholarship number since they are more accurately classified as “benefits.” We can’t use them to recruit students – maybe to recruit employees, but not grad students.

1. Current TA funds, offered by Academic Affairs, only support on-campus students in thesis/dissertation programs. This helps recruiting for students in those programs, but we need a comparable award for non-thesis TA/GA students.

* NGF awards are not available to School of Education. Students get discounted tuition, which is considered sufficient. The discount they receive is greater than the NGF benefit ($1000 annually).

1. Other Nursing Schools assist graduate students in completing PhD programs, including loan forgiveness. In addition, none of the premium priced programs are eligible for the awards (Academic Partnerships, Executive MPA or Executive MBA).
2. There is concern about whether any graduate program has received the funding support that was in the Coordinating Board report for its program.
3. With an increasing number of junior/community colleges offering bachelor degrees, and our new R3 status, we must invest in graduate student education.

Recommendations:

1. **RA/TA/Graduate Assistant funding should allow our graduate programs to be more competitive and increase the quality of our students. The increase to R3 status will add depth and breadth to our research. Programs and Faculty with specific expertise can attract higher quality students if we can offer assistantships for programs. It will also attract higher quality faculty who are interested in working with students on research. (See 1a, 1b, 1c, 1d above)**
2. **Graduate assistantships should be available to online programs as well. Many programs are successful at providing distance education and could be successful using distance graduate assistants. (See 1a, 1c above)**
3. **Some programs, such as Nursing, can qualify for loan forgiveness programs on the state and federal level. This would be attractive to qualifying students and currently hurts recruitment efforts.**
4. **Development of employer-sponsored tuition reimbursement or scholarship programs. It would be helpful to have a list of any of those that are currently available.**
5. **Many of the national ranking survey (US News) asks about graduate student funding, and this information is part of the ranking on indebtedness.**
6. **Advancement support is needed to provide sponsorship for graduate scholarships. It would helpful to have a Graduate student liaison in Advancement.**
7. **Funding for Graduate Students should be based on a combination of:**
   1. **Percentage of Enrollment**
   2. **Percentage of Instructional Support Fees (ISF)**
   3. **Percentage of Indirect Costs from External Resources (grants)**
8. **Some flexibility for programs to use funding would allow graduate assistant funding to be used for recruiting, diversity, growth and professional programs depending on program needs. We propose to keep the RA/TA/GA funding separate.**

**Mission/Vision/Goals**

* **Mission Statement**: The mission of The Graduate School is to work with the Provost and Vice President for Academic Affairs, the Graduate Council, the academic deans, and the graduate programs and faculty to promote excellence in graduate education.

* **Vision Statement**: The vision of The Graduate School is to support graduate student education, student success, and scholarship at UT Tyler.

* **Graduate School Goals**
  + Implement effective recruitment strategies that results in domestic and international graduate student admissions.
  + Provide professional development on relevant and timely topics for graduate faculty and graduate students.
  + Provide administrative support for departments to process completed graduate program applications efficiently.

**Graduate Advisor/Coordinator Responsibilities**

During the AY 19-20, the Graduate Dean asked the Gradate Council, to seek input on the breadth of advisor duties within the context of graduate students. Below is the responses that were provided although not comprehensive from all the programs or colleges is does represent our first look at the advisor’s activities

* Familiar with rules pertaining to Graduate Students and focus of graduate school issues for the department.
* Review applications for admission.
  + Route to the graduate teaching faculty in the department for review, with the following information provided for each applicant under consideration:
    - CGPA, GRE scores (if taken yet), recommendation letters or other consideration requirements
    - English proficiency and capacity for success in thesis or project rigors, over and above the requirements for admission to Graduate Studies
    - Whether the student may be considered for: Full Admission, Provisional Admission, Deny
  + Notify students who are accepted along with “next steps”
  + Assists student when needed in locating outside department financial assistance and scholarship opportunities within the college and university appropriate for graduate study
* Coordinate Program Assessment
* Assist with the consideration and submission of proposed graduate courses for curriculum approval
* Initially advise students and create the initial degree plan, pending choice of Thesis guidance faculty. Thesis Faculty will become primary advisor once student chooses project degree plan.
* Assist the student with background and interests to identify possible thesis advisor, when appropriate
* Academic advisement for non-thesis students
* Support students with the completion of their degree plan and planning for next stages, post graduate, by adding to the conversations about further graduate aspirations (PhD) or career development for specific career goal position
* Working with the department faculty to make sure the curriculum is current and revised as needed.
* Create the course schedule and coordinate who will teach each graduate course offered
* Coordinate and administer the Comprehensive Examinations especially for course only completions.
* Graduate Advisor responsible for academic advising
* Graduate Advisor responsible for possible thesis guidance and preparations for defense, prior to degree award.

Please review these suggested duties and be prepared to discuss to complete the action during our next Graduate Council meeting.

Application For Graduate Research Faculty Status



gradforms@uttyler.edu · STE 345 · 903-566-7457

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| **Instructions** |
| Please complete and submit this form electronically. do not print out and sign. once completed, the form will be submitted to [gradforms@uttyler.edu](mailto:gradforms@uttyler.edu) from the college dean. Page 2 must be completely filled out or the form will be returned. a current cv must also be attached to the email. please do not combine this application and the CV into a single file. |

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| **Application/Reapplication for:** | |
| ☐ Graduate Research Faculty | ☐ Visiting Graduate Faculty\* |
|  | \*Completed Thesis/Dissertation Committee Appointment form required for review |

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| **Candidate Information:** | | | | | | |
| Name: Enter Name. | | | | Highest Degree: Enter Highest Degree. | | |
| Department: Enter Department. | | | | College Name: Choose an item. | | |
| Number of Graduate Courses Taught in the Past Year: Number of Classes. | | | | | | |
|  | | | | | | |
| Please indicate the number of committees served on at *any* institution, including UT Tyler. | | | | | | |
|  | **Served as Member of (Reader)** | **Completed as Director/ Co-Director** | **Currently Under Your Direction** | | **Currently Under Your Co-Direction** | **Currently Serving as Member Of (Reader)** |
| **Master’s Thesis Committees** | Number. | Number. | Number. | | Number. | Number. |
| **Ph.D. Dissertation Committees** | Number. | Number. | Number. | | Number. | Number. |

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| In the space provided please indicate if you have participated in a graduate program in other ways (e.g. as a consultant or member of a graduate committee such as the admissions or curriculum committees)? *Please be as specific as possible*. | |
| Enter Text Here |



Application For Graduate Research Faculty Status

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| **Recommendation of Department Graduate Faculty:** | | | | | | | |
| *When there are fewer than three faculty in the department who hold the same graduate faculty credentialing status as that being sought, a faculty member’s application for membership will be acted upon by the chair and dean in the following sections, without review by the departmental faculty. Written comments may be attached, if appropriate.* | | | | | | | |
|  |  |  |  | | | | |
|  | Number voting **YES** | Enter # |
|  | Number voting **NO** | Enter # | |
|  | Number **NOT VOTING** | Enter # |
| **Total number of Graduate Faculty eligible on this application in this department:** Enter total #  **(must be three or more)** | | | | | | | |
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| **Recommendation of Department/Unit Chair:** | | | | |
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| Provide Justification for Decision | | | | |
|  | **Approved ☐** | **Denied ☐** | |  |
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| Department Chair: Enter Chair’s Name. | | | Date: Click here to enter a date. | |

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| **Recommendation of College Dean:** | | | | |
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| Provide Justification for Decision | | | | |
|  | **Approved ☐** | **Denied ☐** | |  |
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| College Dean: Enter Dean’s Name. | | | Date: Click here to enter a date. | |

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| **Action of the Dean of The Graduate School:** | | | | |
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| Provide Justification for Decision | | | | |
| **Approved ☐** | | **Denied ☐** | | Date: Click here to enter a date. |

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| **Next Review Date:** | Click here to enter a date. |

After all fields have been completed and all recommendations have been marked as approved, the college dean will forward this completed form, the current CV, and any additional supporting materials needed to The Graduate School (GradForms@uttyler.edu)   
***from your UT Tyler (@uttyler.edu) email account***.