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| --- | --- | --- | --- |
| [x]  Dr. Torey Nalbone (Chair) | [x]  Dr. Jenifer Chilton (CNHS) | [x]  Dr. Kathy Snella (FCOP) | [x]  Amanda Whitt (ExO) |
| [x]  Dr. Jessica Holm (CEP) | [x]  Dr. Hassan El Kishky (COE) | [x]  Dr. Venu Gopalakrishna-Remani (Faculty Senate) | [x]  Mohammed Alenazi (COE) |
| [x]  Dr. Annamary Consalvo (CEP) | [x]  Dr. Gokhan Saygili | [x]  Dr. William Geiger (ExO) | [ ]  Rocky Sonemangkhara (CNHS) |
| [ ]  ? (SCOB) | [ ]  Dr. Robert Sterken (CAS) | [x]  Dr. Alecia Wolf (ExO) | [ ]  Brittani Riley (ExO) |
| [ ]  Dr. Tom Roberts (SCOB) | [ ]  Dr. Dewane Hughes (CAS) | [x]  Rebecca McKay Johnson (ExO) | [x]  Dr. Sandra Peterson |
| [x]  Dr. Bill Sorensen (CNHS) | [ ]  Dr. May AbdelAziz (FCOP) | [x]  Dr. Sam Carrell (ExO) | ([x]  = PRESENT) |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | Zoom | Called to order 1:02 p.m. |
| II. Approval of Minutes | 1. Approval of minutes from February 14, 2020, Meeting
 | Motion to approve Feb 14th 2020 minutes – Jessica Holm2nd – Hassan El Kishky |
| III. Committee Reports1. Curriculum Committee
2. Ad Hoc
 | 1. Curriculum Subcommittee report and recommendations List of E-Vote Curriculum Items sent for e-vote approval Feb. 27, 2020 (p. 2-6)
2. Graduate Research Assistant Task Force Proposal (submitted in May to Amir) (JC)
 | 1. E-vote is out and documented
2. Jeni Chilton states proposal submitted by Tammy Cowart to the Provost in May. No response, waiting for feedback. Alecia Wolf states this was to be put on the agenda for CAD. Torey Nalbone stated Hassan El Kishky has a proposal that may impact and affect how this proposal looks for Grad School. Williams Geiger suggests that he and Torey Nalbne meet with Provost to go over proposal.
 |
| IV. Unfinished Business | 1. A review of this definition of the role of the Graduate Advisor: (Bill Geiger/Marsha Matthews) – report deferred.
	1. Graduate Advisors are responsible for reviewing and approving applications for admittance into the graduate program they oversee.
 | 1. William Geiger suggested a follow up with Marsha Matthews to see where the vote left off. Torey Nalbone will coordinate this.
 |
| V. New Business | 1. Future of funding graduate study at UT Tyler (TN)
2. Consider inviting SBS and FinAid representatives to sit in when necessary (AW)
3. Conditional Admits – Should our policy for conditional admits mirror the provisional policy? Students who do not maintain a minimum grade point average of 3.0 during the semesters in which they are provisionally/conditionally admitted will be denied full admission to that program.(BG/AW)
4. Proposal from COE: Ad Hoc group tasked with proposing alternative methods for payment of RA/TA (HE)
5. Grad Research Faculty applications will be converted to DocuSign forms, with a space for chairs/deans to explain their justification for supporting the approval. Should all graduate faculty or only Graduate Research Faculty vote? (BG/AW)
6. Mission/Vision/Goals for the Graduate School – need feedback to make it meaningful (TN/AW)
7. Should all programs be allowed to use the provisional performance or other considerations for a post-provisional semester holistic review? Example, student is prov admitted pending GRE. Performed poorly on GRE but makes 4.0 in first 9 hours. (BG/AW)
 | B. & D. Hassan El Kishky stated to be competitive in recruiting international students we must offer financial assistance in the form of RA/TA’s. Since those positions are salaried they don’t get that money until October. Students are being asked to pay several thousand dollars up front and are not prepared for that. He suggests a payment plan for students without financial support. Alecia Wolf suggests including SBS or Fin Aid Office to serve on a task force to discuss available options. Options may include a funding hold or waiver to start the year. Academic Dept needs to understand the process and explain it to prospective students so they are aware of what to expect. Hassan El Kishky understands students aren’t required to show proof of money in the bank. They take the letter of assistance to show the visa officer. Alecia Wolf states International students do have to provide a Certification of Financial Responsibility (CFR) before the I-20 is issued and the amount needed to show on CFR is $32,179.00 for out of state and $23,479 for in state. Torey Nalbone proposes an ad hoc group tasked with this payment focus. Invite FA and SBS as well as USAC representatives. Hassan will head this group, Kathy Snella & Bill Sorenson will volunteer. Torey will reach out to SCOB for volunteers. 1. Torey Nalbone states graduate study is approx. 15% of income coming into the University. Need discussion after the future of funding graduate study is indicated from the Provost. We compete against universities that have more money to offer to top level students. Wiliam Geiger stated that there are students at the health center that do not pay tuition. The health center receives more funding because it is health related. Department money will be very lopsided if this doesn’t get addressed before the merger. Provost Mirmiran has been very interested in gathering information on the disparity of funding for scholarships for grad and undergrad students. Torey Nalbone states the numbers show the funding coming in is weighted away from Graduate level. William Geiger would like to inquire about the terms and language in gifts that were targeted for Graduate level but weren’t disbursed accordingly. Alecia Wolf will look into this through the Department of Development.
2. Change wording in catalog “Students who do not maintain a minimum grade point average of 3.0 during the semesters in which they are provisionally or conditionally admitted will be denied full admission to that program.” William Sorenson made motion to accept, Hassan El Kishky made 2nd, unanimously voted to pass.
3. Graduate Research Faculty applications need to be moved to DocuSign for ease of use. Question is – who should vote to accept GRF’s? Currently department GRF’s vote, Torey Nalbone questions why would voting be limited? Voting defaults to Chair and Dean if there are not enough voters in the department. William Geiger looks for publications to grant acceptance to GRF. Some disciplines weight publications heavily, but others not as much. Talked with Deans about modifying the form to ask for explanation about why they are supporting this request. Sometimes electronic forms get checked off without confirming the information provided. William Geiger suggests that we include the area for explanation from the Chair or Dean in whatever method we choose to go forward with. Venugopal Gopalakrishna-Remani suggests we have minimun requirements for becoming GRF and more specific to the area their concentration is in. William Geiger states the broad requirement says continuous demonstration of scholarship in the discipline. Though not quantified in the description, he considers one per year as continuous but that is not the case for all departments. Hassan El Kishky suggests the decision belong to the Department Chair to advocate for the candidate. Different programs will have different expectations. Some programs focus on funding, some programs focus on publications. Dean Geiger just asks that an explanation accompany the request and it is not just a yes or no answer. Venugopal agrees that the decision should be based on the department needs. Jenifer Chilton agrees that the Dean or Chair be able to provide rationale for why we need an external member on Diss committee’s. Dean Geiger states Dean or Chair should decide if a new hire is accepted as GRF so they have the opportunity to build their scholarly background. Dean Geiger and Alecia Wolf will work to modify the current application form and modify the qualifications paragraph in the guidelines for everyone to view.
4. Torey Nalbone says the vision & mission statement can be more focused on what we want Graduate study to be. The current statement doesn’t clearly define and express our vision for Graduate School. Alecia Wolf agrees that Graduate Students and Graduate Study has not been given the level of prestige and awareness that students deserve. Kathy Snella agrees that more media, news attention with our merger feeds in to recruiting graduate students. Agreement from group that the mission statement and vision statements be revised to reclaim the focus on graduate studies. This needs to happen more at the institutional level. This will bring UTHSCT on board to our mission, vision and goals after the merger. Torey Nalbone suggests creating an ad hoc committee with members of each college to focus on these changes – Torey Nalbone, Jenifer Chilton, Annamary Consalvo, Sam Carrell, Hassan El Kishky . Currently there are no funds or resources available for Graduate School. Torey says there will be something more to discuss at the next meeting. Dean Geiger shared that the Dean’s agreed to 3 common themes for Graduate School. He will send this info to Torey to distribute.
5. Some programs have a formula that they require students to meet. Should be holistic reviews, difficult to tell a student isn’t ready for Grad School when they made a 4.0 their first 9 hours, etc. Dean Geiger states we have gone down several different paths to review applications but holistic isn’t always the way it goes. Provost wants decisions within 7 days, but that becomes an issue when holistic reviews take longer. Brittani Riley says the holistic review needs to be more defined. She can provide information on past students and see trends. Torey Nalbone says standards should be met, professors should not have to teach students to comprehend English to get through their course. Alecia Wolf says we can get some information from Cindy Strawn’s department to analyze. Dean Geiger says we have some information from Grad assistants. Timing is an issue too. Students are registering for classes before they get their grades from their previous semester. Alecia Wolf says it appears that some departments don’t utilize the catalog to determine eligibility and it is not consistant. We do ask for a reason for denial from the departments so we can use the information for recruiting. Torey Nalbone suggested we use a start and end date to pull applications and gather information on inconsistency from the departments.
6. Reform Curriculum sub-committee – 3 members have rotated off or changed positions - Engineeering, Business, and Ed/Psych; Torey Nalbone will reach out to those groups to recruit new members for the committee.
 |
| VI. Announcements/Open Forum | 1. Sam Carrell received the 2020 American Educational Research Association (AERA) exemplary dissertation award
 | 1. Congratulations to Sam on the awards!

Send agenda items to Torey Nalbone, Alecia Wolf, or Amanda Whitt to get on the agenda.Erin West is the new Faculty Senate Representative |
| VII. Adjourn |  | Hassan El- Hishky motion to adjourn; Jenifer Chilton 2nd the motion Meeting adjourned at 3:07 |

**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:

|  |  |
| --- | --- |
| **Outside Scholarships** | **AY 2018** |
| UGRD | $                1,568,745.00  |
| MASTER | $                    134,062.62  |
| DOCTORAL | $                      37,978.79  |
| **Total** | **$                1,740,786.41**  |
|  |  |
|  |  |
| **Designated Tuition** | **AY 2018** |
| UGRD | $                2,612,153.00  |
| MASTER | $                      82,800.00  |
| DOCTORAL | $                                      -    |
| **Total** | **$                2,694,953.00**  |
|  |  |
|  |  |
| **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.

**Items Sent for Approved by Graduate Council via Email Feb. 27, 2020**

|  | **Type** | **Name** | **Level** | **Workflow** | **Date Changed** | **User** | **RO Comments** | **Actions** | **General Comments** | **Action** | **Recommendation(s)** | **Approval** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C | New Course | [EDSI 6313 School Improvement and Accountability Models](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bC3BC671D-9576-461B-876A-113E0D0BB0FF%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | Wesley Hickey |   | NONE |   |   |   |   | Approved Previously |
| C | New Course | [EDSI 6314 Research-Based Pedagogies for School Improvement](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b93464C88-B19A-478E-AF41-102EE26ED05C%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | Wesley Hickey |   | NONE |   |   |   |   | Approved Previously |
| C | New Course | [EDUC 5048 Teaching Internship Companion Seminar II](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bA69A060D-9CCA-4D97-9E9A-EECAB18C81FC%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | Wesley Hickey |   | NONE |   |   |   |   | Approved Previously |
| C | New Course | [EDUC 5049 Teaching Internship Companion Seminar III](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b854DC0E4-94B8-41AE-A70C-9EF738EAFF40%7d) | GRAD | Graduate Subcommittee | 1/7/2020 | Wesley Hickey |   | NONE |   |   |   |   | Approved Previously |
| 1 | New Course | [HIST 5355 The Vietnam War](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b38F07D7E-C0A8-4E48-B239-E3196F689362%7d) | GRAD | Graduate Subcommittee | 1/21/2020 | Neil Gray | Comment on entry | Course Number Conflict | Waiting on College response, assigned available course number  | pending college | approve with edits | Sent to GC Chair |   |
| 2 | Change Program | [Educational Leadership M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7b49B5E6CA-BA51-4E02-AA4C-C1656D0CC993%7d) | GRAD | Graduate Subcommittee | 1/30/2020 | Wesley Hickey |   | OK |   |   | Approve | Sent to GC Chair |   |
| 3 | Change Program | [Reading M.Ed.](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7bDC184BCA-A0E9-405B-9756-BD01D8505850%7d) | GRAD | Graduate Subcommittee | 1/30/2020 | Wesley Hickey |   | OK |   |   | Approve | Sent to GC Chair |   |
| 4 | New Course | [READ 5310 Literacy Coaching Practicum](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b8F1D2910-9A5D-4F16-9B11-3479B0F47957%7d) | GRAD | Graduate Subcommittee | 2/3/2020 | Wesley Hickey |   | Added Graduate designation to college |   |   | Approve | Sent to GC Chair |   |
| 5 | New Course | [READ 5311 Literacy Coaching as Collaborative Professional Development](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b731DB504-645D-49D5-9888-89E79FCD174C%7d) | GRAD | Graduate Subcommittee | 2/3/2020 | Wesley Hickey |   | Added Graduate designation to college |   |   | Approve | Sent to GC Chair |   |
| 6 | New Course | [TECH 5333 Agile and Scrum Principles](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b17011653-FED4-4A1C-8E87-21B9A965C597%7d) | GRAD | Graduate Subcommittee | 2/3/2020 | Robert Beatty |   |   |   |   | Approve | Sent to GC Chair |   |
| 7 | New Course | [OCTH 5860 Level II Fieldwork](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b2FADCAF3-E52B-48CB-8E68-FB70F26817A9%7d) | GRAD | Graduate Subcommittee | 2/12/2020 | Yong Tai Wang | Comment on entry | Added Graduate designation to college | Input form limited in total SCH entry to 9 and that does not fit the programs plan | pending program | approve with edits | Sent to GC Chair |   |
| 8 | New Course | [OCTH 5862 Level II Fieldwork 2](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bD09A9D56-6820-433E-BF25-2012AC24D65B%7d) | GRAD | Graduate Subcommittee | 2/12/2020 | Yong Tai Wang | Comment on entry | Added Graduate designation to college | Input form limited in total SCH entry to 9 and that does not fit the programs plan | pending program | approve with edits | Sent to GC Chair |   |
| 9 | New Course | [MANA 5365 Healthcare Analytics](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7b8DBDFB8A-42AA-4F75-B425-2E8820C119E6%7d) | GRAD | Graduate Subcommittee | 2/13/2020 | Robert Beatty |   | Added Graduate designation to college |   |   | Approve | Sent to GC Chair |   |
| 10 | Change Program | [Master of Accountancy (MAcc)](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b307EF95D-25E9-41EA-BFCA-DDDECAFA7AB4%7d&item=%7bD66E00A0-E655-4F5F-A437-24C4B65C39C7%7d) | GRAD | Graduate Subcommittee | 2/13/2020 | Robert Beatty |   | Returned to Submitter as requested | Removed from flow |   | Defer not recommended for approval | Returned to program  |   |
| 11 | New Program | [Cybersecurity Certificate](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bFFD699A5-1059-4C1F-A8DD-23132146B0C9%7d&item=%7b218B939B-19D5-43A1-93F0-DD4AF2382EC1%7d) | GRAD | Graduate Subcommittee | 2/13/2020 | Robert Beatty |   | Added Graduate designation to college |   |   | Approve | Sent to GC Chair |   |
| 12 | New Program | [Data Analytics Certificate](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bFFD699A5-1059-4C1F-A8DD-23132146B0C9%7d&item=%7bEE91A578-9E86-458D-82D9-298AEA16AE13%7d) | GRAD | Graduate Subcommittee | 2/13/2020 | Robert Beatty |   | OK |   |   | Approve | Sent to GC Chair |   |
| 13 | New Course | [PADM 5307 Metropolitan Problems](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bC216D05D-7A60-4A30-A7E8-5BFE60149332%7d) | GRAD | Graduate Subcommittee | 2/18/20 | Neil Gray |   | OK |   |   | Approve | Sent to GC Chair |   |
| 14 | New Course | [PADM 5385 Studies in Demography](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b99B1C6F4-097D-4B08-81AA-85DCD86FD72F%7d&item=%7bFF143774-F2B2-4E5D-811F-9ABB248CED74%7d) | GRAD | Graduate Subcommittee | 2/18/20 | Neil Gray |   | OK |   |   | Approve | Sent to GC Chair |   |