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| Dr. Erin West, Chair | Dr. Steven Idell, Dean\* | Dr. Kouider Mokhtari, Assoc Dean\* | Dr. Torey Nalbone,  Past Chair |
| Troy White, Registrar\* | Katie Hall, Grad Admissions Exec Director\* | Dr. Jessica Bracks, Faculty Senate\* | Terra Gullings/Becky McKay, Library\* |
| Dr. Michael Morris, SCRH | Dr. Barbara McAlister, SON | Vijay Boggaram, School of Medicine | Dr. Sean Butler, CAS |
| Dr. Neil Dong, SCRH | Dr. Jon Seal, CAS | Dr. Annamary Consalvo, CEP | Dr. Nelly Yuen, CEP |
| Dr.Gokhan Saygili, COE | Dr. Mukul Shirvaikar, COE | Dr. Jose Vega, FCOP | Dr. Joe Glavy, FCOP |
| Dr. Mary Fisher, SCOB | Dr. Tom Roberts, SCOB | Dr. Anna Kurdowska, HSC | Dr. Torry Tucker, HSC |
| Kyle O’Brien, CEP Student Representative | Jennifer Moore, Graduate Student Success Coordinator\* | Cynthia Sprayberry, Graduate Council Support Staff\* | Vacancy, Student Rep SON or SOM |
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\*Non-voting attendees

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| ITEM | DISCUSSION |
| I. Call to Order | Dr. Erin West, Chair, called the meeting to order at 2:01. |
| II. Approval of Minutes | Approval of meeting minutes for January 2023 meeting.  Motion to accept with no changes by Dr. Nalbone; seconded by Dr. Morris; vote- unanimous approval. |
| III. Committee Reports  A.Curriculum Committee | A.Curriculum Subcommittee report and recommendations – Dr. Mary Fischer  There are four program changes for consideration and one new course.  After explaining the program changes, Dr. Fischer passed on the recommendation from the curriculum committee that all changes be accepted, Dr. McAlister moved that the program changes all be accepted, and the ayes carried the vote.  For the one new course, Dr. Fischer commented that the Biology course had been offered as a Topic course, and has been proven beneficial for molecular biology students, so they are making it a regularly offered class.  Dr. Nalbone added that it is common for departments to do this to see if a topic course gets enough students to add it to the regular rotation. Departments should take note that the same topic course should not be offered more than 3 times before making it a regular class.  Dr. Fischer commented that it causes problems when a course has been offered too many times as a topic course.  Dr. Fischer passed on the recommendation from the curriculum committee that the new course be accepted, Dr. Morris moved that the new course be accepted, and the ayes carried the vote.  List of Program and Course Changes, and New Programs and Courses from Curriculum Committee provided at the end of the agenda and meeting minutes. |
| IV. Updates on Graduate School | A.Dr. Steven Idell, Dean of Graduate School  Dr. Idell discussed Promotion and Tenure. He said when we have new faculty, we need to make sure mentoring takes place. Mentors can provide guidance on whether new faculty are achieving their objectives, how much time are they spending on teaching preparation and research.  Introducing research to undergrads is also an important thing that instructors should be doing. Dr. Idell said it was formative in his sophomore year in college that a professor introduced him to research and encouraged him. We need to make sure we discuss this with those that teach undergrads. The Honors program may be where to start with this process. We need to promote these opportunities so that undergrads turn into graduate students. Mentorship committees are critical.  The Graduate School is undergoing a reorganization. Jennifer Moore’s mandate is to help with retention.  There is a certification to get into medical research for medical personnel and biomedical research. The class is remote out of Houston through UT Houston/MD Anderson. It is a certification program for the CTSA.  Dr. Mokhtari commented that we have a compact group, and we are focusing on graduate students. Noah Burwell is setting up the 3 Minute Thesis competition in April, where students talk about their research.  We are working on a Graduate Student Experience Survey.  Our other mandates are Program Integrity and Student Retention and Success. We are working closely with Dr. Poonam Kumar in Online Programs.  EAB Navigate was piloted by the School of Business and was successful, so Nursing is getting it next, and it will be rolled out to other programs. Jennifer Moore is our expert on EAB Navigate, which is a program to help track student progress.  Jennifer Moore explained that from finding students, to advising and helping students get through their program, EAB helps programs track student success. Programs can use email and text campaigns to let students know things like deadlines and announcements.  Dr. Morris wanted to know if they can pull it up at HSC; it requires a UT Tyler email.  Dr. Mokhtari said it was helpful because everything you do is on record. |
| V. New Business | A.Curriculum Management Item – Troy White, Registrar  For new courses, the registrar’s office needs to know the semesters that the course is going to be offered. If a Dean or a Chair requests to offer a course in summer that is listed as a Spring/Fall class, the registrar’s office needs to know if that is a permanent change or just a one time change.  B.Academic Probation Wording – Troy White, Registrar  Referring to the hand-out he made available at the meeting, Troy White explained the proposed wording changes for Academic Probation from the Undergraduate Council. The word “probation” would be replaced with “notification” in communications with students.  Dr. Nalbone commented that individual colleges/programs would have to come up with their own definition, and it would be hard for it to be equal for all programs.  Dr. Morris said there would be some mechanics differences for graduate students and mentioned that it impacted accreditation as well.  Dr. Fischer said it would be like opening Pandora’s box.  Dr. West told Mr. White that we appreciate the information, but don’t want to address the issue at the graduate level at this time.  C.Graduate Student Funding Process – David Barron  David Barron supplied a hand-out with the sources, requirements, and applying for financial aid for graduate students. He said that there are many endowment funds with different eligibility requirements. Blackbaud is the application software for the New Graduate Followships and the Endowed Funds. The software matches students with the endowments they are eligible for. Financial Aid and Advancement have access to this system. Endowments were given to every student eligible for them. International students have to have a competitive school waiver. Those in Blackbaud are all competitive.  They are hoping to extend TRB, but it has not been approved yet.  The best process for providing funding for a graduate program’s students is the budget model, where the budget is funded at the departmental level. Last fall we had some one-time funds, but those have been used up and that is not happening going forward.  We are focused on recruitment. Soules COB is up in new enrollments. We can provide money to graduate and online programs for boosting leads.  We have a new platform for departments to share about their program, and anyone who visits the site is put in the CRM so programs can contact them.  EAB can be used to help recruit our undergrad students for our graduate programs.  Graduate programs are being asked to participate in Patriot Premier day, including the Pharmacy and Medical Schools.  CRM can help if you are doing an event. You can set up a QR code so people can scan to record their contact info for recruiting. For visits or events, a QR code will help you track what is successful; what yields results.  Dr. Roberts commented that some programs have used the green room in Marketing with Jonathan McSwain.  Mr. Barron said they are implementing Patriot Admit now to use for recruiting undergrad students to stay here for graduate school.  Dr. Vega noted that this had been very good for the Pharmacy program. |
| VI. Continuing Business | A.Review of REVISED 2023-2024 Academic Calendar (Revisions were made by the Registrar’s Office on the calendar GC reviewed at January’s meeting.)  Troy White, the registar, explained that the big change to the revised calendar was the start and end dates for semesters.  David Barron commented that the change gets us more in line with area school districts. |
| VII. Open Forum | Dr. West announced that it would be nice to have a chair elect for next year, and please express interest via email to her.  Dr. West said that she and Dr. Fischer and others are meeting with Lou Ann Berman to discuss how to do a better job of communicating the process of curriculum changes and when to submit them – the soft deadlines. As we have more information, we will report back to you.  Dr. Fischer moved that the Grad Council set up an additional zoom meeting to consider curriculum items, since there are 20+ items in the portal that need to be expedited. The meeting could take place on February 17 at 2 pm and be solely for voting on curriculum items. Dr. Fischer would send out materials, so that everyone could review ahead of time, and everyone can see items in the portal. Dr. Morris seconded, and the ayes carried the vote.  Dr. Fischer motioned that the March meeting be moved from the 10th, which is the Friday before Spring Break, to March 24th. Dr. Saygili seconded, and the ayes were unanimous. |
| VIII. Adjourn | Meeting adjourned at 2:09. |

**Curriculum Committee Items**

There are four program changes for consideration and one new course.

**PROGRAM CHANGE:**

**Department of Psychology and Counseling**

**Clinical Psychology PhD**

[https://uttyler.smartcatalogiq.com/?sc\_itemid={872130FB-AE83-46F3-9A80-4ADA98E76F33}&proposalid={F34B8C6F-937F-4037-A5EA-A9B649346EDD}#?source=%7BF34B8C6F-937F-4037-A5EA-A9B649346EDD%7D](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b872130FB-AE83-46F3-9A80-4ADA98E76F33%7d&proposalid=%7bF34B8C6F-937F-4037-A5EA-A9B649346EDD%7d#?source=%7BF34B8C6F-937F-4037-A5EA-A9B649346EDD%7D)

The PhD Program in Clinical Psychology needs to update the catalog and wanted to submit our revised degree plans for the program.  The new courses we have been approved for are in the revised degree plan.  The 99-hour degree plan is unchanged in terms of total hours.  We have reduced the amount of transfer hours acceptable to the program as well which is included in the catalog changes.  All of these changes were approved by the program faculty.  We are submitting these at one time so all changes can be addressed more efficiently.

Portion of catalog copy revision:

**Degree Requirements**

This doctoral degree program is delivered face to face on campus for the first four years. The fifth year consists of a full-time 12-month doctoral internship. Students are required to attend an orientation on the UT Tyler campus prior to beginning coursework. Students may be required to be present for other special activities throughout their program of study.

1. Minimum Credit Hours (99 cr.)
   1. Required Courses - 57 cr.
   2. Emphasis Courses - 15 cr.
   3. Practicum Courses - 18 cr.
   4. Dissertation - 6-12 cr.
   5. Internship –3-9 cr.
2. Special degree requirements (for details on university doctoral requirements, see the general graduate section of this catalog and the Clinical Psychology Doctoral Program Handbook available on the <https://www.uttyler.edu/psychology/files/phd-clinical-psychology-handbook.pdf>.

**School Counseling M.A.**

[https://uttyler.smartcatalogiq.com/?sc\_itemid={872130FB-AE83-46F3-9A80-4ADA98E76F33}&proposalid={7A663BDC-A1FD-42E3-A568-E55F9C8D6711}#?source=%7B7A663BDC-A1FD-42E3-A568-E55F9C8D6711%7D](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b872130FB-AE83-46F3-9A80-4ADA98E76F33%7d&proposalid=%7b7A663BDC-A1FD-42E3-A568-E55F9C8D6711%7d#?source=%7B7A663BDC-A1FD-42E3-A568-E55F9C8D6711%7D)

This is our record of requesting to opt-out of Patriot Admit for the School Counseling program.

**College of Education**

[https://uttyler.smartcatalogiq.com/?sc\_itemid={872130FB-AE83-46F3-9A80-4ADA98E76F33}&proposalid={58717B23-4673-4A24-A320-A860DDB70F7B}#?source=%7B58717B23-4673-4A24-A320-A860DDB70F7B%7D](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b872130FB-AE83-46F3-9A80-4ADA98E76F33%7d&proposalid=%7b58717B23-4673-4A24-A320-A860DDB70F7B%7d#?source=%7B58717B23-4673-4A24-A320-A860DDB70F7B%7D)

This catalog change streamlines the verbiage of the current admissions requirements and makes changes based on Texas Education Agency requirements for certification programs. No significant changes are being made to the admission requirements.

**School of Nursing**

Nursing Administration Certificate Program

[https://uttyler.smartcatalogiq.com/?sc\_itemid={872130FB-AE83-46F3-9A80-4ADA98E76F33}&proposalid={6AE8AE3E-83D1-4F39-B51C-59597A9A4BC0}#?source=%7B6AE8AE3E-83D1-4F39-B51C-59597A9A4BC0%7D](https://uttyler.smartcatalogiq.com/?sc_itemid=%7b872130FB-AE83-46F3-9A80-4ADA98E76F33%7d&proposalid=%7b6AE8AE3E-83D1-4F39-B51C-59597A9A4BC0%7d#?source=%7B6AE8AE3E-83D1-4F39-B51C-59597A9A4BC0%7D)

Request to change the non-Advance Practice Registered Nurse (APRN) certificates (Administration and Education) admission criteria from post-masters to post- baccalaureate. This change will match the admission criteria for the Informatics, Quality & Safety certificate. Making these changes will provide consistency in all non-APRN certificate tracks and expand educational opportunities for diverse populations.

**NEW COURSE:**

**College of Arts and Science**

**Department of Biology**

[https://uttyler.smartcatalogiq.com/?sc\_itemid={DFF37C09-613F-4767-9B15-A8DBF7A29546}&proposalid={36A4F51C-DFA9-4DDD-B7ED-26FE9B3E2792}#?source=%7B36A4F51C-DFA9-4DDD-B7ED-26FE9B3E2792%7D](https://uttyler.smartcatalogiq.com/?sc_itemid=%7bDFF37C09-613F-4767-9B15-A8DBF7A29546%7d&proposalid=%7b36A4F51C-DFA9-4DDD-B7ED-26FE9B3E2792%7d#?source=%7B36A4F51C-DFA9-4DDD-B7ED-26FE9B3E2792%7D)

**Developmental Biology**

An introduction to Developmental Biology that will focus on the developmental processes that define early embryonic formation, stem cell behavior, the genetics of pattern formation, vertebrate developmental processes, and mechanisms of evolutionary change. There will be a focus on analysis of the literature and techniques utilized to decipher developmental processes.

1) This course is required for the biology graduate program as it details how organisms grow and develop across their lifetime with an emphasis on early stages of life.  These topics are critical for a practicing biologist to know.   Furthermore, it requires students to apply material they learned in the core undergraduate courses, and places in context.

2) Currently our program contains many course focused in field biology, which are not as relevant to this subset of our students (Molecular based students). Therefore, this will provide a necessary component of course work for molecular biology focused graduate students.  This class provides an option to obtain the credits they need to graduate relevant to their long-term aspirations.

3) It has been taught as a special topics course before and has been proven to add rigor and benefit to the program.