

Graduate Council Meeting Minutes

Council Members Present: JoAnn Canales, Luis Cifuentes, Chuck Etheridge, Sherrye Garrett, Eve Layman, Jim Lee, Thomas Naehr, Patricia Olenick, Marvarene Oliver, Anita Reed, Steve Seidel, Scott Sherman, Lee Smee, Sarah Sutton, Corinne Valadez, Virginia Wheelless
Council Members Absent: Richard Balkin, Jim Gibeaut, Claudia McDonald,

Council Ex-Officio Present: Sherrye Garrett, Sarah Sutton

I. **Approval of Minutes** from January 26, 2012

Motion: To approve the minutes as presented

Moved: The motion was made by Dr. Wheelless.

Second: The motion was seconded by Dr. Reed.

The minutes, as read, were unanimously approved.

II. **Committee Reports**

Curriculum Committee - Dr. Chuck Etheridge

Dr. Etheridge shared the role of the Office of Distance Education (ODE) as the new course approval process as outlined in the flow chart sent to council members. The intent is that staff in ODE work with program faculty PRIOR to submitting new courses for approval. Discussion ensued regarding the criteria to be used, who develops it, how it will be vetted, etc. Dr. Etheridge suggested each college develop their own guidelines as CLA has done. He will share the document with Council Members.

Graduate Faculty - Dr. Scott Sherman

Dr. Sherman, on behalf of the committee, recommended 24 faculty (23 for five years and 1 for one year) for reappointments in the College of Liberal Arts. See Attachment for list of faculty. The recommendation was unanimously approved with one abstention from Dr. Seidel who was on the list to be approved.

He also mentioned that five adjunct faculty in CLA were granted Special Appointment Status in the COE - Catherine Abernathy, Tracey Calley, Frederick Capps, Catherine Cueva, & Belinda Lopez.

Dr. Sherman reviewed the proposed changes to the Designation of Graduate Faculty Document and recommended approval. After some discussion, the document was approved as amended. Dr. Cifuentes will circulate for informational purposes while it is forwarded to other entities on campus for further approval.

III. Liaison Reports

A. Library (Dr. Sutton)

After Spring Break, faculty and a selected stratified random sampling of students will be surveyed for input on resources on services provided by the Library.

The Faculty Publication Reception will be held during National Library Week (April 18-24). Chris Shupala will be mailing invitations to faculty to submit copies of any 2011 calendar year publications and creative contributions.

B. Faculty Senate (Dr. Garrett)

Dean evaluation instruments are being reviewed by Faculty Senate which currently consist of open-ended questions. They are recommending a more close-ended instrument that can be quantitatively analyzed and reported.

C. Doctoral Program Working Committee (Dr. Wheelless)

A draft summary document is being prepared and circulated for input among the committee members. A copy will be sent to Graduate Council for informational purposes.

D. Instructional Technology and Distance Education Committee (Dr. Canales)

The Office of Distance Education has been charged with ensuring that ALL courses have an online back-up and procedures for accomplishing this task will be developed. Three possible venues for doing so include:

- a. New courses as part of course approval process,
- b. Existing courses as part of program review process,
- c. Volunteer process.

Procedures adopted may need to be a reflection of a predetermined deadline, however, necessitating a shorter timeline than the current Program Review calendar allows. Council members asked Dr. Canales to please convey that there is a distinction between having "online back up for face to face courses" versus the reviewing, evaluating, consultative roles being discussed for ODE and there needs to be a clear definition of roles and expectations.

E. International Committee (Dr. Sherman)

Ongoing discussions concern how to bridge students from an ESLI program to the required courses to ensure success. Dr. Cifuentes announced that the GRE requirement for International Students will be removed from the General Section of the Graduate Catalog. Programs will still have the prerogative to require the GRE; however, the requirement will have to apply to both international and domestic students. This will make the requirement more consistent across student populations.

F. Retention Committee (Dr. Seidel)

The committee members are examining the data and it appears that the 1st semester of the sophomore year is showing more attrition. There also seems to be a spike in the admissions of students in the bottom 25%ile of their High School graduating class. Among the topics for discussion have been the issue of developmental course offerings and the contribution of online course to the attrition rate. He was asked to inquire about the retention data for graduate students.

G. Research Committee (Dr. Lee)

The report will focus on 1. defining the roles and responsibilities and expectations of administrators and faculty, 2. Determining the resources needed to get TAMUCC to the emerging research institution status, and 3. Reviewing how faculty are classified/how workload is distributed at peer institutions.

H. "Critical Communications" Committee (Dr. Canales)

A new committee has been formed comprised mostly of staff across different

departments on campus to share/discuss changes to procedures, timelines, and deadlines to enhance communication at TAMUCC. Information will be shared as appropriate.

IV. Matters Arising None

V. Adjournment

Dr. Lee moved to adjourn the meeting at 3:40 p.m.

Attachment 1: CLA Faculty recommended for Graduate Faculty Status

- David Blanke
- Pamela Brouillard
- Diana Cardenas
- Patrick Carroll
- Catherine Cox
- Susan Garza
- Mark G. Hartlaub
- Janis Haswell
- Sam Hill (1)
- Diana Ivy
- Robb Jackson
- Vanessa Jackson
- Daniel Jorgensen
- Joseph Jozwiak
- Louis Katz
- Cristina Kirklighter
- Dorothy McClellan
- Elisabeth Mermann-Jozwiak
- Pamela Meyer
- Andrew Piker
- Anthony Quiroz
- Greg Reuter
- Philip W. Rhoades
- Barbra Riley
- Carey Rote
- Steve Seidel
- Nancy Sullivan
- Sharon Talley
- Susan Wolff-Murphy
- Robert Wooster

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