



# COLLEGE OF GRADUATE STUDIES

Approved

## Graduate Council Meeting MINUTES

February 13, 2014  
2:00 PM  
Faculty Center 177

**Council Members Present:** Richard Balkin, JoAnn Canales, Charles Etheridge, Sherrye Garrett, Melissa Jarrell, Scott King, Eve Layman, Claudia McDonald, Thomas Naehr, Patricia Olenick, Anita Reed, Stephanie Rodriguez, Scott Sherman, Lee Smee

**Council Members Absent:** Robert Cutshall

**Ex-officio present:** Christine Shupala

**Ex-officio absent:** Bryant Griffith

**Council Guest Absent:** Evan Paret

### I. Approval of Minutes from January 23, 2014

**Motion:** To approve the minutes (with Dr. Sherman's correction to 3b.)

**Moved:** The motion was made by Dr. Balkin.

**Second:** The motion was seconded by Dr. Garrett. Unanimously approved.

### II. CGS Updates – Dr. JoAnn Canales: Request for suggestions of graduate faculty to highlight in the Marketing and Communications recruiting view book.

A. **Move to ApplyTexas – Implications for deadlines and related issues:** The homegrown application is no longer in use; ApplyTexas was developed primarily for UG admissions; CGS will be working with ApplyTexas to improve graduate application process.

Issues: Deadlines in ApplyTexas are hard and programs are removed for applicants after the posted deadline; Discussion of implications for scholarship applications and the importance of aligning scholarship and program deadlines across programs for each college with enough time to get scholarship information to Financial Aid in a timely manner; early applicants may have more opportunity to receive funding.

B. **Assistantships:** Discussion regarding outdated rules and increased stipends. Intention to move towards the higher end of the new ranges as opportunities present themselves per Presidents' Cabinet 12-16-2013 minutes; annual evaluations for graduate assistants will be implemented; recommendations in the assistantship handbook may influence the updating of University Rules and Procedures. Rules must be approved by System; Procedures can be approved more quickly since they are at University level only; Inconsistencies between departments with regard to pay

and FTE cause issues with out-of-state tuition waivers and administration of GAs must align with Texas Education Code; Provost has asked for procedures in hiring GAs.

**C. Scholarship Awards – Allocations and guidelines:**

Discussion of new graduate scholarship guidelines developed by Scholarship AdHoc Committee during Fall 2013. Discussion of Hinson-Hazelwood refund and resulting Success Scholarships. Success summer awards must be made by August 31. Colleges were asked to decide how to use the money for new students for a 10% increase in enrollment; if enrollment targets are not met, funds will be redistributed. Success scholarships are handled by Institutional Advancement/Scholarship Office, not by CGS.

**D. Graduate Student Appreciation Week – Planning Committee/Ideas:** April 7-11; Request to send additional ideas to Dr. Canales by February 18; night events and web options were proposed.

**E. Graduate Awards:** The College of Graduate Studies received 27 nominations, 15 were eligible for awards and were sent to colleges. Awards Committee will select awardees on Feb 21. Winners will be notified immediately and plaques will be given during Graduate Student Appreciation Week.

**F. Phi Kappa Phi Honorary Society:** Petition has been sent

**III. Subcommittee Reports**

**A. Curriculum – Dr. Sherrye Garrett**

**i. Action Item: COE Catalog Copy:**

Recommendation: To approve the COE as submitted.  
Unanimously approved.

**B. Rules and Procedures – Dr. Scott Sherman**

**i. Action Item: Catalog Copy, CGS:** Issues of concern: Recommendation for future consideration to add another grading code in addition to credit/no credit as current code may not be appropriate for certain courses and may affect students' academic standing. Discussion of revalidation process followed and some concern was voiced that the revalidation process was time-consuming and may discourage completion of a student's dissertation.

Recommendation: To approve changes to the general section of the graduate catalog as submitted by the subcommittee.  
Vote: 11 In Favor. 1 Opposed. Recommendation passed.

**ii. Action Item: Graduate Assistantship Handbook:** Proposed pay ranges were discussed. Dr. Canales clarified that those pay ranges were approved by President's Cabinet in December.

Recommendation: To approve Graduate Assistantship Handbook as submitted.  
Unanimously approved.

- iii. **Action Item: Graduate Faculty Request:** Three (3) T/TT, 6 associate, and 13 adjunct graduate faculty applications were reviewed and recommended for approval. Six (6) special appointment requests were also reviewed by the subcommittee. Increasing volume and type of special appointment requests is cause for concern.

Recommendation: To approve all reviewed T/TT, associate, and adjunct requests. Unanimously approved.

- iv. **Discussion: Bylaws Update:** Draft bylaws have been sent to Dr. Canales for review.

#### IV. **Liaison Reports**

- A. **ITDEC – Dr. Naehr:** Nothing to report with regard to CGS.
  - B. **Graduate Student Representative – Evan Paret:** Absent
  - C. **International – Dr. Scott King:** No report, committee has not met.
  - D. **Faculty Senate – Dr. Bryant Griffith:** Absent, emailed report.
  - E. **Library – Dr. Christine Shupala:** Library is getting ready for annual collection of publications and scholarly/creative activity products. Faculty are encouraged to submit publications/citations. Information about free workshop on March 5 on copyright and use of materials for teaching will be sent out. Workshop will be in webinar format; can be done from anywhere.
  - F. **Retention – Dr. Scott Sherman:** No report, committee has not met
- V. **Matters Arising:** Masters Working Group: Discussion regarding duplication of GC efforts, representation of GC members in working group, equal participation across colleges. College Deans recommended representatives. Attendance by GC members is welcome. Meeting will be Friday Feb 14 from 10:00 am - noon.

#### VI. **Adjournment**

Dr. King moved to adjourn the meeting at 3:12 pm.

<b>TENTATIVE FUTURE MEETING DATES:</b> 2/27; 3/27; 4/10; 4/24; 5/8; 5/22
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