

Graduate Council Meeting MINUTES

Approved
January 14, 2016
01:00 PM
Room LIB-220

Council Members Present	Yolanda Keys; Dulal Kar; Charles Etheridge; Sherrye Garrett; David Gurney; Corinne Valadez; Chris Bird; Frank Spaniol; Glenn Blalock; JoAnn Canales; Monica Hernandez; Thomas Naehr; Linda Gibson-Young
Council Members Absent	Anita Reed; Joseph Mollick; Richard Smith
Ex-Officio Members Present	Corinne Valadez; Catherine Rudowsky

I. Approval of Minutes from December 10 Meeting

- A. December 10 Minutes were reviewed and approved unanimously.

II. Reports and Updates

A. Graduate Council Chair – Dr. Chris Bird (pro-tem for Dr. Anita Reed)

- i. Nothing new to report or update.

B. CGS Updates – Dr. JoAnn Canales

- Faculty Forums will be scheduled for late February to early March on Fridays around 01:00 p.m. Topics being considered for the agenda include services provided by CGS, resources for students, resources for faculty, e.g., data analyses available and time for Q/A. Graduate Council members were asked to provide input for additional topics.
- Five-year programs have been discussed. Provost has asked Sharon Talley to take the lead on exploring next steps given all of the contradictory information learned to date, e.g., number of UG hours required, SACS requirement for double-dipping of courses, etc.
- Catalog Copy – Dr. Sanford, the new Administrative Fellow in the Provost's Office, has been asked to oversee this process. Dean Canales proposed that CGS review new courses and new programs and leave catalog copy to the purview of Faculty Senate. Currently, new program/new course review and catalog copy have been blended and the number of issues that have arisen has exacerbated and seriously delayed the approval processes. E.g., College of Business exec MBA program, online KINE and READ programs, etc.
- Would like to recommend that in the future, any action on new course and program requests be a denial, an approval or tabled if there are revisions to be made to ensure that these cycle back and actions are appropriately documented. Current process of "approval with recommendations" does not work.
- Motion was made and seconded that decisions on all new courses and program proposals will either be approval, denial, or tabled. Motion carried unanimously.

C. Committee Reports

- i. Curriculum – Dr. Charles Etheridge
 - 1. Action item: Approval of NURS and GRAD courses.
 - a. Four of the courses were accepted as is; four were accepted once revisions were completed. Subcommittee recommended approval of all submitted NURS and GRAD courses. Council approved all NURS and GRAD courses.
 - b. Dr. Valadez questioned the timing of when the courses were presented and voted on – why could this not wait until Council Members returned from holiday break?
 - i. Dr. Naehr responded that courses were submitted late, but that timing of the review and approval was necessary due to a financial aid requirement stating that courses must be approved in the previous fall semester in order to be offered in the following fall.
 - ii. Dr. Etheridge will discuss implementing a deadline for new course proposal submission with committee in order to improve review and approval process.
- ii. Rules and Procedures – Dr. Sherrye Garrett
 - 1. Action item: Master's Student Handbook
 - a. Discussed at last meeting; ready for approval
 - b. Subcommittee recommended approval of Master's Handbook as submitted. Council approved Master's Handbook unanimously.

D. Liaison Reports

- i. ITDEC – Dr. Richard Smith – Absent, no report
- ii. Faculty Senate – Dr. Corinne Valadez
 - 1. No report – first Faculty Senate meeting is next week
- iii. Library – Dr. Catherine Rudowsky
 - 1. New roof will be completed by the end of February; look for leaks as the sections are replaced.
 - 2. Food is now allowed in the library.
 - 3. Began advertising the i3 Suite on the library's website.

III. Unfinished Business

- A. Spring Graduate Faculty forums – request for topics
 - i. Provide forum topic ideas to Dr. Canales by Friday January 22nd.

IV. New Business

- A. Discussion item: survey of graduate program coordinators – Dr. Thomas Naehr
 - i. Survey shows that most graduate program coordinators receive some workload reassignment time, but that there are large discrepancies between Colleges.

- ii. Graduate Council will draft a statement to the College Deans recommending more equitable workload reassignment time for program coordinators.
- iii. Dr. Blalock recommends using common language such as “Best Practices” from College Station.
- iv. Dr. Kar asked how to determine how much workload reassignment time to allow and how the summer session should be handled.
- v. Dr. Bird suggested using a percentage of the total workload vs. a fixed number of credit hours to make the process applicable to every College as faculty in different Colleges have different teaching expectations.
- vi. Rules & Procedures Subcommittee will prepare a statement for Graduate Council to review.
- vii. Dr. Spaniol will share workload reassignment practices provided by College Station.

B. Discussion item: three-year UG degree programs – Dr. JoAnn Canales

Current TAMUCC admissions requirements require applicants to have a 4-year degree from a regionally accredited institution (as do most other IHEs). However, some international students may not have either a 4-year degree or one from a regionally accredited IHE.

Texas State (who does not work with outside evaluation companies/organizations) follows American Association of Collegiate Registrars (AACRAO) guidelines for the admission of international students. The only 3-year degrees they consider as equivalent to a US bachelor degree are degrees from Great Britain. They also allow applicants from European (Bologna) countries with a 3-year degree to be considered if a graduate program wants to consider these students. They do not accept any other 3-year degrees.

Rules & Procedures subcommittee will explore the issue and make a recommendation which 3-year degrees to accept for graduate admission.

C. Discussion item: Holistic admissions processes – Dr. JoAnn Canales

Study of admissions practices at TAMU-CC suggest that we may need to focus on how we utilize various criteria so that we not only grow enrollment but *intentionally* grow enrollment to reflect a diverse population. Currently, our HSI campus top three groups are whites (44%), Hispanics (31%) and international (14%) – every other group (Black/Asian/Native American) is less than 1%. Who we admit, as well as how they are supported are critical issues for retention and completion.

Currently, TAMUCC’s completion record (2008 data allowing for 7 years of completion) is: 68% - masters’; 54% - doctoral. In addition to GPA/transcripts/language proficiency (if needed), admission criteria on this campus are in order of prevalence:

Essays (all 37), letters of recommendation (26), resumes (13), interviews (7), writing samples (4), portfolios (2).

Notable was the absence of *specific* criteria/rubrics for analysis (Likert scales vs true rubrics with descriptors for each point on the scale). Clear need to focus on intentionality, explicitness and transparency.

CGS will consider these practices as we revisit our strategic plan for recruitment and retention, which will be presented to the Council in early spring.

V. **Matters Arising**

- A. New Student Orientation is Tuesday January 19th from 4:30–7:30 pm in the CI Building.