Graduate Council Meeting
MINUTES

Council Members Present  Dulal Kar; Charles Etheridge; Sherrye Garrett; David Gurney; Corinne Valadez; Frank Spaniol; Glenn Blalock; JoAnn Canales; Monica Hernandez; Thomas Naehr; Steven Seidel; Linda Gibson-Young; Pamela Greene; Joseph Mollick; Richard Smith

Council Members Absent  Anita Reed; Chris Bird; Yolanda Keys

Ex-Officio Members Present  Corinne Valadez; Catherine Rudowsky

I. Approval of Minutes from January 14 Meeting

Dr. Gurney moved to approve the January 14 minutes; Dr. Valadez seconded the motion. Minutes were approved unanimously.

II. Reports and Updates

A. Graduate Council Chair – Dr. Anita Reed

No update, Dr. Reed was unable to attend; Dr. Garret served as pro tem chair.

B. CGS Updates – Dr. JoAnn Canales

Enrollment data to date:
Preliminary data suggest master’s enrollment increased by 5%
Doctoral enrollment is down 17%
Update will follow after census date

University Procedure 12.99.99.C3.01 – Graduate Faculty:
Four-page document circulating among Deans will be shared with GC members when all edits have been made. Thanks to Dr. Naehr’s careful review, several initial omissions were reinserted. Discussion where document will go next. University Rules state Faculty Senate must review/approve the procedure.

i3 Meet and Greet was a great success
Four colleges were represented with almost 60 students attending

Dr. Seidel: 3MT participants needed at the master’s level; asked Council to recommend students. Avery Scherer will be presenting at the regional competition in South Carolina. Dr. Canales: 3MT will become recurring event.

Dulces con la Dean
Students from COE and CSE attended; among the ideas shared were:
Students would like venue to share research across disciplines
Students are concerned about fees, especially online students who are unable to use all facilities.
Suggestion was made to better publicize who is attending conferences; recently, 22 TAMU-CC students and faculty from CSE were at a conference without knowing about each other; would make it easier to organize dinners, etc. as other institutions do.

TENTATIVE FUTURE MEETING DATES:
2016: 02/25, 03/10, 03/24, 04/14, 04/28, 05/12
Dr. Canales: changing the delivery method for degrees to online can cause problems for students who expected the program to be face-to-face (distance learning fees, residency requirement for international students…). These factors have to be considered when programs are planning to switch to online instruction.

C. Committee Reports
   i. Curriculum – Dr. Charles Etheridge
      1. Action item: Approval of MBA catalog section
         Tabled due to insufficient time for the subcommittee to review. Group will meet following week to review the MBA section and associated ACCT course.
      2. Action item: Three-year UG degree programs – Bologna agreement
         Will also be discussed the following week.
   ii. Rules and Procedures – Dr. Sherrye Garrett
      1. Action item: Graduate faculty applications
         Subcommittee recommended approval of all submitted graduate faculty applications. Recommendation passed unanimously.

D. Liaison Reports
   i. ITDEC – Dr. Richard Smith
      Colleges are taking turns reporting on online instruction (existing and planned programs, attitude toward online programs, number of students in existing programs…); CGS will report in May.

      University of the Highlands in Scotland has reached out to offer common online programs with TAMUCC; CONHS and CSE have expressed interest.

      TEES has reached out to offer more continuing education courses through their platform. TEES will pay for digitizing and host the courses; faculty will be compensated on a percent-basis up to $30,000. This won’t count toward regular workload. Lauren Cifuentes can provide more information.

      Dr. Canales asked a question about the University’s accessibility plan. Significant amount of money is spent on making services (testing etc.) ADA compliant. Not many students use the services.

      Dr. Rudowsky: Library makes every effort to make all new products accessible.
      Dr. Smith: all online courses have to be ADA compliant, but this requires significant funds and time. No University is fully compliant. ODELT helps with accessibility, but gives priority to courses that have students who identified themselves as needing special accommodations.

      UAS online certificate is being developed.

      SACS may require certificate of readiness before students can take classes online. Short (15 min) session may be developed to help students get the certificate.
Request for 24/7 helpdesk for distance education students is being discussed. Helpdesk currently closes at 10:00 p.m. local time on workdays. Will possibly be outsourced.

ii. Faculty Senate – Dr. Corinne Valadez
Several University rules are being reviewed:
Change to faculty performance review categories; new categories will be: excellent – effective – standard – unsatisfactory; Colleges to develop implementation plan.

Switch to annual review of University administrators is being considered. May provide an opportunity for more timely feedback.

Online KINE and READ programs will be recommended for approval by Faculty Senate. Question Dr. Canales: is online delivery mentioned in the 2016/17 catalog? Dr. Spaniol will check.

Executive MBA will not be presented to Faculty Senate for approval. FS Academic Affairs committee has requested additional information.

Question Dr. Gibson-Young: is there a timeline for the approval of the NURS DNP courses? Courses are being reviewed, but no specific timeline exists.

iii. Library – Dr. Catherine Rudowsky
Popular reading section is being added to collection and will be available by Spring Break.
IOL account will be migrated to new system and will allow central authentication.
RFID gates are installed and sensors are being placed in all library materials.
The University Library Committee is being revived.
Electronic resource and serial librarian was hired
Scholarly communications librarian position is being advertised.

III. Unfinished Business

A. Spring Graduate Faculty forums – request for topics
Suggestions:
Dr. Spaniol: What does it mean to be a member of the Graduate Faculty?
Dr. Garrett: What funds are available to graduate student?

Dr. Canales mentioned that CGS will be providing limited (up to $1000) travel and research funds to graduate students on a competitive basis. Application form is being developed.

Dr. Spaniol: Session on Outstanding Graduate Awards may also be a good forum topic.

B. Graduate program coordinator workload reassignment – Dr. Sherrye Garret
Rules and Procedures Subcommittee will draft a letter requesting that all Colleges provide equitable workload reassignment to graduate program coordinators.

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Discussion followed whether the letter will be necessary if proposed workload rule passes. Yes, because rule may not pass in its current form.

C. Holistic admissions processes – Dr. JoAnn Canales

Nothing new to report.

IV. New Business

A. Graduate Council meeting schedule

Graduate Council will revert back to meeting every second and fourth Thursday for the remainder of the spring semester.

B. Proposed catalog review process

A new catalog review process has been proposed by Academic Affairs. New process will have shortened timeline and a new “super-committee.” Discussion of proposed process followed. Concerns were that adding another committee will further strain faculty time and workload, that the new process does not address the issue that existing processes and deadlines are not being followed, and that Faculty Senate would still duplicate much of the work of Graduate Council.

Dr. Naehr: real issue is that new program/course review is comingled with catalog review, which causes delays and confusion.

Recommendation was made to invite Dr. Sanford (Academic Affairs fellow) to the next meeting to talk about the proposed process.

C. Discussion item: Graduate recruitment and outreach through Carnegie Communications http://www.carnegiecomm.com – Dr. JoAnn Canales

Dr. Canales outlined university agreement to use Carnegie Communications for graduate student recruitment. Company will field calls in SSC and forward questions to program faculty. Discussion followed who would answer students’ questions (program coordinators?) and why this information had not been shared with faculty until now.

V. Matters Arising

None – meeting adjourned at 2:40 p.m.