



# COLLEGE OF GRADUATE STUDIES

## Graduate Council Meeting MINUTES

Approved  
January 26, 2017  
01:00–03:00 PM  
Room LIB-208

Attendees:

COB	✓ Dr. Monica Hernandez	✓ Dr. Joseph Mollick	<input type="checkbox"/> Dr. Alexandra Theodossiou
COEHD	✓ Dr. Corinne Valadez	<input type="checkbox"/> Dr. Frank Spaniol	✓ Dr. Lynn Hemmer
CLA	✓ Dr. David Gurney	✓ Dr. Charles Etheridge	<input type="checkbox"/>
CONHS	✓ Dr. Yolanda Keys	<input type="checkbox"/> Dr. Pamela Greene	✓ Dr. Sara Baldwin
CSE	✓ Dr. Chris Bird	✓ Dr. Dulal Kar	<input type="checkbox"/> Dr. David Felix
CGS	✓ Dr. JoAnn Canales	<input type="checkbox"/> Dr. Thomas Naehr	✓ Dr. Steve Seidel
Ex-officio	✓ Dr. Catherine Rudowsky		

I. Approval of Minutes from January 12 meeting

Motion to approve January 12 minutes passed with two abstentions.

II. Reports and Updates

A. Graduate Council Chair – Dr. Charles Etheridge – no update

B. CGS Updates – Dr. JoAnn Canales

i. Funding Your Future website

Fund Your Future is a bilingual website, where available grant-funded opportunities for underrepresented minorities at TAMU-CC will be posted.

ii. Scholarship recommendation

The report from Third Coast Higher Education should arrive on campus soon. Current model of CGS oversight over graduate scholarships is outcome of 2013 Financial Aid audit.

iii. FastTrack Programs

No reduction of graduate hours will occur. Six graduate hours will be counted toward both degrees.

iv. Stacked Courses Charge

Stacked courses offerings are being reviewed by the Provost Office.

Per Dr. Aldridge-Stanford, Graduate Council is being asked to recommend a process for review to ensure differentiated assignments and rigor and may necessitate a form.

Discussion: Rather than create a new process/form, the current form could be adapted to ensure the current process is being followed. Curriculum sub-committee will discuss and make a recommendation to GC.

v. Orientation Update

Discussion regarding SACSCOC recommendation for graduate student orientation. CGS is now tracking attendance, however, not all programs require their students to

attend, nor do all program coordinators attend. Programs that have their own orientation should create similar tracking documentation, including agenda and number of attendees.

Dr. Valadez stated that two COEHD students attended who are not on the circulated list and asked how students are counted. A: Students are counted when they check in – if students did not check in, they were not counted.

vi. Program Handbook Update

A list of program handbooks that were readily accessible to students on program websites was shared. Recommendation to have a program handbook was made and a suggested template was shared for programs that may need to create a new handbook. Template was discussed. Individual sections can be tailored to each program's need.

vii. Rule for University committee for catalog/new program/new course review has been developed. Will need to have discussions re: function of current curriculum sub-committee.

viii. The use of Starfish for graduate students, a retention software used by the university for undergraduate students, was discussed.

C. Committee Reports

i. Curriculum – Dr. David Gurney

The Curriculum subcommittee voted to approve the proposal for the MS in Athletic Training pending minor revisions and completion of the financial section. Course syllabi will be submitted later. The subcommittee recommended approval of the proposal. The Council approved the program unanimously.

ii. Rules and Procedures – Dr. Joseph Mollick

1. Action item: graduate faculty applications

The subcommittee will meet soon to discuss what documentation is needed for the subcommittee to make a recommendation on pending applications.

D. Liaison Reports

i. ITDEC – Dr. Frank Spaniol - Not present – no report

ii. Faculty Senate – Dr. Corinne Valadez

Undergraduate studies will have representation on Faculty Senate. Constitution and bylaws will be amended accordingly.

Senate has been very complimentary of the Graduate Council's Curriculum Subcommittee, which is very thorough in its reviews.

Nominations for six faculty and student excellence awards are being solicited and are due tomorrow.

Dr. Keys – When will the academic calendar be published? A: No date has been given yet.

Faculty Senate will meet with Chancellor John Sharp during his visit to TAMU-CC.

iii. Library – Dr. Catherine Rudowsky

Second Outstanding Author event will be held on February 23<sup>rd</sup> at 2:00 pm in the library. Jeremy Conkle from Chemistry will be honored.

Update of thesis submissions – An option to allow/disallow search engine searching of theses and dissertations is available on ProQuest. If option is unchecked, theses will not be searchable. Dr. Rudowsky asked why students may choose to uncheck the option.

iv. International – Dr. Joseph Mollick

The study abroad program interviewed two applicants both of whom declined the offer. A search committee is being assembled to hire a replacement for Karin Griffith.

III. Unfinished Business

A. Memo in support of CPIRA request to increase graduate assistant stipends

No action taken.

IV. New Business

A. Graduate Council review of stacked courses

See CGS updates.

V. Matters Arising

Dr. Kouzekanani was recommended for CSGS award. He did not receive the award, but was ranked among the top three candidates.

Meeting adjourned at 2:02 pm.

TENTATIVE FUTURE MEETING DATES:

2017: 02/09, 02/23, 03/09, 03/23, 04/13, 04/27, 05/11