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| Dr. Mary Fischer (Chair) | Dr. Mark Lewis (CEP) | Dr. David Pearson (COP) | Ms. Brenda Burton (REG) ExO |
| Dr. Marsha Mathews (CAS) | Dr. Hassan el-Kishky (COE) | Dr. Leanne Coyne (COP) | Chelsea Miller (GC) ExO |
| Dr. Randy LeBlanc (CAS) | Dr. Torey Nalbone (COE) | Ms. Rebecca Fernandez (LIB) ExO | Michael Giordano (GC)ExO |
| Dr. Nicholas Fessler (CBT) | Dr. David Criswell (CNHS) | Dr. William Geiger (GC) ExO | Student (COE):Pedro Zavagna |
| Dr. Dennis Combs (CEP) | Dr. Jennifer Chilton (CNHS) | Dr. Alecia Wolf (GC) ExO | Student (): TBD |
| Dr. Gary Miller (FS) ExO | Terra Gullings (LIB) | Jeanne Standley (LIB) |  |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order | Called to order by Dr. William Geiger | 1:27 p.m. |
| II. Approval of Minutes | Approval of minutes from October 2016.   * Approved: contingent on a few corrections (proper wording and grammar) | Unanimous Approval |
| III. Committee Reports   1. Curriculum Committee 2. Ad Hoc | 1. Curriculum Subcommittee (ML) 2. Ad Hoc Committee Report and Proposals: (TN) |  |
| IV. Unfinished Business | 1. Program Review (Strategic Plan)  * 9 courses brought to the council for review and approval:  1. Proposal: HECC 5317   Type: Course name change  Approved   1. Proposal: MENG 5306   Type: change course description  Approved   1. Proposal: MENG 5328   Type: Change in prerequisites  Approved contingent on changes made   1. Proposal: MSCE   Type: Catalog copy change – admission wording. Change spelling of word “graduate” in data base description  Approved contingent on changes made   1. Proposal: MSCE   Type: Catalog copy change – add 4 + 1 option  Approved   1. Proposal: MSEE   Type: Catalog copy change – add 4 + 1 option  Approved   1. Proposal: MSCE   Type: Catalog copy change – add option to take Engineering course rather than Math course: Change name in database  Approved contingent on changes made   1. Proposal: ALHS 53XX   Type: New course  Changes needed: Identify open course #, add course description, purpose, and objectives in database  Approved contingent on changes made   1. Proposal: HECC 5313   Type: New Course  Changes Needed: add course description, purpose, and objectives in database  Approved contingent on changes made   1. Number of times a degree seeking student can stay on probation (AW)  * Someone on continued probation should have to meet with an advisor each time  1. Faculty Ambassadors – Travel $ for recruiting (AW) 2. Review/act on proposed language  * The Graduate Dean offers small student recruitment grants (up to $1,500) to support program activities that directly contribute to the recruitment of high quality graduate students. * Preference will be given to departments and programs that demonstrate efforts to recruit underrepresented groups to their disciplines, and to efforts that leverage other funds. * Eligible activities include, but are not limited to, bringing prospective students to campus, visits to out-of-state recruitment fairs or professional conferences, or development of recruiting materials.  1. Non-degree seeking probation (AW) | C. A set amount is available for recruiting activities. |
| V. New Business | 1. Differentiation of cross-listed graduate/undergraduate courses (WG)  * We have many cross listed courses between the 4000 & 5000 course number range. If it is an undergrad course should it be the same name as the graduate course or should the difference between the two be distinguished by naming the undergraduate course the name and the graduate course the name with advanced in front of it. (WG) * Ex: Undergraduate: Physics * Ex: Graduate: Advanced Physics * The course descriptions are already this way in Civil Engineering and it works very well. (TN) * Ad Hoc Committee formed to review the cross-listed undergraduate and graduate courses to determine criteria and evaluations. They will also develop narrate for inclusion in the SAC report pertaining to the differentiation between the two levels of courses. * The Committee Members are the Following: * Marsha Mathews (Chair) * Nick Fessler (CBT) * Dennis Combs (CEP) * Hassen el-Kishky (COE) * Jennifer Chilton (CNHS) |  |

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| VI. Announcements/ Open Forum | * In regards to student’s GPA: when still an undergraduate student and taking graduate courses as you finish your Bachelor’s degree the Graduate courses do not get counted in the student’s graduate GPA. Should it? (WG) * Dual careers will allow student’s graduate courses taken as an undergraduate to count in the GPA of their graduate career. * Motion for approval: Dr. Torey Nalbone * 2nd: Dr. Nick Fessler * Encourage all Grad students to fill out a FASFA for financial needs also Academic Affairs will be providing about 30 assistantships. * Scholarly communications working group (TG) * Develop a program to educate and inform UT Tyler faculty about scholarly communication issues and increase awareness of:  1. Copyright policies and issues 2. Author rights 3. Open access 4. Scholar Works at UT Tyler (institutional repository) 5. Predatory journals/Directory of OA journals  * We currently have around 500 individual scholarly items in the que and they have been downloaded roughly 2500-3000 times across the world, which is viewable at [www.scholarworks.uttyler.edu](http://www.scholarworks.uttyler.edu) :Google Maps | Will undergraduate students be able to take graduate courses and have them count in their graduate GPA?  Help and Remind Graduate Students of Financial Help and options.  The Library will be forming a working group to educate faculty on topics regarding scholarly work. |
| II. Adjourn | Dr. William Geiger, 2nd Dr. Nick Fessler | Adjourned at 3:22 p.m. |