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| --- | --- | --- | --- |
| [x]  Dr. Mary Fischer (Chair) (CBT) | [x]  Dr. David Criswell (CNHS) | [ ]  Dr. Robert Sterken (CAS) | [x]  Dr. Gary Miller (ExO)  |
| [x]  Dr. Dennis Combs (CEP) | [x]  Dr. Jenifer Chilton (CNHS) | [x]  Dr. David Pearson (COP) | [x]  Chelsea Miller (GC) ExO |
| [x]  Dr. Yanira Oliveras Ortiz (CCEP) | [ ]  Dr. M Sathyamoorthy (COE) | [x]  Dr. Fadi Alkhateeb (COP)  | [x]  Brenda Burton (ExO) |
| [x]  Dr. Nicholas Fessler (CBT) | [ ]  Dr. Torey Nalbone (COE) | [x]  Dr. William Geiger (GC) ExO | [x]  Terra Gullings (ExO) |
| [ ]  Dr. Tammy Cowart (CBT) | [x]  Dr. Marsha Matthews (CAS) | [x]  Dr. Alecia Wolf (GC) ExO | [ ]  Aubrey O’Toole: Student (CAS) |
| [ ]  Zack Billings: Student (COP) |  |  |  |
| ([x]  = Present) |  |  |  |

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| ITEM | DISCUSSION | ACTION |
| I. Call to Order |  Called to order by Dr. Mary Fischer (Chair) | 1:02 p.m. |
| II. Approval of Minutes | Approval of minutes from December 2017 meeting* Approved: contingent on a few small corrections
 | Unanimous Approval |
| III. Committee ReportsIV. Unfinished Business | **A. Curriculum Subcommittee report and recommendations (TN)*** Attachment of recommendation List Below (1)
* Art 5395 and Art 5396 no need for change, need to be cleared
* CBT/Tech courses
* MOT courses deferred, change from ENIF title
* NURS courses approved, all but one that is deferred
* ENG courses approved
* PHAR change of program and 12 courses approved
* What is the role of faculty in the curriculum process? (NF)
* The by-laws say the subcommittee is supposed to meet face to face as peers and it is their duty to evaluate courses set forward and determine if additional resources are needed. (MF)
* OCTH courses should say why they are adding the courses and what resources will be used for these course, is the purpose of the committee to be the syllabus police? (NF)
* Terra Gullings (LIB), sends out courses to faculty asking if they need resources
* Brenda Burton (REG), monitors syllabus and registrar items, there is also a new program form available (BB)
* There are standards for what a syllabus requires but some courses come forward without the requirements being met (WG)
* If we don’t stop them from moving forward before changes are made to the syllabus, how can we ensure the changes get made? (BB)
* It is a problem when a new program comes about without enough faculty to support it (WG)
* We have been inconsistent about how the approval process goes, MOT was approved everywhere before here because they didn’t want to bother people with something that might not happen. Recommended way would be for it to be approved by the University and then go to academic affairs. (WG)
* Program change and new program form, 6 questions were added as guidelines by SACS to address what the programs need. (WG)
* What level of detail do we need in a syllabus? What do we want to require as a body? (WG)
* There are 13 elements that are currently required by Academic Affairs for a syllabus to be approved (WG)
* Do we need the 13 elements? (NF)
* 13 Elements Task Force created to address the elements and what a syllabus should contain moving forward. (MF)
* Serving on Task force: Dr. Fessler (Chair), Brenda Burton and Yanira Ortiz

**B. Ad Hoc Committee Report and Proposals*** RA Fund Task Force still working
* Task Force has added more members, Dr. Combs, Dr. Sterken and Dr. Criswell
* Working to report in the near future

**A. ByLaws of the Graduate Council*** Dr. Fischer proposes we approve the bylaws that we discussed at the last meeting. We as a council report to The Dean of The Graduate School. See bylaws attached below (2)
* Dr. Matthews moves, Dr. Fessler seconds. Approved
 | Unanimous ApprovalUnanimous Approval of Bylaws |
| IV. New Business | **A. Discussion of Conditional Admission and Impact of Expired Courses and possibility of implementing a floor/lower limit for GPA(WG) (AW)*** There are no minimums for conditional admission, meaning anyone can be conditionally admitted currently (AW)
* Example, if someone has a 2.0 GPA they should not be conditionally admitted because they are too far off from a 3.0 GPA which would allow them to be fully admitted.
* Graduate Restart allows for a clean slate but they only have 9 credit hours to raise GPA, students should only be conditionally admitted if they can recover in the allotted time. (AW)
* Expired courses need to be evaluated, what if someone leave on probation and comes back after a 10 year period? (AW)
* As a conditional admit, a student can receive financial aid (AW)
* Topic tabled until next time to gather more information on what departments are conditionally admitting and on what standards (MF)
 |  |
| V. Announcements/ Open Forum | * Dr. Fischer requests all courses be in by the February meeting
* Will plan to meet on February 9, but also February 23 if everything is not in.
* Dr. Marsha Matthews serving as Chair Elect and will take over as Chair for the 2018-2019 fiscal year.
 |  |
| VI. Adjourn |  Meeting Adjourned by Dr. Mary Fischer (Chair) | 2:26 pm |

Attachment (1): Graduate Council Sub-Committee on Curriculum

Recommendations for action on submitted curricular items 12 Jan 2018

In the table below, please find the recommended actions on the each of the identified curricular item as it was submitted by the CM system by the host program for consideration. These submissions have been reviewed by the subcommittee, including a representatives of the Registrar’s office and the Library. The recommended action is made following the assurance that the item(s) is (are) in compliance with all components of program and or course requirements for publication in the catalog of UT Tyler.

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| Program | Course | Description | Key Issue | Rec. Action | Follow-up |
| Art | Art 5395 | Thesis I | Resolved | No Action | Dr. Geiger will address |
| Art | Art 5396 | Thesis II | Resolved | No Action | Dr. Geiger will address |
| Art | Art 5397 | Exhibition | Change TLC | Approve | N/A |
| Technology | Lean 6 ∑ Black Belt | Program Change | None | Approve | N/A |
| Technology | Supply Chain Mgmt. | Program Change | None | Approve | N/A |
| Ind. Management | MSIM | Program Change | None | Approve | N/A |
| Technology | TECH 5336 | New Course | Resolved | Approve | N/A |
| Technology | TECH 5348 | New Course | Resolved | Approve | N/A |
| Occ. Therapy | MSOT | New Program | None | Approve | Courses to follow |
| Occ. Therapy | OCTH 5175 | New Course | Syllabus deficient | Defer | Approve pending changes |
| Occ. Therapy | OCTH 5210 | New Course | Syllabus deficient | Defer | Approve pending changes |
| Occ. Therapy | OCTH 5300 | New Course | Syllabus deficient | Defer | Approve pending changes |
| Occ. Therapy | OCTH 5320 | New Course | Syllabus deficient | Defer | Approve pending changes |
| Occ. Therapy | OCTH 5335 | New Course | Syllabus deficient | Defer | Approve pending changes |
| Nursing | NURS 5381 | New Course | Syllabus completed | Approve | N/A |
| Nursing | NURS 5383 | New Course | Syllabus completed | Approve | N/A |
| Nursing | NURS 5387 | New Course | Syllabus completed | Approve | N/A |
| Nursing | NURS 5389 | New Course | Syllabus completed | Approve | N/A |
| Nursing | NURS 5385 | New Course | Syllabus deficient | Defer | Approve pending changes |
| Nursing | ENIF 5381 | Inactivate | ENIF to NURS | Approve | N/A |
| Nursing | ENIF 5382 | Inactivate | ENIF to NURS | Approve | N/A |
| Nursing | ENIF 5383 | Inactivate | ENIF to NURS | Approve | N/A |
| Nursing | ENIF 5384 | Inactivate | ENIF to NURS | Approve | N/A |
| Nursing | ENIF 5385 | Inactivate | ENIF to NURS | Approve | N/A |
| Mech. Engineering | MSME | Program Change | None | Approve | N/A |
| Civil Engineering | MSCE | Program Change | None | Approve | Update name in CM system |
| Pharmacy | Pharm. D. | Program Change | None | Approve | Update name in CM system |
| Pharmacy | PHAR 7203 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 7219 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 7301 | New Course | Completed | Approve | N/A |
| Pharmacy | PHAR 7413 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 7613 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 7182 | New Course | Completed | Approve | N/A |
| Pharmacy | PHAR 7281 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 7294 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 2711 | New Course | None | Approve | N/A |
| Pharmacy | PHAR 7192 | New Course | Completed | Approve | N/A |
| Pharmacy | PHAR 7193 | New Course | Syllabus completed | Approve | N/A |
| Pharmacy | PHAR 7582 | New Course | None | Approve | N/A |
| Ed. Psych | Clinical Mental Health Counseling, M.A. | Program Change | None | Approve | N/A |
| Ed. Psych | School Counseling, M.A. | Program Change | None | Approve | N/A |
| Ed. Psych | Curriculum and Instruction, M.Ed. | Program Change | None | Approve | N/A |
| Ed. Psych | EDUC 5372 | New Course | None | Approve | N/A |

(2) Attachment:

**BYLAWS OF THE GRADUATE COUNCIL THE UNIVERSITY OF TEXAS AT TYLER October 3, 2007
Revised April 16, 2010**DRAFT 1-5-2018

**ARTICLE I**

Name

The name of this body is the Graduate Council of The University of Texas at Tyler.

**ARTICLE II**

Purpose

Section 1 The Graduate Council is the graduate faculty’s advisory body to the Provost and Vice President for Academic Affairs regarding graduate education at UT Tyler. The Graduate Council reports through the Graduate School on matters pertaining to graduate education.

Section 2 In particular, the Graduate Council shall advise the Provost and Vice President of Academic Affairs, through the Vice Provost and Dean of the Graduate School, with regard to:

 a. The setting of policies and procedures for the operation of graduate programs.

 b. The growth of graduate studies at UT Tyler.

 c. The approval of all graduate programs offered by the university.

d. The setting of minimum university-wide standards for admission to and graduation from graduate programs.

e. The approval of program exceptions to university graduate admissions and graduate administration policies.

f. The means by which proposed and existing graduate programs can be strengthened.

g. The qualifications for designation as graduate faculty.

Section 3 The Graduate Council also makes advisory reports to the Faculty Senate as a courtesy.

**ARTICLE III**

Membership

Section 1 The Graduate Council shall be composed of members elected from the Full or Provisional members of the Graduate Faculty of the University as hereinafter described. Included are the Vice Provost and Dean of the Graduate School and two graduate students, one from each of two Colleges (following a rotation among the total number). Student members will be chosen by their College Deans.

Section 2 Each college with graduate programs shall have two representatives on the Council. The Chair and Chair-elect are considered at-large members and are not counted in the number of college representatives. Representatives shall serve staggered three year terms with terms of service beginning in the fall semester. The Registrar, Director of Graduate Admissions, Director of the Library, and the Dean of the Graduate School shall be ex-officio non-voting members.

Section 3 Each college determines its own procedure for the selection of representation to the graduate council from its eligible members.

Section 4 In the event of a resignation or inability to continue term of office or the college representative is elected to serve as Chair or Chair-elect, the Dean for the College will appoint an interim representative or initiate the college’s procedure for selection of another representative to fulfill the unexpired term.

**ARTICLE IV**

Officers

Section 1 The officers shall be the Chair and Chair-elect.

Section 2 The Chair-elect will be voted on by the Graduate Council membership at the first fall meeting of each even year. The term of Chair will be for two years starting the fall of each odd numbered year. The Chair and Chair-elect will serve as at-large members.

Section 3 In the absence of the Chair, the Chair-elect will fulfill the duties of the Chair.

**ARTICLE V**

Meetings

Section 1 Regular meetings of the Graduate Council shall be held each month, except May, June, July, and August, unless deemed necessary by the Chair or the Vice Provost and Dean of the Graduate School.

Section 2 Special meetings may be called at the discretion of the Chair or the Vice Provost and Dean of the Graduate School.

Section 3 A quorum for the transaction of Council business shall be a simple majority of the members of the Graduate Council.

**ARTICLE VI**

Committees

Section 1 The standing committees appointed from the membership of the Graduate Council are the Executive Committee and the Curriculum committee.

Section 2 The Executive Committee shall consist of the current Chair, Chair –elect and Dean of the Graduate School. This committee shall prepare the agenda for all meetings of the Council. At the Vice Provost and Dean of the Graduate School’s request, the Executive Committee may make advisory recommendations on University policy but such recommendations shall be reported to the Council at its next regular meeting.

Section 3 The Curriculum Committee will consist of one representative from each college offering graduate education, including the Committee Chair, and shall be appointed by the Chair of the Graduate Council. This committee shall review and make recommendations on all new courses, course changes or deletions, new programs, program changes or deletions, and new certificates.

Ex-officio members will be the Registrar, Director of Graduate Admissions, and the Director of the Library, or their designated representatives.

The Committee should set a regular time to meet and review materials and bring the recommendations to the Graduate Council in the form of a report for its next regular meeting.

Section 4 The Council Chair may appoint ad hoc or special committees for any appropriate purpose.

Section 5 Each committee shall give careful consideration to all matters referred to its attention, and report to the Graduate Council on its deliberations, with or without recommendations. Referrals to committees may be made by action of the Chair or by vote of the Council.

**ARTICLE VII**

Parliamentary Authority

Robert’s Rules of Order Newly Revised shall apply to all meetings of the Council except where inconsistent with these Bylaws.

**ARTICLE VIII**

Amendments

Section 1 Proposals for Bylaws amendments shall be submitted in writing or electronically to the Chair and placed on the Agenda of a regular meeting for discussion. Such proposals must then be placed on the table for action at the next meeting of the Council. The proposed amendment must be conveyed in writing or electronically to the membership at least one week prior to the meeting.

Section 2 The vote to change the Bylaws is two-thirds of the total membership of the Council eligible to vote.

**ARTICLE IX**

Supersession

Section 1 Nothing in these Bylaws is intended to be inconsistent with the present or future Board of Regents Rules, or University Policies, or other University policies or regulations that have been duly issued.

Section 2 Where there may be an inconsistency between these Bylaws and present or future Board of Regents Rules, other University Policies or regulations or policies that have been duly issued, the latter shall prevail.