

# ***Graduate Council***

## ***Meeting Minutes***

September 16, 2005

### **I. Call to order**

**Dr. Jeff Brown** called to order the regular meeting of the **Graduate Council** at **12:15** on **September 16, 2005** in **Provost Conference Room KL 330**.

### **II. Roll call**

Dr. Brown passed around a roll call/sign-in sheet for all those present. The following persons were present: Doris Rosenow, Tagi Sagafi-nejad, Trace Pirtle, Sean Chadwell, Louise Autio, Peter Haruna, Diana Gutierrez-Villarreal, Jerry Thompson, Terry Shepherd, Roberto Heredia, & John Maxstadt. In *absentia* were Juan Lira, Willie Cargill & Oscar Reyna.

### **III. Approval of minutes from last meeting**

Graduate Council members read the minutes from the last meeting. The minutes were tabled by Dr. Chadwell, recommending a revised version & 2<sup>nd</sup> by Dr. Brown but left pending without approval as read. There was a discussion between Dr. Heredia & Dr. Sagafi pending the re-wording of the mission statement without “customer service”.

Mr. Maxstadt requested that Dr. Brown provide a corrected mission statement for the next meeting. He also requested that the minutes be circulated prior to each meeting & questioned the idea that SACS exams be used as graduate entrance exams.

### **IV. Open issues**

#### *a) Change in Office Name*

Dr. Brown explained the change in OGSR office name to the council. Dr. Sagfi asks about the domain of the name while Mr. Maxstadt questions “Research” in office name & asks if all research comes through this office. Dr. Brown explained that only sponsored research would come through OGSR.

#### *b) Staggered Terms*

Straws were drawn by all council members & the results are listed below.

Peter Haruna -COAS- 2 yr. term

Willie Cargill -COBA- 2 yr. term

Juan Lira -COED- 2 yr. term

Doris Rosenow -SON- 1 yr. term

Sean Chadwell -COAS (At-large)- 1 yr. term

Roberto Heredia -COAS (At-large)- 1 yr. term

John Maxstadt -Library (At-large)- 2 yr. term

Terry Shepherd -COED (At- large)- 2 yr. term  
Jerry Thompson -COAS (Appointment)- 1 yr. term  
Tagi Segafi-nejad -COBA (Appointment)- 1 yr. term  
Trace Pirtle -COED (Appointment)- 1 yr. term  
Louise Autio -SON (Appointment)- 2 yr. term  
Diana Villarreal -Student Representative  
Oscar Reyna –Registrar

c) *Make-up and Implementation of Sub-committees*

- Graduate Faculty Membership Committee - Members elected or appointed?
  - Dr. Thompson suggested that some be appointed & others elected.
  - Dr. Brown suggested that Academic affairs committee becomes Graduate Council.
  - Mr. Maxstadt suggested appointments would make it even.
  - **MOTION:** Dr. Chadwell moved to put off this Sub-Committee until the criteria have been decided. Motion was 2<sup>nd</sup> by Mr. Maxstadt. The motion passed unanimously. Dr. Chadwell also suggested that this committee be all-inclusive rather than a sub-committee.
  - The decision was made to make this item the bulk of the next meeting agenda.
  
- Graduate Academic Affairs Committee – When and how to implement
  - Dr. Sagafi stated that clear duties & responsibilities of University Curriculum Committee need to be provided. He also asked about when *academic affairs committee* should be existent.
  - Dr. Shepherd & Dr. Brown discussed new program's available or being developed. These include the following programs; Communication Disorders, Online Criminal Justice, & Psychology.
  - Dr. Chadwell suggested committee begins by reviewing new programs & later the existing ones until it's decided how the process will work. He doesn't feel a sub-committee is currently needed.
  - Dr. Brown explained that the Provost would like for this committee to be implemented slowly.

d) *Graduate Faculty*

- Order of colleges will be as follows: COBA, COAS, COED, & SON.
- Dr. Sagafi recommended criteria for faculty should be an all-inclusive summary of academic work with a 1 page cover letter & resume in 1 CV.
- Dr. Haruna asked what the time frame for the process was. (Fall'06)
- Dr. Thompson & Dr. Chadwell suggested Spring for the next Graduate Council election & teaching Fall.

- Dr. Chadwell stated that all Graduate teaching is part of Graduate Council & as such they should certify graduate faculty, in fact all those currently teaching have been cleared for this year. He also pointed out that there should be different levels of graduate faculty.

e) *On-line Graduate Courses (Dr. Chadwell)*

- Dr. Chadwell proceeded to explain to the council about Dr. Keck's "mandate" for online courses due to a lack of students. Dr. Keck is requesting that online courses in the programs of Political Science, English, Spanish & History be made available by the Spring semester. Dr. Chadwell respectfully disagrees with Dr. Keck's timeline, he feels more time is needed. He also believes that the quality of the course may be affected & that the graduate council should express concern but without being reactionary.
- Mr. Maxstadt recommended that Distance Education needs to be reviewed & assessed. He also stated that when moving or converting to online delivery of courses, the course will change.
- Dr. Shepherd discussed the development of the Distance Education Committee which requires the Provost approval.
- Dr. Sagafi asked if the drive for online courses is financial or to be on the leading edge. He also recommended asking that the University provide the tools necessary to proceed with this task & if faculty may volunteer rather than be appointed.

f) *Lamar Bruni Vergara Educational Fund*

- Dr. Brown passed out copies of the LBV summary sheets to all attendees for review of final results.
- Dr. Thompson asked about Non-TAMIU LBV student funding & about Assistantship numbers.
- Dr. Shepherd asked about the procedures for the selection process.
- Dr. Sagafi added that this years Ph.D. students GMAT scores were well above 600.

g) *New Graduate Application*

- Dr. Brown distributed the new application to all attendees & explained that everyone will receive an e-mail from admissions indicating when the new application is being accepted. He also stated that the new application will be available online soon.

- Dr. Heredia questioned “resident alien” terminology in item #11 and asks for an amendment to item #12. He would like to add the category of “other” with the other choices listed.

## V. New business

### a) *Elimination of Research Track and the effects on Graduate Studies/Graduate Faculty*

- Dr. Shepherd suggested research faculty should be on lower course load. He states that research is a valuable component of teaching.
- The issue was tabled until further notice with no action taken now.
- Dr. Brown recommended limiting faculty on research tract to 10-15% of the faculty for a 2 yr. appointment & also awarding up to 2 FTE sabbaticals per year. Those who are on research tract or sabbatical could not re-apply for 5 years.
- Dr. Thompson reminded the attendants that anyone applying is eligible.
- Dr. Sagafi asked if there was a PDP in existence?

### b) *Other Issues:*

#### i) *Proxy representation for those unable to attend*

- Dr. Sagafi suggested to allow Proxy’s if two provisions are met; conflict of interest or illness and may not use proxy more than on 2 occasions.
- **MOTION:** Dr. Haruna proposed no Proxy & motion is passed unanimously.
- **MOTION:** Mr. Maxstadt moved to allow visitor’s & have open meetings; motion 2<sup>nd</sup> by Dr. Chadwell. Motion was passed unanimously.

#### ii) *Retake policy for Special Issues/Topics courses (Dr. Brown)*

- Dr. Sagfi suggested that retake policy should not be addressed by the Graduate Council.

#### iii) *Size of graduate courses (Dr. Shepherd)*

- Dr. Shepherd discussed setting limits for course size because he currently doesn’t have enough materials to teach all students registered for the class & is having to borrow from the school districts.
- Dr. Sagafi believes that each college & department should discuss this topic but with no ceiling.
- Dr. Thompson believes it’s relevant for someone to raise this issue with concern.
- Dr. Brown suggested that more faculty are needed or less students.
- Mr. Maxstadt suggested that someone should draw up a resolution.

#### iv) *Top-down program development (Dr. Shepherd)*

- Dr. Shepherd believes that if Top-down program is implemented, then poor schooling system will develop. He also stated that the faculty feel they are being ignored by the administration

*v) Guidelines for Graduate Advisory Committees (Dr. Haruna)*

- Dr. Haruna recommended standard uniformity should be required for the selection process & that the Communication & Publication Committees be ad-hoc committees.

**VI. Adjournment**

**Dr. Thomson** adjourned the meeting at **2:10**. Dr. Sagafi 2<sup>nd</sup> motion. Motion passed unanimously.

Minutes submitted by: Dr. Jeff Brown & Suzanne Alford

Minutes pending approval by: Graduate Council