

University Graduate Council

March 26, 2021 Meeting Minutes

Call to order

Dr. Coronado called the University Graduate Council meeting to order at 11:00 am on Friday, March 26, 2021.

Roll call

Present: Marcus Carey, Jennifer Coronado-UGC Chair, Ediza Garcia, Juan Garcia Jr., Triana Gonzalez Valdez, Tonya Huber, Adam Kozaczka, Heidi Landry, Runchang Lin, Diana Linn, Mehnaaz Momen, Abhijit Patwardhan (Call in User), Benjamin Rawlins, Haibo Wang, Franco Zamora.

Taking Minutes: Virginia Morales

Absent: Rose Saldivar, Ruby Ynalvez.

Approval of minutes from the last meeting – February 21, 2020

Motion: To approve the minutes for the last meeting on February 21, 2020 by M. Momen, Seconded by T. Huber.

Vote: Motion carried by unanimous vote

Resolved: Minutes from the last meeting on February 21, 2020 approved

New Business

- I. Dr. Coronado welcomed and introduced Mr. Franco Zamora, TAMIU ARC Grant Writing Consultant to the University Graduate Council committee members. The graduate level writing assistance services were shared with the University Graduate Council in order to promote the services with the TAMIU graduate students. Mr. Franco Zamora shared all the graduate level writing support services, writing resources, and thesis resources provided by the TAMIU ARC Grant.
 1. Graduate Tutoring Sessions- Available for individual and small groups of graduate students for discussions on assignments or essays.
 2. Thesis and Dissertation Support Sessions- Help with formatting structure and organization, sentences and grammar, or brainstorming and discussion.
 3. Online Assistance- Consultation can be made either through video, phone, or chat.
 4. Writing & Professional Workshops- Professional development and writing-focused topics.
 5. Graduate Writing Review Services- Writing services offers feedback on structure, organization, grammar, and other text-based comments.

Mr. Franco Zamora also shared the Graduate Student Academic Success Center office hours and flexibility available to all graduate students and the Writing Consultation page link was shared by Dr. Jennifer Coronado in the University Graduate Council meeting chat.

- II. Dr. Coronado shared a faculty concern with the thesis deadline. The faculty concern was the deadline was unrealistic because of how early a graduate student needs to submit their thesis and recommended for the thesis submission deadline be moved to the last class day. Dr. Coronado explained to the committee why the last day would be unrealistic by going over what happens after a student submits their thesis to the college.
1. The College of Arts and Sciences Associate Dean reads and approves the content of the thesis. Miguel Rangel from COAS reviews the thesis table of contents, citations, and references and works with the graduate student to make necessary corrections/edits. Dr. Coronado also stressed that this process is very time consuming. Once the COAS Dean's Office approves the thesis, it is submitted to the Graduate School.
 2. Franco Zamora conducts a thesis formatting review and works with the graduate student for any necessary corrections/edits for the final submission. Once the graduate student obtains final approval from the writing consultant, the student receives instructions to upload into the ETD system.
 3. Dr. Coronado also mentioned the Registrar's Office has a deadline where they must submit and certify the student graduation report to the National Clearinghouse and the Coordinating Board.

Dr. Coronado also shared that now that the university is implementing Microsoft Teams, Franco is working to implement the collaborative writing feature. Franco and Miguel will pilot this new program feature by uploading the graduate student thesis submissions into Microsoft Teams collaborative writing program for both to be able to work and provide the student with feedback simultaneously.

After sharing the thesis deadline concerns, thesis process, and the new pilot collaborative writing feature, Dr. Coronado proposed moving the thesis COAS deadline from April 16, 2021 to April 30, 2021 two weeks before the Registrar's Office deadline. Dr. Coronado asked if everyone agreed on the new thesis deadline, then the Graduate School can move forward updating the deadline on the thesis webpage and get the word out.

Dr. Coronado addressed another thesis faculty concern that if there are any funds available to support students who aren't able to complete Thesis II in one semester. Graduate School is looking to provide funding to thesis students who have shown significant progress toward completing Thesis II but are still working on data analysis or some things. Graduate School has funding through the Lamar Bruni Vergara assigned to graduate student research related items and can support students that may need to take Thesis II a second semester. Dr. Coronado hopes that pushing the thesis deadline two weeks forward will help the students.

- III. Dr. Coronado presented to the University Graduate Council the MA English department review and rankings for the MA English External Reviewers. The MA English External Reviewers' Dossiers were attached to the UGC zoom meeting calendar invite and on the zoom meeting screen for the UGC review and recommendations.
- 1st Dossier- Dr. Katherine Sugg
2nd Dossier- Dr. Jeffrey Herlihy-Mera
3rd Dossier- Dr. Tess Chakkalakal
- Motion: To approve the MA English External Reviewers ranking submitted by the department by E. Garcia.
Seconded by A. Kozaczka
Vote: Motion carried by unanimous vote

- IV. Dr. Coronado presented the next item to review - Additional Masters' Degree Policy. Graduate School has seen students who already hold a master's degree reapply and are interested in using courses already applied to their first earned master's degree (double dipping). SACS and the Texas Higher Education Coordinating Board require for a Masters' Degree program to be a minimum of 30 semester credit hours of unique course work. Each TAMIU college has a unique policy and can be found in the TAMIU Catalog.
- The College of Education policy does not allow the same course credit to be applied to more than one master's degree.
 - The College of Arts and Sciences policy does not allow the same course credit to be applied to more than one master's degree, except in the Master of Public Administration program that requires 48 hours. The student is allowed to bring in nine semester credit hours of electives of a previously earned master's degree. The student still needs to take more than 30 semester credit hours of unique course work to earn the MPA degree.
 - The Dr. F.M. Canseco School of Nursing does not allow the same course credit to be applied to more than one master's degree, except in the Family Nurse Practitioner program that requires 48 hours and the Nursing Administration program that requires 31 hours and they both hold the same core courses of 12 semester credit hours.
- V. Dr. Coronado announced to the University Graduate Council that TAMIU now has access to Qualtrics. Qualtrics is similar to Survey Monkey but with more capabilities to use by faculty or students with their research and surveys. Qualtrics link was shared with UGC via email after the meeting.
- VI. Dr. Coronado provided a list of Graduate School calendar items.
- April 6, 2021 Create Your Bibliography with RefWorks, Virtual-BB Collaborate, 2:30 pm
<https://www.tamtu.edu /cees/arc/professional-dev.shtml>
 - April 20, 2021 Defending & Submitting Your Thesis/Dissertation, Virtual, 5:30 pm
 - April 28, 2021 SPSS Tutorial, LBV computer lab, noon and 5:30 pm
 - TBA TAMUS 17th Annual Pathways Student Research Symposium
Texas A&M University - College Station

Adjournment

Motion: To adjourn University Graduate Council meeting by M. Carey, seconded by R. Lin.

Vote: Motion carried by unanimous vote

Resolved: University Graduate Council meeting adjourned at 11:58 am.