Graduate Council Meeting Minutes

**Council Members Present:** JoAnn Canales, Luis Cifuentes, Chuck Etheridge, Claudia McDonald, Eve Layman, Jim Lee, Patricia Olenick, Marvarene Oliver, Anita Reed, Steve Seidel, Scott Sherman, Corinne Valadez, Virginia Wheeless

**Council Members Absent:** Jim Gibeaut, Thomas Naehr, Richard Balkin

**Council Ex-Officio Present:** Sherrye Garrett, Sarah Sutton

I. **Introductions** -

*Canales opened the meeting. Welcomed everyone and asked members to introduce themselves.*

II. **Election of Chair** -

*Sherman nominated Oliver to serve as Chair.*

*Etheridge motioned to elect by acclamation.*

*Wheeless seconded the motion.*

*Oliver was elected to serve as chair by acclimation.*

III. **Approval of Minutes from May 12, 2011**

**Motion:** To approve the minutes as presented

**Moved:** The motion was made by Etheridge.

**Second:** The motion was seconded by Olenick.

The minutes, as read, were unanimously approved by members present at the
May 2011 meeting.

IV. Goals for 11-12

1. Cifuentes shared that since Grad Council served in an advisory capacity to the Dean of Graduate Studies, he would not be voting on any of the action items.

2. Grad Council representation will be needed on three task forces:
   a. TAMUCC as an emerging research institution
   b. Retention
   c. Doctoral Processes
      Cifuentes will chair the doctoral processes group that will include representation from:
         the Library (Shupala)
         Doctoral Programs in Science and Engineering (2)
         College of Business (1)
         Fine Arts (1)
         CONHS (1)
         COE (2)
         Graduate Council (1)
      Among the issues to be addressed are: thesis clerk, quality of dissertations, timelines, committees - selection and # individuals can/should serve on.

3. The importance of expediting processes so issues can be addressed in a timely fashion.

4. The need to formalize grad council processes via the development of procedures

V. Committee Assignments

Canales shared the membership roster and the subcommittee structure.
Subcommittees will elect their own “chairs” with the exception of the Graduate Faculty subcommittee to be led by Sherman as the committee will be revisiting the rules and procedures addressed in FY11.

Discussion ensued regarding grad council membership and leadership as well as subcommittee membership which further emphasized the need for procedures to provide direction.

A decision was made to keep the curriculum committee to 3 members except when
discussing changes to rules and procedures. The Rules and Revision subcommittee, however, will keep 5 members with each college represented. Canales invited the Faculty Senate and Library liaisons to serve on that committee as well.

VI. **Catalog Copy Deadlines**
Canales shared the catalog copy guidelines for FY13 and 14. Cifuentes and Canales will visit with Cely Smart regarding the process for transmitting the documents to preclude the chaos experienced in FY11.

VII. **New THECB Rules**
Canales shared the highlights of the new program review guidelines and will send the entire document along with the Sept minutes. Among the highlights shared:

a. New guidelines mirror existing practice for the most part.

b. Calendar will need to be extended until 2018 and adjustments in scheduled program reviews will need to be made to adhere to the 20% rule.

c. Where possible UG will be coordinated with the G program reviews to maximize use of external reviewers, one of whom must be from out of state for graduate programs.

Canales asked that the information be conveyed to the colleges and Cifuentes will discuss with the Deans so that the new calendar can be finalized and submitted to the Coordinating Board.

VIII. **Matters Arising**
1. Sherman gave an official welcome to the new building and conference area and Canales added that the next meeting will be in the same room and all future meetings will need to be scheduled month by month.

2. Wheeless asked that the catalog copy deadlines be non-negotiable so that the committee work can be done on a timely basis. Cifuentes will include the deadlines and the process in the RGS newsletter.

IX. **Adjournment:** Etheridge moved that the meeting be adjourned at 3:25 p.m.