

**MEETING OF THE GRADUATE ASSEMBLY
THE UNIVERSITY OF TEXAS AT ARLINGTON**

DATE: October 6, 2016
TIME: 2:30 pm
PLACE: San Saba Room, University Center
PRESIDING: Rod Hissong, Presiding Chair

ATTENDING: Ali Abolmaali, Pranesh Aswath, Karabi Bezboruah, Beverly Black Courtney Cronley, Radley Davis, Duane Dimos, Rod Hissong, Raymond Jackson, Hemanshu Jain Kumar, David Keller, Peter Kroll, Andrew Milson, Diane Mitschke, Sophia Passy, Edmund Prater, Peggy Semingson, Lewis Wasserman

Guest(s): Loraine Phillips, Ginger Davis, Brenda Davis, Andy for Rebecca Bichel

I. Call to Order

The meeting of the Graduate Assembly was called to order at 2:30 pm by chair, Dr. Rod Hissong.

II. Introductions

Dr. Hissong welcomed guests to the Graduate Assembly.

III. Consideration of Minutes

The minutes from the April 7, 2016 Graduate Assembly meeting were unanimously approved.

IV. Dr. Duane Dimos, Vice President for Research

Dr. Dimos thanked the GA for successfully graduating 200+ doctoral students in AY 2016.

V. Update from Associate Graduate Dean – Dr. Raymond Jackson

Dr. Jackson thanked the GA for their assistance in reaching the university's goal to graduate 200 + Ph.Ds.

VI. Committee Reports

Dr. Hissong introduced Dr. Loraine Phillips, Assistant vice Provost and SACSCOC Accreditation Liaison. Dr. Phillips provided the GA requirements for seeking THECB approval for new degree programs. She emphasized requests requiring

Board of Regents approval; applications must be submitted to the UT System Office of Academic Affairs at least three and a half months before the Board of Regents (BOR) meeting. The BOR meets in November, February, May and August.

Changes to existing degree programs require the approval of the UT System Office of Academic Affairs. (see handout, "UT System and the Texas Higher Education Coordinating Board" by Loraine Phillips dated 10/06/2016).

Dr. Phillips also noted on April 4-6, 2017 the SAC's review team will be onsite.

Dr. Hissong announced the committee chairs will remain the same for AY 2017 with the addition of Dr. Phillips who will serve on the Program Creation Committee.

A. Committee on Program Creation – Dr. Peter Knoll, Chair

No report.

B. Committee on Program Revision – Dr. Barbara Raudonis, Chair

No report.

C. Committee on Graduate Students – Dr. David Keller, Chair

No report.

VII. Introduction of Hemanshu Jain Kumar, President of the Graduate Student Senate Report from the Graduate Student Senate

Mr. Kumar noted the GSS has three committees that are working on resolutions to present to the Graduate Assembly.

VIII. New Business

A. HOP Revisions – Three issues regarding HOP guidance on matters related to the Graduate Assembly and Graduate Education more generally were put before the body.

1. Dr. Hissong noted there are no written by-laws for the GA as there are for other academic governance groups on this campus. Instead, a description in the HOP of the GA function and structure has apparently served that purpose.

Structure (HOP Section 4-300): Graduate Faculty serving in administrative positions. Should a person who is primarily serving in the central administration be a voting member of the Graduate Assembly even though they may also be full members of the Graduate Faculty? The potential for conflict of interest was raised as a concern.

Secretary for the GA (HOP Section 4-300): The HOP states that a

secretary for the GA will be elected by the voting membership of the Graduate Assembly. For the past several years, this position functions are performed by Jennifer Knight. Should the GA follow the HOP and elect the secretary from the Assembly or eliminate the elected position and continue with a non-member providing secretarial services?

2. A second HOP-related concern is the qualifications for Graduate Faculty status (**HOP Section 4-200**). At the moment, only tenure stream and Clinical Professors of all ranks are eligible for membership. However, other non-tenure track appointments at assistant, associate and full professor levels are becoming more common and in some cases these individuals are serving an important role in graduate education. What role should non-tenure stream individuals play in graduate academic life?
3. A third HOP-related matter concerns whether there should be a process to remove a member from the graduate faculty. There is no such process at present and appointments to the graduate faculty are essentially for the entire duration of an individual's employment at UT Arlington.

The chairs of the standing committees were charged with identifying areas in the HOP that may require revision and bring these items to the GA for consideration.

- B. Fourth Year Review of PhD Students-** The Graduate Assembly was asked to consider a proposal to require each doctoral student's Dissertation Supervising Committee to conduct an annual review of the progress of the student starting at the end of the student's fourth year of study. The outcome of the review must be reported to the PhD Program Chair, the Department Chair, and the Vice President for Research and Graduate Studies. The charge to the supervising committee is to advise students in regard to their progress and prospects for successful and timely completion of their degrees.
- C. Definition of milestone examinations and Candidacy-** the Committee on Graduate Students is charged with defining the general purpose and timing what the Catalog describes as Diagnostic and Comprehensive examinations. There appears to be some disagreement across campus on the meaning and timing of what the Catalog describes as Diagnostic and Comprehensive Examinations. This creates a variety of difficulties for the Office of Admission, Registration and Records to know if or when a student has met these milestones, record achievement of these milestones in the students' permanent

record and provide information that will enable better tracking of student progress. Because these examinations are related to when a student might be considered in candidacy for their degree, this committee is also charged with investigating the meaning and significance of the status of being a candidate.

D. Minimum Class Enrollment – The current minimum enrollment required to offer a graduate level class has been raised from 5 students to 10 and this may delay graduation.

The meeting adjourned at 4:05 pm.

Respectfully Submitted,
Jennifer Knight
Executive Assistant
Office of Graduate Studies
GA 10/06/2016 draft