Call to Order - The meeting of the Graduate Assembly was called to order at 2:30 pm by Chair, Dr. Ali Abolmaali.

I. Introductions
Welcome by the Chair

II. Members and Committees Introduced
Committees and chairs
- Committee on Graduate Students—Dr. Matthew Brothers
- Committee on Program Revision—Dr. Rebecca Mauldin
- Committee on Program Creation—Dr. Kathryn Pole

III. Consideration of Minutes
Minutes from October 7, 2021.
Motion called to approve minutes. The minutes were approved.

IV. Dr. James Grover, Dean of Graduate School and Interim Vice President for Research
Dr. Grover discussed creating a policy on thesis/dissertation revision after a degree is awarded. The Committee on Graduate Students will meet to develop a policy.
- The suggestion is to add erratum to the file rather than making changes to the archival copy.
- The policy should define what qualifies as an erratum, which should be minor, as opposed to a thorough revision.
- The policy should include a framework for the erratum, including who is allowed to request it and possible timelines for corrections.
• Dr. Christensen suggested allowing two types of erratum, one for correcting errors, with a shorter timeline, and one for additions, with a longer deadline, and that would need to pass through the dissertation committee.
• Dr. Shiakolas suggested a limit on the number of errata. He suggested researching policies at other institutions.
• Dr. Brothers mentioned that a primary motivation for a graduate wanting to make a change is to make it similar to an article published in a journal.
• Dr. Small supported the idea that the definition of erratum needs to be very specific—an error in typing or writing.
• Provost Aswath found that the University of Pennsylvania does allow amendments in 2 cases: removal or modification of classified or confidential information or erratum submission to correct significant errors in content.

V. Graduate Student Council
No one from the Graduate Student Council attended the meeting.

VI. Old Business
1. Report from Committee on Graduate Students: Dr. Matt Brothers
   a. Dr. Brothers reported on the exit survey for master’s students.
      • The survey was sent out to deans for feedback. COLA, Social Work, and COE responded with the comments below.
        i. COLA: would like to add questions about students’ feelings about the program rather than focusing on students’ future plans in order that the survey helps college to cater to incoming students; They also felt the survey was too long, especially questions about salary.
        ii. SW: recommend asking specific contact info about individuals; experiences on campus vs. exclusively online; and diversity and inclusiveness. They also suggested getting rid of questions about personal workspace because not all students have that.
        iii. COE: suggest asking how well the program prepared students to find employment.
      • Dr. Fegaras asked if open-ended questions were a possibility instead of only multiple-choice questions. Dr. Brothers mentioned that there would be a comments section after questions.
      • Dr. Grover advised that there are many master’s students so the survey should be the kind of document that can be administered and provide useful information at a fairly large scale.
      • Dr. Abolmaali suggested adding the deans’ suggestions to the original survey and sending that out for review.
      • Dr. Brothers will create a QuestionPro with these additions and send that out to the sub-committee for approval.
• Dr. Shiakolas suggested getting volunteer students from each college to get feedback on the kinds of questions and length of time to complete the survey.
• Dr. Lewis offered assistance from her office to Dr. Brothers in building the survey.

b. Deficiency Course Credit to be Used or Not Used as Credit for Master's Degree Plans
• Dr. Brothers reported that feedback from committee was mixed—majority said that deficiency courses should not be counted towards a degree.
• Dr. Brothers mentioned a distinction that Dr. Jackson pointed out to him: if the cross-listed graduate course requires an additional assignment in order to make it graduate level, that course should be counted towards a degree, while the undergraduate course should be considered for to fulfill a deficiency.
• Provost Aswath commented that the graduate version of a cross-listed course should always have an additional assignment to differentiate the graduate and undergraduate level, and therefore, the graduate level course should be allowed for credit. This automatically suggests you cannot substitute one for the other. Dr. Abolmaali mentioned that the issue of deficiency courses is not limited to only cross-listed courses.
• Dr. Michael mentioned that deficiency courses in CONHI graduate program have been met by providing incomplete and/or independent study course with outcomes the student must meet for proficiency.
• Dr. Jackson talked about the three issues he views with this topic.
  i. What do we do with deficiency courses, and how do we view them in terms of their fit into the degree requirements for a master degree?
  ii. Are there any conditions at all under which a course taught and evaluated in accordance with undergraduate standards should ever be countable towards a master degree (which our current policy allows)?
  iii. If we are going to allow an undergraduate class to convey credit to a master degree, what are the conditions that course should meet in order to allow that?
• Provost Aswath started a discussion about whether this should be a policy at the graduate assembly level or delegated to curriculum committees at individual programs because they know their programs best. Since the graduate assembly creates policy to be applied uniformly commonly across all programs which may not be appropriate in all students’ situations. He gave the example of a student who changes majors.
• Dr. Abolmaali agreed with Provost Aswath and mentioned the example of fast-track programs in the Department of Civil Engineering.
• Dr. Jackson responded that the policy could be written so that it enables programs to do things but leaves the final decision about whether or not to do them to the appropriate graduate program and dean. He believes the graduate assembly can provide some guidance on this issue because now these decisions are being made by graduate advisors.
• Provost Aswath responded about his experience as a graduate advisor. He mentioned that if advisors don’t have specific guidelines about what can or can’t be done, it creates pressure to accept credit or give deferential treatment. His message is that the policy should include language that ensures it is equitable and applies to all students.

• Dr. Brothers said the sub-committee will try to create an umbrella guideline allowing programs to decide whether an undergraduate course can be used for graduate credit with approval of the graduate faculty, considering if that course was taken for deficiency purposes.

• Dr. Jackson and Provost Aswath reminded the Assembly that SACS requires the university to show differences in academic rigor of courses at the undergraduate, master’s, and doctoral levels. Provost Aswath recommended that Dr. Rebecca Lewis look into the SACS issue.

2. Report from Committee on Program Creation: Dr. Kathryn Pole
   a. Fast Track Program for Bachelor of Science in Electrical Engineering to Master’s Degree in Business Administration
      The committee was satisfied with Dr. Albert’s revisions and the committee voted to approve it today. A motion was made to approve the program. The motion was seconded and passed.
   b. University of Dallas and UTA 4+1 MSEE Fast Track Program (College of Engineering)
      No revisions have been resubmitted yet, so no action was taken on this program.
   c. Graduate Certificate in Hispanic Serving Leadership Preparation (College of Education)
      Revisions were submitted and the subcommittee voted to approve it. Dr. Michael made a motion to approve the certificate. The motion was seconded and passed.
   d. Graduate Certificate in Military Social Work (School of Social Work)
      Revisions were submitted and the subcommittee voted to approve it. A motion was made to approve the certificate. The motion was seconded and passed.

VII. New Business
1. Report from Committee on Program Creation: Dr. Kathryn Pole
   Instructional and Learning Design Technology Certificate (College of Education)
   • Dr. Hugh Kellam is the author.
   • 4-course certificate program which will layer onto a new master degree which will be proposed in the future.
   • The sub-committee voted to approve the proposal with one question: the proposal states that the minimum GPA required to be admitted probationally is 2.75, and some sub-committee members asked if that could be lowered to allow people working in the field to be eligible to apply.
   • The proposal has been approved by the dean and faculty of the department.
   • A motion was made to approve the certificate. The motion was seconded and passed. (If you have information on who made the motion, please add it)

2. Dr. Abolmaali reminded the assembly that the election for the next Chair will be in April.
3. Review of Dual Degree Credit Hour Eligibility Limit
   - Current policy states that any student wanting to complete a dual master degree
     must apply to the second program prior to completing 24 or more advanced hours
     in the first program.
   - This proposal would amend this policy so that students would remain eligible for a
dual degree as long as they have not yet graduated from their initial program.
   - Both Dr. Jackson and Provost Aswath agree that this amendment is worth looking
     into as long as the student is admitted to the second degree program before they
     complete the first degree.
   - The Committee on Graduate Students will meet to revise the policy. Dr. Jackson will
     assist.
   - Provost Aswath suggested that the policy include that students will be awarded the
     degrees in the order in which they are completed.
   - Ms. Kimberly Tate added that from the administrative side, degrees can be
     awarded as they are earned, or one can be held until both degrees are completed.
     She also supported the idea that the language in the catalog be very clear that
     students must apply and be admitted prior to first degree completion.
   - Dr. Christensen asked about the need for students to be continually enrolled, and
     Dr. Abolmaali suggested that the sub-committee consider this in their revision as
     well.

VIII. Adjournment
   - Dr. Michael moved to adjourn the meeting. Dr. Brothers seconded the motion.
   - The meeting was adjourned at 3:50pm.

Teams Meeting:
Chat feature should be used for questions or comments during meeting.