

MEETING OF THE GRADUATE ASSEMBLY  
THE UNIVERSITY OF TEXAS AT ARLINGTON

April 19, 2001

The Graduate Assembly meeting of April 19, 2001 was called to order by Chair K. Behbehani at 2:30 p.m. in the Palo Pinto Room, University Center.

ATTENDANCE: Members present included: K. Behbehani, R. Buttimer, J. Cornehl, M. Dunn, D. Gray, J. Grover, S. Hekman, C. Jordan, J. Matthys, R. Mellgren, D. Patrick for C. Funkhouser, S. Payne and M. Yardley

M. Barrett, J. Dyson, S. Grove and B. Wright were not in attendance.

Ex Officio members present: K. McDowell, P. Cohen, G. Saxon for T. Wilding

APPROVAL OF MINUTES: The minutes of the February 15, 2001 meeting were approved as published.

REPORT OF THE GRADUATE DEAN: K. McDowell thanked the assembly again for all their hard work this year. He reported that progress has been achieved on the issue of adding certificates to transcripts, and that the process will be put in place over the summer. Work will also continue on some confusing verbiage in the catalog regarding grade point average calculations.

REPORT OF THE ASSOCIATE DEAN: Phil Cohen discussed the findings of the committee established to review the thesis and dissertation process. After receiving feedback from graduate advisors and some discussion, the committee suggested the following changes aimed at simplifying the process. The following principles were submitted for discussion, modification and possible approval.

The Graduate School would require a standard format for front matter including Table of Contents, List of Figures and List of Tables, margins, and physical appearance for all UTA theses and dissertations. Physical appearance will include, for example, page numbering, paper quality, and acceptable font sizes and styles. It may also include chapter fronts, chapter titles, and subheadings. This standard format will be based on a revised and simplified UTA Style Manual.

The Graduate School would require each graduate program to select one program-specific style manual to use for the main body, appendices, notes, bibliography and illustrations including computer-scanned photographs, figures, charts, tables, graphs, equations, and legends. All illustrations would have to meet Graduate School standards for legibility. Each program's Graduate Studies Committee would be responsible for

notifying the Graduate School with a copy of the latest edition of the selected manual. Although the Graduate School will devise procedures for spot-checking theses and dissertations, the primary responsibility for insuring conformity to the program-selected style manual will be the student's supervising committee.

The Graduate School staff and graduate program faculty will exhibit flexibility in working with graduate students to make their documents conform to UTA and program-specific standards for format or style. Internal consistency of application within the document will generally be preferable to absolute adherence to standards.

The Graduate School will make appropriate PC and Mac templates for front matter available online for students and faculty.

A motion was made and seconded to approve these principles and send them to a committee charged with revising the style manual. The motion passed.

P. Cohen added that although it may take some time, eventually all submission of theses and dissertations would be electronic.

### COMMITTEE REPORTS

#### Committee on Graduate Students:

J. Matthys reported on the findings of the committee on the following two items.

1. Drop Policy

Graduate courses taught in nontraditional semester duration will have the following equivalent drop policy:

The last day to drop a course will correspond to 75% of the duration of the course. The exact date will be stated in the schedule of classes publication.

The committee recommended approval of this change in policy. A motion was made to approve. The motion passed.

2. Elimination of 15 hour and one year rule for dual degrees

The committee recommended the following change.

Admission to and enrollment in the programs for a dual degree must be concurrent. Students must be admitted to the second program before completing more than ~~15~~ 24 semester hours in the first, exclusive of leveling, deficiency or

foundation courses, and must complete the second degree ~~one~~ two academic years following completion of the first.

After a brief discussion, a motion was made and seconded to amend the policy to complete the second degree in three years. The motion passed. The amended policy was approved.

#### Committee on Program Policy

K. Behehani reported for Chair Susan Grove.

The committee recommended approval of the following certificate programs.

Certificate in Petroleum Geoscience  
Certificate in Psychology Education  
Certificate in Chemistry Education  
Certificate in Physics Education  
Certificate in Biology Education  
Certificate in Math Education  
Certificate in Geology Education  
Certificate in Urban Nonprofit Management  
Certificate in Urban Journalism  
Acute Care Pediatric Nurse Practitioner Post-Masters Certificate Program  
Certificate in Nursing Education  
Post-Masters Palliative Care Certificate Program  
Certificate in Environmental Science and Engineering

Cooperative Certificate Program for a Digital Environment  
    Electronic Commerce Certificate  
    Electronic Business Certificate  
    Electronic Enterprise Certificate

A motion was made and seconded to approve all of the certificate programs. The motion passed.

#### Committee on Program Review

J. Cornehl reported on revisions to the Handbook of Operating Procedures with respect to membership in the Graduate Faculty. A discussion regarding Sec. 4-206 was held and an amendment to the section was approved. The specific wording of the change is shown below in italics. This wording was drafted following the meeting and sent to members for approval. It was approved.

## Sec. 4-206. RESPONSIBILITIES OF GRADUATE FACULTY

Only full members of the Graduate Faculty may teach graduate courses, serve on graduate student supervising committees, serve on committee(s) on graduate studies, supervise master's theses and doctoral dissertations, and vote in all Graduate Faculty functions. *At the discretion of a Committee on Graduate Studies for a specific program and with approval of the Dean of Graduate Studies, a policy may be implemented which restricts non-tenured, tenure-track faculty from supervising a master's thesis or doctoral dissertation.* Special and special associate members of the Graduate Faculty may teach graduate courses, serve on graduate student supervising committees, and supervise master's theses but may not supervise a doctoral dissertation without specific approval granted on a particular occasion by both the appropriate Committee on Graduate Studies and the Dean of Graduate Studies. Special and special associate members are non-voting members.

A motion was made to and seconded to accept the HOP revision. The motion passed. A copy of the revisions with strike through of removed text and italics for new text is attached.

### REPORT OF THE CHAIR

K. Behbehani expressed his appreciation to graduate assembly and to the committees for their hard work this year. He reported that this year the assembly approved eighteen certificate programs, seven degree programs and addressed six major issues.

### REPORT OF THE GRADUATE STUDENT COUNCIL REPRESENTATIVE

Representative not present.

### NEW BUSINESS

The School of Education requested approval of a textual change in the Graduate Catalog. The changes are as follows: (see attached)

Insert the following phrase at point A on page 118:

*...36 semester credit graduate...*

Insert the following sentence at points B, C, and D on pages 118 and 119.

*...Any student who completes the 36 semester credit hours for the master's may opt to graduate at that point and take the nine additional hours required for the Principalship Certificate post graduation as a Special Student...*

A motion was made and seconded for approval. The motion passed.

OLD BUSINESS

None

ADJOURNMENT

The meeting adjourned at 3:35 p.m.

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Secretary

## ADDENDUM TO MINUTES

### Meeting of the Graduate Assembly Meeting

April 19, 2001

01-04

The Committee on Program Policy reviewed the following proposals during the summer of 2001. An electronic vote was taken of graduate assembly members and all four proposals were approved. They were forwarded to the Coordinating Board for final approval.

Executive Master of Business Administration degree	*
M.S. in Physiology of Exercise	*
Master of Education in Pedagogical Kinesiology	**
Digital Society Certificate	***

- \* Approved by Coordinating Board 10/2001
- \* Approved by Academic Affairs Committee of Board of Regents 10/2001.
- \* Final approval expected at November 2001 Regents meeting.

\*\* Awaiting approval

\*\*\* Approval required at local level only