

# MEETING OF THE GRADUATE ASSEMBLY

## THE UNIVERSITY OF TEXAS AT ARLINGTON

**DATE:** February 15, 2007  
**TIME:** 2:35 pm  
**PLACE:** San Saba Room, University Center  
**PRESIDING:** Dr. Nancy Hadaway, Presiding Chair

**ATTENDING:** Edward Bellion  
Earnest Crosby  
Greg Frazier  
Roger Goolsby  
Nancy Hadaway  
Rebecca Hegar

Andrezej Korzeniowski  
Mohan Kumar  
Neill Matheson  
Roger Mellgren  
Mary Schira

James Teng  
Tom Vicino  
Philip Cohen, Ex Officio  
Gerald Saxon, Ex Officio  
Raymond Jackson, Ex Officio  
Sarah May Fauzi, GSR

Guest: Alexa Smith –Osborne for Ski Hunter

### I. Call to Order

The meeting of the Graduate Assembly was called to order at 2:35 pm by Dr. Nancy Hadaway, Presiding Chair

### II. Approval of Minutes

Minutes from the November 9, 2006 Graduate Assembly Meeting approved as submitted.

### III. Report of the Graduate Dean

Dr. Cohen made the following announcement:

- The ACES symposium is scheduled on Friday, March 30 2007. Professors Gerald and Cathy Berkinstein-Graff from the University of Illinois at Chicago are the keynote speakers. They will also present a writing workshop faculty and GTAs hosted by the English Department and a faculty forum hosted by the Modern Languages Department. A programming glitch on the ACES submissions website resulted in the deadline for submissions to be extended to Friday, February 23, 2007. Publicity for the event and deadline extension are being communicated throughout the university with flyers, a front-page article in the Shorthorn, ACES website, and faculty listserv.

### IV. Committee Reports

#### A. Committee on Graduate Students – Ernest Crosby, Chair

1. Proposal for Annual Doctoral Student Progress Report –  
The Graduate Assembly reviewed the recommendation by the Committee on Graduate Students on the Annual Doctoral Student Progress Report. The committee recommends the proposal implementation in fall 2007, on a voluntary basis, with a link to Office of Graduate Studies for data retention and development of future reports. The GA recommended seeking feedback from the Office of International Education on the form and including in the form milestones relating to diagnostic and comprehensive examinations. Programs such as Math and Nursing that have similar forms will consult

with Joe Jackson on how to proceed. The Graduate Assembly recommended that the form should be electronic and optional for use by programs or students and that the Graduate School conduct an annual review of the form to assess its value and format.

The Graduate Assembly voted unanimously to implement the Annual Doctoral Student Progress Review form, effective fall 2007 with the provisos mentioned above.

**2. Graduate Student Termination Policy-**

The Graduate Assembly reviewed the Graduate Student Termination Policy statement for inclusion in the Graduate Catalog. The policy would provide uniform guidance in one area of the catalog that defines how students can be dismissed. The policy will not require changes to the HOP or the Board of Regent's Rules. The Assembly discussed and recommended revising the wording in the policy to indicate that the Dean of the Graduate School makes the final decision after receiving recommendations from the relevant committees. The student may continue enrollment during the termination process.

The Graduate Assembly voted unanimously to approve the Graduate Student Termination Policy with the provisos mentioned above.

**3. Orientation Practices for Graduate Teaching Assistantships**

The Graduate Assembly reviewed a matrix describing the various GTA orientation practices on campus noting the depth and variation of each school and college. The Assembly felt that a short, concise orientation brochure or information booklet would provide uniform information regarding minimum requirements for an orientation, available resources for GTAs, and acceptable uses of GTAs.

The Graduate Assembly unanimously approved the Graduate School's development and distribution of an orientation brochure or information booklet for graduate programs and a requirement that GTAs in each graduate program receive an orientation.

**B. Committee on Program Creation – Dr. Greg Frazier, Chair**

No committee report.

**C. Committee on Program Revision – Dr. Mary Schira, Chair**

No committee report.

**V. Report of the Chair – Dr. Hadaway**

Nothing to report.

**VI. Report of Graduate Student Senate Representative**

Sarah May Fauzi, Vice President of the GSS with the endorsement of the Office of Graduate Studies presented UT Arlington Graduate Student Senate Resolution 07-3 to the Graduate Assembly. The resolution requests the number of members required for a doctoral committee be a minimum of three members, allowing each department to decide what number of members is most appropriate for their students. There are no UT System or Coordinating Board policies that specify minimum committee size requirements.

The Graduate Assembly discussed the proposed changes and implications to the policy. Under this proposed policy, a doctoral committee would consist of no fewer than 3 [voting] members, at least two of whom must be from the student's major area. One qualified external person who is not a member of the graduate faculty may serve as a voting member of a committee following a request accompanied by documentation, such as a vita, from the appropriate Committee on Graduate Studies to the Dean of Graduate Studies via the nomination form available from the Graduate School for this purpose and approval by the Dean of Graduate

Studies. In interdisciplinary programs the committee must have no fewer than four members with at least two members representing each field concerned. Individual programs may require the committee to have more members, and students are required to conform to such requirements. Students should consult with their program's Graduate Advisor to make sure their committees have sufficient membership to meet program requirements. After the student has passed the comprehensive examination, the doctoral supervising committee may be altered or expanded to accommodate the dissertation research needs of the student, but the committee must include at least three voting members. Committees in interdisciplinary programs must include at least four voting members with two members coming from each discipline. Any external, non-voting members in addition to the required number of voting members of the committee must be approved by the Dean of Graduate Studies.

The Graduate Assembly unanimously approved GSS Resolution 07-3.

The GSS is working with various departments on organized writing groups for doctoral and masters programs. The program allows for graduate students to read and comment on each other's writing with both internal and external disciplines.

Please mark your calendar for April 5, 2007 for the Graduate Student Senate's Dean's Forum.

## **VII. New Business**

Dr. Smith Osborn will fill in for Ski Hunter for spring 2007.

## **VIII. Old Business**

Nothing to report.

## **IX. Adjournment**

The meeting adjourned at 3:45 pm.

Respectively Submitted:  
Jennifer Knight  
Executive Assistant to the Dean  
Office of Graduate Studies  
GA:F02152007