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 form 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