

Graduate Committee Meeting

Agenda

AY 2022-2023

Meeting Time 10:00 am – 12:00 pm

Graduate Committee Meeting

October 7, 2022

- 1) Chairs Call to Order
- 2) Roll Call

Members:	College:
Wanrong Hou	Business and Entrepreneurship
Dumitru Caruntu	Engineering and Computer Science
Vacant	Education and P-16 Integration
George Amarin	Fine Arts
Lisa Salinas	Health Professions
Vacant	School of Nursing
Kimberly Selber	Liberal Arts
Vacant	College of Science
Vacant	School of Medicine
Vacant	School of Social Work
Charles Rousch	University Library, Chair
Can (John) Saygin	Graduate College, Ex Officio
Laura Saenz	Curriculum & Institutional Assessment Office, Ex Officio

- 3) Graduate College Welcome – **Dr. Saygin**
- 4) Old Business: Review of Minutes from April 1st, 2022, meeting
- 5) Nomination and Election of Vice Chair
- 6) New Business: Review of Submissions

Consent Items:

- a) College of Engineering and Computer Science
 - i. Department of Manufacturing Engineering
 - 1) New Course

Name	Type	Comment	Year
BMEE 6316 Physiology for Biomedical Engineers	New Change Course	This course was approved in April 2022. Due to the similarity to a course description in the School of Medicine, we have requested an update to the description in preparation of the SACSCOC	AY 23 - 24

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		Prospectus. This is to have a record of the update to the course description. Since we cannot return the previous form due to the course being approved through the workflow, a new course form had to be submitted to capture the change.	
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- b) College of Liberal Arts
 - i. Department of History
 - 1) New Course

Name	Type	Comment	Year
HIST 6396 Research Practicum	New Course	This course is being reactivated for AY 22 – 23.	AY 23 - 24

- c) College of Business and Entrepreneurship
 - i. Department of International Business and Entrepreneurship
 - 1) Change Course

Name	Type	Comment	Year
ENTR 6360 Entrepreneurial Finance and Funding	Change Course	This course is currently only in the catalog. To bring it into Banner, this form is required. No changes have been made to the course. This is an administrative clean up.	AY 22 - 23

Agenda Items

- a) College of Business and Entrepreneurship
 - i. Department of International Business and Entrepreneurship
 - 1. Change Course, Delete Program, New Program – **Bryan Kerrick**

Name	Type	Comment	Year
INTB 6304 International Business	Change Course	This is a proposal to change in prerequisite from MBA admission to Graduate admission to the College of Business due to the course being used in other degree plans.	AY 22 - 23
Global Commerce (MS) - Accelerated Online Program	Delete Program	This is a proposal for a name change from Global Commerce to Global Trade Management.	TBD
Global Trade Management (MS)	New Program	This is a proposal for a name change from Global Commerce to Global Trade Management. The	TBD

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- Accelerated Online Program		department is requesting to remove INTB 6391 from the electives list. This name change will require external approval.	
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b) College of Education and P-16 Integration

i. Department of Human Development and School Services

1. Delete Program – Cheryl Fielding

Name	Type	Comment	Year
Board Certified Behavior Analyst Certification Program - Online Program	Delete Program	New regulations for this certificate require institutions to either modify the curriculum or develop a master's degree in the area. Due to this the department will be removing this program. The department will be teaching out the program with the final cohort finishing December 2023. Students have been notified that the department will no longer teach courses starting January 2024. The department is no longer accepting new students as of Fall 2022.	AY 23 - 24

c) School of Medicine

i. Department of Human Genetics

1. New Course, Change Program – Sarah Williams-Blangaro

Name	Type	Comment	Year
HGEN 8304 Biostatistics in Human Genetics Research	New Course	This is a new course for the PhD in Human Genetics. The Math department isn't offering their prefix in Spring 2023. This would replace the required course STAT 6384. Students in the AY 22-23 catalog will be required to take this prefix. This will require an MDA for AY 22 – 23.	AY 22 - 23
Human Genetics (Ph.D.)	Change Program	This is to add HGEN 8304 to the degree plan and removing STAT 6384.	AY 23 - 24

d) Graduate College

ii. Update to Policy – Sandra Hansmann

Name	Type	Comment	Year
APPLICATION PROCESS	Policy Update	There is a removal of application fees for graduate programs with the exception of some programs, update to the official transcripts section, and an	AY 22 - 23

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		update to the incorrect or incomplete applications section.	
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7) Announcements or Other Informational Items

- i) Next meeting – November 4th

8) Adjournment

Proposed Admission Change to Official Transcripts- Graduate College

Current	Proposed Changes Shown Below in Blue
<p>APPLICATION PROCESS</p> <p>To be admitted to a graduate program, the student must meet all requirements for admission to UTRGV as well as the program-specific requirements. The application for admission to the university must be submitted online and is available here. Once submitted, applicants can check the status of their applications by logging into their application account or by contacting the Graduate College.</p>	<p>APPLICATION PROCESS</p> <p>To be admitted to a graduate program, the student must meet all requirements for admission to UTRGV as well as the program-specific requirements. The application for admission to the university must be submitted online and is available here. Once submitted, applicants can check the status of their applications by logging into their application account or by contacting the Graduate College.</p>
<p>The application to the Graduate College consists of:</p> <ol style="list-style-type: none"> 1. Application: Submitted online by the appropriate deadline. 2. Application Fee <ol style="list-style-type: none"> a. Master’s Programs (Domestic Applicants): \$50 b. Doctoral Programs (Domestic Applicants): \$85 c. Master’s and Doctoral Programs (International Applicants): \$100 <p>Application Fees will be assessed for the following programs: Physician Assistant Studies, MSPA; Physician Assistant Studies – Bridge, MSPA; Communication Sciences and Disorders, MS; Occupational Therapy, DOT, and Psychiatric Mental Health Nurse Practitioner-Post Master’s Certificate.</p> <p>All submitted documents become the property of UTRGV and will not be returned. Application documents will remain on file for one year if the applicant does not attend the university. Documents will be retained for seven years for students enrolling in a master’s program and 10</p>	<p>The application to the Graduate College consists of:</p> <ol style="list-style-type: none"> 1. Application: Submitted online by the appropriate deadline. 2. Application Fees <ol style="list-style-type: none"> a. Master’s Programs (Domestic Applicants): \$50 b. Doctoral Programs (Domestic Applicants): \$85 c. Master’s and Doctoral Programs (International Applicants): \$100 <p>Application Fees will be assessed for the following programs: Physician Assistant Studies, MSPA; Physician Assistant Studies – Bridge, MSPA; Communication Sciences and Disorders, MS; Occupational Therapy, DOT, and Psychiatric Mental Health Nurse Practitioner-Post Master’s Certificate.</p> <p>All submitted documents become the property of UTRGV and will not be returned. Application documents will remain on file for one year if the applicant does not attend the university. Documents will be retained for seven years for students enrolling in a master’s program and 10</p>

<p>years for students enrolling in a doctoral program.</p>	<p>years for students enrolling in a doctoral program.</p>
<p>3. Official Transcripts: Official college transcripts are required from each institution attended. Electronic transcripts are preferred and should be sent to gradapps@utrgv.edu.</p> <p>If the student is sending hard copy transcripts, the student is advised to request that the transcript(s) be sent directly to the Graduate College at the following address:</p> <p>UTRGV Edinburg Campus Graduate College 1201 West University Dr., MASS 1.158 Edinburg, TX 78539</p> <p>Electronic transcripts should be sent to: gradapps@utrgv.edu</p> <p>If the applicant attended the University of Texas-Pan American or the University of Texas at Brownsville/Texas Southmost College at any time, the UTRGV Graduate College will obtain those official transcripts; however, the applicant is responsible for requesting official transcripts to be sent directly from all other institution(s). Transcripts must be sealed and sent directly from the institution to be considered official.</p> <p>Transcripts will be considered unofficial if they are hand delivered by the applicant or third party even if they are sealed by the institution.</p>	<p>3. Official Transcripts: Submit an official transcript(s) that certifies the four-year bachelor's degree or international equivalent degree awarded and, at minimum, contains the last 60 hours of undergraduate coursework leading to the bachelor's degree, unless otherwise required or requested by a program. Electronic transcripts are preferred and should be sent to gradapps@utrgv.edu.</p> <p>Doctoral applicants who have submitted official transcripts for a relevant conferred master's degree or international equivalent are only required to submit unofficial copies of their four-year bachelor's degree or international equivalent unless otherwise required or requested by a program.</p> <p>If the student is sending hard copy transcripts, the student is advised to request that the transcript(s) be sent directly to the Graduate College at the following address:</p> <p>UTRGV Edinburg Campus Graduate College 1201 West University Dr., MASS 1.158 Edinburg, TX 78539</p> <p>Electronic transcripts should be sent to: gradapps@utrgv.edu</p> <p>If the applicant attended the University of Texas-Pan American or the University of Texas at Brownsville/Texas Southmost College at any time, the UTRGV Graduate College will obtain those official transcripts; however, the applicant is responsible for requesting official transcripts to be sent directly from all other institution(s). Transcripts must be sealed and sent directly from the institution to be considered official.</p> <p>Transcripts will be considered unofficial if they are hand delivered by the applicant or third party even if they are sealed by the institution.</p>

<p>4. Test Scores: GRE, GMAT, TOEFL, IELTS, DuoLingo and other test scores, if applicable, should be requested by the student to be sent directly to the Graduate College.</p> <p>5. Additional Documents: Each graduate program establishes its own admission standards in consultation with the university Graduate Committee and may require that additional documents be submitted with the online application.</p>	<p>4. Test Scores: GRE, GMAT, TOEFL, IELTS, DuoLingo and other test scores, if applicable, should be requested by the student to be sent directly to the Graduate College.</p> <p>5. Additional Documents: Each graduate program establishes its own admission standards in consultation with the university Graduate Committee and may require that additional documents be submitted with the online application.</p>
<p>INCORRECT OR INCOMPLETE APPLICATIONS Failure to submit a complete/correct application and official transcripts from all institutions attended will result in one of the following: rejection of application, withdrawal of admission offers, or disciplinary action which may include expulsion if the student is enrolled.</p>	<p>INCORRECT OR INCOMPLETE APPLICATIONS Failure to submit a complete and correct application and official transcripts as required by the application process will result in one of the following: rejection of application, withdrawal of admission offers, or disciplinary action which may include expulsion if the student is enrolled.</p>