

Graduate Committee Meeting

Agenda

AY 2023-2024

Meeting Time 10:00 am – 12:00 pm



Graduate Committee Meeting February 16th, 2023

- 1) Chairs Call to Order – 10 am
- 2) Roll Call

| Members: | College: | Present/Absent |
|-------------------|--|----------------|
| Wanrong Hou | Business and Entrepreneurship | Present |
| Dumitru Caruntu | Engineering and Computer Science | Present |
| Michelle Abrego | Education and P-16 Integration | Present |
| Katrina Roush | Fine Arts | Present |
| Lisa Salinas | Health Professions | Present |
| Rebecca Hernandez | School of Nursing | Present |
| Kimberly Selber | Liberal Arts, Chair | Present |
| Wei Lin | College of Science | Present |
| Candace Robledo | School of Medicine | Present |
| Denise Longoria | School of Social Work | Present |
| VACANT | University Library | |
| Can (John) Saygin | Graduate College, Ex Officio | Absent |
| Laura Saenz | Curriculum & Institutional Assessment Office, Ex Officio | Present |

- 3) Old Business: Review of Minutes from January 19th, 2023, meeting (Please respond via Teams regarding any revisions needed to the minutes. If no revisions are requested, then the minutes will be accepted through consent.)

- 4) New Business: Review of Submissions

a. College of Science

i. School of Mathematical and Statistical Science

1. Change Course – Alexey Garber

| Name | Type | Comment | Effective Year |
|--|---------------|--|----------------|
| MATH 7100 Thesis Extension | Change Course | Proposal to change the grading basis from Standard Letter to Credit/No Credit. | Fall 2024 |
| MATH 6391 Master's Project | Change Course | Proposal to change the grading basis from Standard Letter to Credit/No Credit. | Fall 2024 |

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|-------------------------------------|---------------|--|-----------|
| MATH 7301 Thesis II | Change Course | Proposal to change the grading basis from Standard Letter to Credit/No Credit. | Fall 2024 |
|-------------------------------------|---------------|--|-----------|

Motion to approve change: Dumitru Caruntu

Second: Wanrong Hou

Motion: Passes

Notes: There is an extension course, the masters project, and the thesis II. Will the Thesis I or the masters project be changed to credit/no credit? No. Students need 30 hours of letter grades. Do you have an extension course for the master's project? No. There isn't one for it.

i. School of Earth, Environmental, and Marine Sciences

1. Change Course, New Course, Delete Course, Change Program – **Diego Figueroa**

| Name | Type | Comment | Effective Year |
|--|---------------|---|----------------|
| EEMS 6185 Graduate Research | Change Course | Proposal to update the max hours from 5 to 6, as there is a discrepancy between what shows in the catalog and in Banner. | Fall 2024 |
| EEMS 6199 Current Issues in Earth, Environmental, and Marine Science | Change Course | Proposal to update the long title, short title, and course description. | Fall 2024 |
| EEMS 6285 Graduate Research | Change Course | Proposal to update the max hours from 5 to 6, as there is a discrepancy between what shows in the catalog and in Banner. | Fall 2024 |
| EEMS 6485 Graduate Research | Change Course | Proposal to update the repeat code from NR - Non-repeatable to RP - Repeatable and remove max hours. There is a discrepancy between what shows in the catalog and in Banner. | Fall 2024 |
| EEMS 6585 Graduate Research | Change Course | Proposal to update the weekly lecture hours from 3 to 5, repeat code from RP - Repeatable to NR - Non-repeatable, and removal of the max hours. There is a discrepancy between what shows in the catalog and in Banner. | Fall 2024 |
| EEMS 6685 Graduate Research | Change Course | Proposal to update the weekly lecture hours from 3 to 6, repeat code from RP - Repeatable to NR - Non-repeatable, and removal of the max hours. There is a discrepancy between what shows in the catalog and in Banner. | Fall 2024 |

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| EEMS 6351 Environmental Justice | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) . | Fall 2024 |
| EEMS 6370 Descriptive Physical Oceanography | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) . This course has been taught under special topics. | Fall 2024 |
| ENVR 5321 Advanced Soil Ecology | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) . | Fall 2024 |
| ENVR 5322 Advanced Soil Chemistry | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) . | Fall 2024 |
| ENVR 5323 Advanced Soil Physics and Hydrology | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) . | Fall 2024 |
| ENVR 6345 Environmental Systems Modeling | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) . | Fall 2024 |
| MARS 6323 Benthic Ecology | New Course | Proposal to add new courses to the Prescribed Electives in the Agriculture, Environmental, and Sustainability Sciences (MS) and Ocean, Coastal and Earth Sciences (MS) as elective options . This course has been taught under special topics. | Fall 2024 |
| EEMS 6355 Environmental Geophysics I | Delete Course | Untaught course. This course has not been taught in 6+ years. Per THECB untaught rules the course is being removed from the inventory. This course is in a long list of electives for the Agricultural, Environmental, and Sustainability Sciences (MS) . | Fall 2024 |
| EEMS 6885 Graduate Research | Delete Course | Proposal to remove the 8-hour version of this course. Per the degree plan, students | Fall 2024 |

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| | | can only earn 6 hours of Graduate Research. | |
| ENVR 5350 Environmental Planning and Permitting | Delete Course | Untaught course. This course has not been taught in 6+ years. Per THECB untaught rules the course is being removed from the inventory. This course is in a long list of electives for the Agricultural, Environmental, and Sustainability Sciences (MS). | Fall 2024 |
| ENVR 6350 Environmental Management | Delete Course | Untaught course. This course has not been taught in 6+ years. Per THECB untaught rules the course is being removed from the inventory. This course is in a long list of electives for the Agricultural, Environmental, and Sustainability Sciences (MS). | Fall 2024 |
| GEOL 5170 Topics in Geology Lab | Delete Course | Untaught course. This course has not been taught in 7+ years. Per THECB untaught rules the course is being removed from the inventory. This course is in a long list of electives for the Ocean, Costal, and Earth Sciences (MS). | Fall 2024 |
| MARS 5426 Advanced Marine Ecology | Delete Course | Untaught course. This course has not been taught in 6+ years. Per THECB untaught rules the course is being removed from the inventory. This course is in a long list of electives for the Agricultural, Environmental, and Sustainability Sciences (MS) and Ocean, Costal, and Earth Sciences (MS). | Fall 2024 |
| MARS 5452 Advanced Marine Zoology | Delete Course | Untaught course. This course has not been taught in 6+ years. Per THECB untaught rules the course is being removed from the inventory. This course is in a long list of electives for the Agricultural, Environmental, and Sustainability Sciences (MS) and Ocean, Costal, and Earth Sciences (MS). | Fall 2024 |
| Agricultural, Environmental, and | Change Program | Proposal to add new courses EMMS 5342, EEMS 6351, EEMS 6370, ENVR 5321, ENVR 5322, ENVR 5323, ENVR 5345, and MARS | Fall 2024 |

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| Sustainability Sciences (MS) | | <p>6323 to the Prescribed Electives section. The following are being removed from the Prescribed Electives section due to being untaught: EEMS 6355, ENVR 5350, ENVR 6350, MARS 5426, MARS 5452, BIOL 5344, BIOL 5346, BIOL 5422, BIOL 5424, BIOL 5426, BIOL 5427, BIOL 5452, BIOL 6404, and BIOL 6420. The biology courses will be submitted for review in the March meeting. An MDA will be submitted for previous catalogs to use new courses.</p> | |
| Ocean, Coastal and Earth Sciences (MS) | <p>Change Program</p> | <p>Proposal to add EEMS 6199 as an alternative for EEMS 6100 in the required course section. There is an addition of EEMS 6370 and MARS 6323 to the prescribed electives. The following are being removed from the Prescribed Electives section due to being untaught: MARS 5426, MARS 5452, and GEOL 5170. An MDA will be submitted for previous catalogs to use new courses.</p> | <p>Fall 2024</p> |

Motion to approve change: Dumitru Caruntu

Second: Denise Longoria

Motion: passes

Notes: For the new courses, how many times have the courses been taught under special topics? At least two times with good enrollment. What is good enrollment? Between 10 – 30 students, but some courses are capped to 15 to ensure that other courses meet enrollment. Are these courses going to be degree applicable? The electives section has more than 10 hours for students to use these courses. How often will these be offered? These will be offered every other year so students can take them in the 2-year program. For the new courses, how do you balance new courses and delete courses? There is a set of core courses that will provide a strong base for students. The electives are meant to allow students to do more in interdisciplinary interests. As the program grows, the program wants to develop concentrations but is not at that point yet.

b. College of Health Professions

i. Department of Physicians Assistant Studies

1. Change Program – Lisa Kuhn and Frank Ambriz

| Name | Type | Comment | Effective Year |
|--|-----------------------|--|------------------|
| Physician Assistant Studies (MPAS) | <p>Change Program</p> | <p>Proposal to add a three "C" rule in progression requirements. Students will be dismissed upon</p> | <p>Fall 2024</p> |

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| | | <p>earning three 9 semester hours of “C” grades in the program.</p> <p>Note to the committee: In AY 22 – 23, substantive changes to this program were approved by the Graduate Committee. The previous changes were not implemented in the AY 23-24 catalog due to accreditation regulations. The previously approved changes can now be implemented. The proposed three “C” rule change will be added to AY 24 – 25 catalog and combined with the changes previously approved. Please see the link to the archived form.</p> | |
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Motion to approve change: Dumitru Caruntu

Second: Lisa Salinas

Motion: Passes

Notes: There is a correction to the comments for the program, it’s 9 semester hours, as the program has a variety of credit hour courses. Correction can be seen in red above. How many hours is the program? It’s 100 hours. How did you come up with three “Cs”, it's not three, it is 9 hours. But students often have difficulty getting their GPA up and pass board exams. How many hours do students enroll in every semester? 17 – 18 hours. What percentage of students fall under 9 hours' worth of “Cs”? We have about a cohort of 100 students enroll per semester, and about 3% fall under the low GPA. What background does the department see in students making these “Cs”? The department doesn’t see any pattern with students’ background. The GPA issue can arise even if a student comes in with a high GPA. We have a diverse group of applicants. Do you already have language in place for an “F”? Yes. The department follows the Graduate College policy. Are these students being caught early in the program for dismissal? Yes. They are caught within the first two semesters. Does this program have anything in place for getting the first “C” or formal process for students? The department currently doesn’t have anything in place, but there is a coordinator that tries to follow students and develop a remedial plan. The program also has remedial plans for three months prior to starting the program to set them up for it, and there is a faculty member who has 5–6 students they follow throughout the program's progression. There are also module exams that help assess students to see if they are retaining the information they are getting. There are about 3–5 resources for students to ensure they have the tools needed to progress in the program.

c. College of Liberal Arts

i. Proposal GRE Removal for College of Liberal Arts – Pamela Anderson-Mejias

| Program Catalog Page | Current Admission Requirements |
|------------------------------------|--|
| Communication (MA) | <ol style="list-style-type: none"> Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in Communication, Business, Social Science, or related field. |

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| | <ol style="list-style-type: none">2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours.3. GRE General Test. GRE test scores are valid for 5 years. A waiver of the GRE requirement will be granted to applicants who show proof of completing a graduate degree (master's or doctoral).4. Three letters of recommendation from professional or academic sources.5. Personal statement (500 words) detailing professional goals and reasons for pursuing the graduate degree. |
| History (MA) | <ol style="list-style-type: none">1. Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in a similar or related field.2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours.3. Minimum of 12 hours of upper-division and 9 hours of lower-division History course work.4. Personal statement detailing professional goals and reasons for pursuing the graduate degree.5. Two letters of recommendation from professional or academic sources.6. GRE General Test. GRE test scores are valid for 5 years. A waiver will be granted to applicants who show proof of completing a graduate degree (Master's or doctoral).7. Writing sample of at least five pages with citations and bibliography |
| English (MA) – All concentrations | <ol style="list-style-type: none">1. Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in English or a minimum of 12 upper-level undergraduate hours in English or related field.2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours.3. GRE General Test. GRE test scores are valid for 5 years. A waiver of the GRE requirement will be granted to applicants who show proof of completing a graduate degree (master's or doctoral).4. Writing sample, a written academic paper suitable for an upper-division course |
| Political Science (MS) – both concentrations | <ol style="list-style-type: none">1. Have completed at least 12 hours of undergraduate courses in Political Science and/or Public Policy, including POLS 2370 (Introduction to Political Science Research, with a statistics lab).2. Minimum 3.0 GPA on a 4.0 scale for the last 60 hours completed in major coursework, and a minimum 3.0 GPA on a 4.0 scale in undergraduate political science coursework.3. GRE scores in verbal and quantitative sections.4. Three (3) letters of recommendation from individuals who are qualified to judge the student's academic and professional potential.5. Statement of Purpose (1 or 2 pages) describing the applicant's interest in political science, major field of study, and career goals. |

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| | <ol style="list-style-type: none">6. Curriculum vitae/resume of educational background, including any volunteer and/or work experience. |
| Clinical Psychology (Ph.D.) | <ol style="list-style-type: none">1. A bachelor's degree from a college or university accredited by the appropriate regional accrediting agency or foreign equivalent.2. A minimum of 18 credit hours of psychology. Although a variety of psychology courses are acceptable, applicants will ideally have completed courses in Statistics, Research Methods, Abnormal Psychology, Personality, and Biological/Physiological Psychology.3. A minimum grade point average of 3.0 on a 4.0 scale for undergraduate coursework. Applicants who have completed graduate courses must also have a GPA of 3.0 on a 4.0 scale.4. GRE scores for both the GRE General Test (verbal, quantitative, and analytical) and the GRE Psychology Subject Test. The GRE General Test score is due by the December 1st deadline and proof of registration for the GRE Psychology Subject Test is due by January 31st.5. Official transcripts.6. Current resume/CV.7. A 1-2 page personal statement that addresses their professional goals, why they are interested in pursuing a Ph.D. in Clinical Psychology, and what interests them about our program in particular. Applicants should state whether they are bilingual English/Spanish with respect to written and spoken language. Applicants should submit a rank order clearly identifying their top three faculty they are interested in working with and why.8. Writing sample that best demonstrates their scholarly writing skills in psychology or a related field. This can be a class paper, thesis, conference paper, published article, or other written scholarly paper.9. Three letters of recommendation from academic or professional sources, familiar with the applicant's professional or educational capabilities. At least two of these letters must come from faculty who have taught and/or have provided research mentorship to the applicant. |
| Clinical Psychology (MA) | <ol style="list-style-type: none">1. Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in a similar or related field.2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours.3. GRE general test taken with preferred minimum scores of 153 Verbal and 144 Quantitative. GRE test scores are valid for 5 years.4. Three letters of recommendation from professional or academic sources.5. Essay (1500 words) detailing professional goals and reasons for pursuing the graduate degree.6. Resume |
| Experimental Psychology (MA) | <ol style="list-style-type: none">1. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours. |

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| | <ol style="list-style-type: none">2. GRE General Test. Preferred minimum scores: 153 Verbal and 144 Quantitative. GRE test scores are valid for 5 years.3. Undergraduate course in statistics and/or research methods with a grade of B or higher.4. Three letters of recommendation from professional or academic sources.5. Letter of Intent (400-500 words) detailing professional goals and reasons for pursuing the graduate degree. |
| Disaster Studies (MA) | <ol style="list-style-type: none">1. Undergraduate degree from any major2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours. If applicant does not meet minimum undergraduate GPA criterion, the GRE general test score is required for conditional admission. GRE test scores are valid for 5 years. |
| Sociology (MS) | <ol style="list-style-type: none">1. Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in a similar or related field.2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours.3. GRE General Test. GRE test scores are valid for 5 years. A waiver of the GRE requirement will be granted to applicants who show proof of completing a graduate degree (master's or doctoral).4. Two letters of recommendation from professional or academic sources.5. Personal statement detailing professional goals and reasons for pursuing the graduate degree. |
| Spanish (MA) – all concentrations | <ol style="list-style-type: none">1. Bachelor's degree in Spanish from a regionally accredited institution in the United States or a recognized international equivalent. Applicants that do not hold a BA in Spanish must have completed a minimum of 12 hours of Spanish at the advanced undergraduate level with a GPA of 3.0 in those 12 hours.2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours.3. GRE General Test. GRE test scores are valid for 5 years. A waiver of the GRE requirement will be granted to applicants who show proof of completing a graduate degree (master's or doctoral).4. Academic paper written in Spanish for an upper-level undergraduate course.5. Three letters of recommendation from professional or academic sources.6. Letter of intent.7. Personal interview (online or in person). |
| English as a Second Language (MA) | <ol style="list-style-type: none">1. Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in a similar or related field.2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours. If applicant does not meet the minimum undergraduate GPA criterion, GRE general test with minimum scores of 153 |

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| | <p>Verbal, and 4.0 Analytical are required for conditional admission</p> <ol style="list-style-type: none"> 3. Letter of intent demonstrating interest in the program and articulation of goals 4. Resume including education and work experience 5. English language ability will be judged on the resume and submitted letter of intent; therefore, applications should be certain to use appropriate, formal academic English 6. Non-native English speakers who did not graduate from an English-medium high school and university must meet the minimum language proficiency requirements |
| <p>Spanish Translation and Interpreting (MA) - Online Program</p> | <ol style="list-style-type: none"> 1. Bachelor's degree from a regionally accredited institution in the United States or a recognized international equivalent in a similar or related field. 2. Undergraduate GPA of at least 3.0 in the last 60 semester credit hours. 3. GRE general test. Minimum scores: 146 Verbal and 4.0 Analytical Writing. 4. Three letters of recommendation from professional or academic sources. 5. Satisfactory performance on the translation of a document from English to Spanish and from Spanish to English. 6. Personal interview (online or in person). |

Motion to approve change: Michelle Abrego

Second: Katrina Roush

Motion: Passes

Notes: Did the programs look at GPA for these? Yes, they looked at the first semester and last semester. There is no significant difference between those who took the GRE and those who did not. Reminder to the committee that this is only an endorsement not an approval. UTS needs to approve this before it can be applied. This only needs UTS approval, there is no approval from THECB.

d. Graduate College

ii. Update to Policy – Sandra Hansmann

| Name | Type | Comment | Year |
|--|----------------------|---|-------------------|
| <p>Graduate Student Standing and Probation</p> | <p>Policy Update</p> | <p>Language is being added to clarify that students must be in good academic standing to hold assistantships at the master's and doctorate levels. Language is being added to the academic suspension portion for both master's and doctorate students to include AOP terms, and information about what happens after a student has been suspended.</p> | <p>AY 24 - 25</p> |

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| Graduate Registration and Enrollment | Policy Update | The Leave of Absence policy is being updated to clarify process and other information related to a master or doctorate student when applying to get a leave of absence. | AY 24 - 25 |
|--|---------------|---|------------|

Motion to approve change: Dumitru Carantu

Second: Wei Lin

Motion: Passes

Notes: Graduate Standing Policy: For appeals, are those communicated to students through letters or emails? Students do not get individual letters or emails. Students are recommended to check their status. How does a GPC look at students who are going into academic suspension? Could there be a letter or an email with the GPC included? No, students are not notified individually, but when a student goes into suspension ASSIST will have a notification. The Graduate College will send reports on students who have F's or incomplete grades, but there is no other form of notification. GPCs would have to manage those on their end. The registrar does not have any dashboard or any way to notify GPCs. These questions are good so a process can be developed later. There are some things that are monitored by Graduate College and others are managed by the department. Those include department level are "C" rules, needing to make Bs in coursework. Things like academic standing and F's. There are many moving parts for the department level rules that must be done actively. On the undergraduate side, students are notified they are on suspension. This may be needed on the graduate side. It is important to note that graduate students only have one transcript, so if a student took courses from another graduate program, it would impact the GPA of the current program. Do students have access to the library or other resources? Yes, the only time the student can't access resources is when they are not active students (meaning they have not enrolled for one academic year). How long does a suspension appeal take? It depends on the steps. There are several levels of review, and some programs have other steps so it can take a little longer. For clarification, do students on probation do not have a process for appealing but they can keep assistantships? No. Students on probation do not have an appeal process and are handled on a case-by-case basis. It's concerning that these are handled on a case basis and there is no process for them. Some students depend on these assistantships. The Graduate College has aligned with the UTS policy on assistantships. How does the Graduate College communicate these policies with the other colleges and departments? These are not changes, these are clarifications to match what happens in the current process. This is to not have individual interpretations. Will we need to set up a procedure for this or does that still need to happen? The procedure is already in place. Faculty in the Department of Communication were not aware of this policy or did not have a clear understanding of this policy. The faculty did not know about repeated courses not replacing gradings and other important policies. Since this is just clarification, this doesn't need approval. This is only a notification to the committee of the update. Since the registrar has a role in this, there is a request to have a meeting over the policy. Voting is only for endorsement and the policy can still be revised.

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Leave of Absence: At one point there was a graduate handbook that has now become a website. In looking at the website under current students, would it be helpful to label some of this as graduate handbook or faculty/staff policies to put these together for faculty? Yes. The Graduate College is working on getting a handbook together for masters, doctoral, assistantships, and faculty cheat sheets for policy information. These projects should be wrapped up by May for publication in the summer. Will there be any links to program specific policies? Dr. Saenz's office is heading the project of getting those policies into the catalog. The Graduate College would link to those as to not have the same information in two places. Students who have a Leave of Absence are still considered as active students and there is no way to monitor or stop a student from using resources through registrar. The Graduate College sends information to the swipe access with specific lists to prevent these students from using resources. For example, doctoral students who have specific labs, students who are approved to use them will have swipe access. The registrar clarified there is no way for this to be enforced. Is there anything in place to monitor these students? There is for doctoral level, but currently there isn't anything in place for master level students. There is a plan to eventually develop one for master level students. Is there a tag for any student on a LOA? There isn't a tag currently for these students, but it would be desired. If a student doesn't enroll in a course and did not have an LOA, does a GPC have to reach out to submit an LOA? Students remain active for one year, so currently a way to monitor this for GPCs. Some programs are based on cohorts, so those students are on top of submitting LOA's, but not all programs are set up this way so not all students would need an LOA. If a student lets the GPC know they are taking a semester break, should the GPC have the student submit the LOA? Yes. They should.

5. **Announcements or Other Informational Items**

- a. **Next meeting – March 22nd**

6. **Adjournment**

Motion: Dumitru Caruntu

Second: Denise Longoria

11:35 am