

**MINUTES
GRADUATE COUNCIL
Thursday, February 19, 2015**

Note: Course changes and additions will not take effect until they are listed in the graduate catalog. Items marked with an asterisk (*) must have approval by the Texas Higher Education Coordinating Board before listing in the graduate catalog. Items marked with a plus (+) must be approved by the Department of Education before being listed in the graduate catalog.

IN ATTENDANCE: Scanned & Uploaded to SharePoint

I. ANNOUNCEMENTS

Graduate Exhibition:

- Dean Wardell requested Graduate Council member to participate Graduate Exhibition (scheduled March 7th, 2015) as a judge.
- For those who is recruiting on March 7th, please bring your recruits to the Graduate Exhibition.

UNT Dental Clinic:

- UNT is opening an on-campus dental office for faculty, staff, and students.

Health Insurance for the fall semester:

- It has not being determined, yet. However, it may reduce the premium. Dean Wardell is expecting to learn more details by April 2015.

Graduate Council/Voting member:

- Dean Wardell addressed the Faculty Senate policy on “who can vote” at the Graduate Council meeting. According to Dr. Conover, only Faculty Senate elected member for the GCC can vote.

II. ACTION ITEMS

None

III. MINUTES

III-1 Approval of January 2015 Meeting Minutes/Electronic Ballot **APPROVED**

IV. REQUEST FOR NEW COURSE

College of Arts and Science

Department of ~~Linguistics~~ and Technical Communication

APPROVED

IV-1 TECM 5750 Measuring Usability and User Experience for Professional and Technical Communication – 3 hours

Client-based approach to the methods used to analyze the usability and user experience of documents, software, websites, mobile applications, and other interfaces used by professional and technical communicators. Methods may include card sorting, think

aloud protocols, interviews, observations, cognitive walkthroughs, task analysis, heuristic evaluations, and eye tracking.

Prerequisite: none

V. REQUEST FOR ADD/DELETE OF PROGRAMS AND LOCAL CONCENTRATIONS

None

VI. REQUEST FOR GRADUATE TRACK PATHWAYS

None

VII. REQUEST FOR GRADUATE ACADEMIC CERTIFICATES

None

VIII. REQUEST FOR CHANGE IN PROGRAM/ACADEMIC UNIT

**College of Arts and Sciences
Department of Political Science**

APPROVED

VIII-1 Department of Political Science requests change in Degree requirements in Ph.D. in Political Science.

IX. REQUEST FOR ADD/DELETE OF DEGREE/ MAJOR/ PROFESSIONAL FIELD/CONCENTRATION/OPTION/MINOR/ACADEMIC UNIT

None

X. REQUEST ADD/CHANGE TEACHER CERTIFICATE PROGRAM

None

XI. REQUEST FOR DUAL OR JOINT DEGREE PROGRAMS

None

XII. CONSENT CALENDAR

None

XIII. DISCUSSION ITEMS

XIII-1 Qualifying Exam: Students should be enrolled when they take qualifying exams.

Dean Wardell expressed his concern on lack of clarity in language used over “Qualifying Exam” on current UNT policy. There was a student who did not receive detailed information of the “exam” (Oral vs. Written) and he/she did not prepare for the specific exam resulted him/her of failing.

“Qualifying Exam” varies by each department:

- Interpretation of terminology... “Comprehensive Exam” and “Qualifying Exam”
- Ownership of detailed policy:
 - We must ensure students understand expectation set by the UNT. Currently, there’s no guideline or outline on its procedure/communication and it should be available to students.
 - Graduate council can set minimum expectation but ultimately, each department should own detailed outline and have authority over it.

Before establishing institutional policy over Qualifying Exam and its administrative procedures, the council felt it is necessary to collect program based Ph.D. handbooks to review current practice. (Dean Wardell instructed Megumi to send out an e-mail across campus to request submission with the set deadline.)

Motion to require program handbook or other written policy/documents pertaining milestone events including advancement to candidacy, Qualifying Exam, Comprehensive Exam, and Thesis defense proposal across all graduate program.

Component of the policy should include but not limited to:

- Expected degree requirement
- Expected learning outcome
- Procedure on each milestone events for students and him/her moving through the degree program. (Only for the terminal degree).

**The Graduate Council will have actual motion to vote during the next face-to-face meeting.*

Qualifying examination and admission to candidacy

The student who has completed all courses required for the degree (exclusive of dissertation) and has satisfied all admission, residency, language and other tool-subject requirements **should** request that the major professor arrange for the qualifying examination to be held. Consult the graduate advisor in the major area for information about the qualifying examination requirement.

Ordinarily no dissertation enrollment is permitted until this examination has been passed. Students are admitted to candidacy for the doctoral degree by the graduate

dean upon successful completion of the qualifying examination and other requirements. The department **should notify** the office of the Graduate Dean when a student passes the qualifying examination and is admitted to candidacy.

Motion to replace “Should” to “Shall”. Suggestion to “Shall take qualifying exams as on the published date, unless dates are published.”

The motion PASSED

XIII-2 Dissertation Defense – absentee committee members

Dean Wardell reported to the committee that there were instances where student was the only person at present for the Dissertation Defense without any faculty committee members including his/her advisor. Since there’s no policy of absentee committee members, should we establish the guideline of this?

The council committee member felt that as the university gearing towards tier 1 research institution, this type of situation will continue to occur due to the faculty member’s obligation outside of the university. The council did not recommend any change to the current dissertation defense format.

XIII-3 5000 & 6000 level courses

Courses numbered 5000 or higher ordinarily are taken by students working toward master’s and doctoral degrees; those numbered 6000 or higher are open principally to doctoral students. The graduate student enrolled in a 5000-level course that meets with a senior-level undergraduate course will be expected to complete additional requirements beyond those expected of undergraduates in the same course.

(From 2014-2015 Catalog excerpt)

Dean Wardell received inquiry regarding existing policy from the Provost office. He requested council member to review the policy example from the TWU (It was distributed via e-mail on February 19th from Megumi) to see if above language can have more transparency on definition of 5000-level and 6000-levels.

XIII-4 Grade replacement for courses with a C or less: Currently, students are allowed to replace their grades without limit. Should we continue this practice?

Motion to amend this practice: The motions PASSED

“The graduate students are allowed to retake the course only once for the purpose of grade duplication. Courses that are designed to be taken multiple times for credit are excluded from this restriction.”

XIII-5 Should RCR be mandated?

The committee recommended not to mandate RCR for all graduate students.