Graduate and Professional Studies Council
Minutes of
Regular Meeting March 6, 2012

A regular meeting of the University of Houston Graduate and Professional Studies Council convened at 12:00 noon on Tuesday, February 7, 2012 in the Social Work Building Conference Room, 110J.

I. Attendance

Members Present:
Dick Abrahamson, KiJoon Back, Dorothy Baker, Kevin Bassler, Driss Benhaddou, Roger Boltz, Anne Delcour, Barbara Evans, Shirley Ezell, Laura Frishman, Dietmar Froehlich, Stuart Hall (Ex Officio), Paul Janicke, Michael Johnson, Suresh Khator, EunSook Kwon, Randall Lee, Rafael Longoria, Heidar Malki, Haluk Ogmen, Jim Phillips, Cathy Patterson, Paul Raffoul, Susan Robbins, Andrea Smesny, Karl Titz, and Steve Werner.

Members Absent:
Roger Boltz, Barbara Evans, Dietmar Froehlich, Paul Janicke, Eunsook Kwon, Jacquie Hawkins, Sean Tarver, Melanie Pang, and Andrea Smesny

Staff:
Alma Flores, Brenda Robles

Guests:
Margaret Watson, Debbie Henry, Arnold Guloy

I. Call to Order
- The meeting was called to order at 12.03 pm by Shirley Ezell, Chair, GPSC.

II. Approval of the Minutes

- Minutes of February 7, 2012 were approved as written.

III. Announcements/Information

- Guest – Dr. Margaret Watson, Senior Institutional Research Analyst
    - Electronic Thesis and Dissertations (ETD)
        - It has been fully implemented in Business, Optometry, Pharmacy, Education, and currently under implementation in Liberal Arts and Social Sciences, spring 2012; will be implemented by Engineering and NSM departments with thesis/dissertation options.

- Signed signature pages will not be uploaded.
- When a student uploads a document, the dissertation committee chairperson will be notified via email to check and ensure that the submission is the final copy.
- Patent Law/Intellectual property issues may determine whether or not the student may embargo (i.e. the document will not be made public; only an abstract will be made available). The final say on an embargo is made by the dissertation chair.
- Some journals consider an ETD as published work.
- Margaret will notify departments when there are no embargos for students within the program.
- A cougarnet account is required.
- The policies involved with ETD will be handled by Margaret Watson; Technical issues are addressed by Michele Riley, of University Libraries.

- Graduate Student Exit Survey
    - Developed by a committee of 21 universities from the Council of Graduate Schools (CGS) to assist doctoral programs in assessing completion rates for doctoral students.
    - UH modified the Council of Graduate Schools document to accommodate UH.
    - The goal is to have this survey as a requirement in the Apply to Graduate Process (ATG) for doctoral students.
    - Currently, the survey is university specific, but the goal is to include department/college-specific questions.
    - The survey is not anonymous, and will be tied with student accounts, so that the university may be able to identify
        a. When they began the graduate program,
        b. their program/plan and
        c. demographic information.
    - The Graduate Exit Survey will require a modification in PeopleSoft; it may be too late for fall 2012.
    - Feedback on the survey is requested, specifically on questions 22-26.
    - Questions/Comments from GPSC members:
        - Having it on the ATG process may be too early for the respondents to accurately answer the questions on employment prospects.
            - The original idea was to have it during the ATG process.

- Can the name of the survey be Doctoral Exit Survey, since it will be required for doctoral level students?

IV. Reports by Representatives to Academic Governance Committees

- Representative to Research and Scholarship Committee, Randall Lee
  - No report.

V. Reports on Related University Committees

- Representative to Faculty Senate Executive Committee, Shirley Ezell
  - Faculty Workload revisions will be submitted by the Provost to the new Faculty Affairs Committee that Dan Wells is chairing. We will ask that the version gets passed back to council at least as an information item.
  - Question on the consolidation of tuition and fees: its administration, tracking and monitoring, and allocation of funds to units where fees were attached, and all the possible implications for consolidated graduate fee allocations. The question was raised on how students would know what their the fees were- will there be an on-line breakdown for review, how will departments and colleges track all the processes and will they get all the allocations back as previously budgeted for their operations, courses, etc.
  - An update was given on agenda items from GPSC to the Faculty Senate Executive Committee.
  - The DSTF report by Janok Bhattacharya who chairs the Research and Scholarship Committee was clarified with Elaine Charleston that it was appropriate for colleges without doctoral programs to use the DSTF funds for their graduate student support and other colleges with doctoral programs also used some of these funds for master's level students.
  - The Core Curriculum will be revised according to the state and the core competencies are listed on the faculty senate website- and Simon Bott's Undergraduate Committee will be submitting some information to departments in April to start the process. Council members were encouraged to view the changes and see how this might impact their graduate programs as well. This committee is also reviewing the undergraduate catalog.
  - There was concern expressed about the change in our new health care provider for the University of Houston and their ranking as a provider.

- Representative to the Teaching Excellence Committee, Susan Robbins

    - Observations were completed today; the final selection will be tomorrow.

- Representative to Graduate Education Policies Committee in Faculty Senate, Haluk Ogmen
    - This committee was established in September of this academic year, and the group created an initial list of issues including:
        - DSTF – terms and allocations
        - Question of whether tuition should be covered by grants
        - Accountability of the university for funding
        - Question of whether GPSC should be incorporated in Faculty Senate
        - Graduate Student Welfare (e.g. maternity leave policy)
        - Professional Development, job duties of graduate student assignments
        - University policies for research faculty advisors
        - Internships for graduate student community
        - Utilizing technology in tracking student progress, milestones, qualifying exams
        - Program development, international programs
        - Admissions, customer service

VI. Report from Graduate & Professional Studies, Stuart Hall
- GPS has created the schedule for program reviews
- Graduate applications for Fall 2012:
    - Master's programs – down 2.6%
    - Doctoral programs – up 14.9%
    - A key factor in determining the level of selectivity of graduate admissions is the number of completed versus admitted applications. A Complete application means that the application file is truly completed, finalized, and noted in PeopleSoft. This means that all of the checklist items as required for admissions to the graduate program are noted as "complete".

III. Standing Committee Reports

- <u>Academic Program Evaluation Committee, Dorothy Baker</u>
    - New:
        - GPSC 7049 12S: Proposal for Graduate Certificate in Global Management
        - GPSC 7050 12S: Proposal for Graduate Certificate in Human Resource Management

- Approved:
    - GPSC 7041 11F: Proposal for new MA in Arts Leadership
    - GPSC 7045 11F: Proposal for Graduate Certificate Program in Process Engineering and Modeling
    - GPSC 7046 11F: Modification of Graduate Certificate Program in Subsea Engineering
    - GPSC 7047 12S: Proposal for Master of Science in Subsea Engineering
    - GPSC 7048 12S: Proposal for Master of Science in Geosensing Systems Engineering and Sciences

- <u>Course Evaluation and Review Committee, Paul Raffoul</u>
    - New:
        - GPSC 7052 12S: CIP Code Changes for MS and PhD Physiological Optics/Vision Sciences Courses
        - GPSC 7053 12S: MTLS 6111: Materials Engineering Seminar
    - Pending:
    - Approved:
        - GPSC Items 6864 11F – 6905 11F

- <u>Graduate Admissions & Student Affairs Committee, Jim Phillips</u>
    - New:
        - GPSC 7041 12S: Request for reconsideration of Graduate Certificate minimum admission requirements
    - Approved:
        - GPSC 7042 11F: MAPP 12.03.01 Extension Programs review of proposed changes
            - No comment was provided on proposed changes

- <u>Graduate Policies Committee, Laura Frishman</u>
    - New:
    - Pending:
        - GPSC 7040 11F: Review of Academic Policies and Procedures

IV. Unfinished Business

V. New Business

VI. Adjournment

- The meeting adjourned at 1.16 pm.