

# MEETING OF THE GRADUATE ASSEMBLY

## THE UNIVERSITY OF TEXAS AT ARLINGTON

**DATE:** October 9, 2003  
**TIME:** 2:30 pm  
**PLACE:** San Saba – University Center  
**PRESIDING:** Susan K. Grove, Chair

**ATTENDING:**

|                |                     |                |
|----------------|---------------------|----------------|
| Marjie Barrett | Nancy Hadaway       | Roger Mellgren |
| Vicky Cereijo  | Rebecca Hegar       | James Teng     |
| Rex Crick      | Susan Hekman        | Sherman Wyman  |
| Ernest Crosby  | David Jones         |                |
| Mark Dunn      | Charla Markham-Shaw |                |
| James Grover   | Gary McMahan        |                |

**EX OFFICIO** Dr. Phil Cohen Dr. Raymond Jackson Dr. Tom Wilding

**EXCUSED** Diane Cook Rex Crick Farhad Kamangar

### I. Call to Order

The meeting was called to order at 2:30 p.m. by Dr. Susan Grove, Chair.

### II. Approval of Minutes

Dr. Marjie Barrett moved to approve the Graduate Assembly (GA) minutes from the April meeting, Dr. Susan Hekman seconded the motion, and the minutes were unanimously approved.

### III. Report of the Graduate Dean

Dr. Phil Cohen welcomed the new members and thanked them for serving on the GA and for being involved in reviewing new graduate policies and procedures and new graduate programs and certificates. He indicated the importance of having a quorum at the GA meetings to review and vote on graduate issues.

Dr. Cohen made the following announcements:

- The University developed two power point presentations discussing the state of the University and the increase in tuition and fees for the Spring and Fall of 2004. The two presentations are entitled "Preparing for the Future Part I and Part II." The Graduate Assembly (GA) members indicated an interest in seeing these presentations. Dr. Susan Grove will contact the Interim Provost about distributing these presentations to the GA members.
- The tuition and fee increase will provide faculty/staff raises. These raises will go into affect in the Spring of 2004 with a 2% increase and a 4% increase in the Fall of 2004.
- The Graduate School is in hopes of creating additional Dissertation Fellowships to facilitate students in completing their degrees. Fellowships would be for residents only and awarded on need and merit.

## **IV. Committee Reports**

### **A. Committee on Graduate Students**

#### **1. *GTA/GRA Status During Academic Probation***

Dr. Marjie Barrett reported that the committee was working on policies for defining good academic standing and probation for international students who are GTA's or GRA's. Dr. Cohen and Dr. Jackson recommended that the two issues listed below be managed first.

1. The GRE Scores: Verbal, Analytical Writing, and Quantitative scores cannot be used in combination for admission criteria. Each of these scores must be reviewed as separate entities and different colleges and schools must evaluate their admission criteria to reflect this change in GRE policy.
2. Colleges and Schools must review their policies for giving students Assistantships so that the unconditional and probationary students might have the option of seeking and obtaining a GTA or GRA Assistantship.

These two issues need to be resolved before the committee on Graduate Students can resolve their issue on academic standing for international students who are GTA's and GRA's.

### **B. Committee on Program Policy**

Dr. James Grover reported that this committee has not received any new degree or certificate proposals. He asked all members to share the dates for submission of new proposals with their department heads to ensure that new proposals are submitted in a timely manner to the Program Policy Committee and then the GA Committee.

### **C. Committee on Program Review**

Dr. Roger Mellgren stated that he had no report.

## **V. Report of the Chair**

Dr. Susan Grove provided a handout listing the Committees in Graduate Assembly with the Chair and the committee members. She briefly explained the responsibilities of each committee.

## **VI. Report of Graduate Student Senate Representative**

Dr. Susan Grove stated that she would contact this organization for a student representative.

## **VII. New Business**

### **A. Faculty Policy**

Dr. Ernest Crosby proposed a new faculty policy recommended by the Department of Engineering in regards to new tenure-line faculty becoming full members of Graduate Faculty upon employment.

**Proposed Policy:** Full-time, non-tenured, tenure-track faculty (new tenure-line hires) become full members of the Graduate School Faculty upon their employment at UTA. This is subject to the requirement that each Graduate Program must notify the Graduate School by email of its new tenure-line hires each year so that the Graduate School may add them to the Graduate Faculty database. The current process of preparing nominating forms and seeking approval of the appropriate Graduate Studies Committee (GSC) and the Graduate Office for the University is time-consuming and unnecessary. Any tenure-track faculty hire should be eligible to supervise graduate students' theses or dissertations or be members of their committees.

Dr. Roger Mellgren moved to accept the new policy and Dr. James Grover seconded the motion. Dr. Phil Cohen asked for an amendment to read, if the person does not have their terminal degree in their field and they are All But Dissertation (ABD), they can apply as a special member. Dr. Margie Barrett moved to accept this new policy with the revision, Dr. Susan Hekman seconded the motion, and it was unanimously approved.

#### **B. Proposal for Course Grading Change**

Dr. Gary McMahan presented a proposal to change the course grading to allow +'s and -'s in the College of Business. There was a lengthy discussion among the members and Dr. Cohen reiterated that the Undergraduate Assembly should be consulted. Dr. Roger Mellgren proposed that an Ad Hoc Committee from Graduate Assembly be appointed to review and revise this proposal and resubmit their recommendations at the next meeting, Dr. Susan Hekman seconded the motion and it was unanimously approved. Ad Hoc Committee members include: Drs. Gary McMahan, Chair; Roger Mellgren, James Grover, Vicki Cereijo, Rebecca Hegar, Susan Grove, Phil Cohen, and Raymond Jackson.

### **VIII. Old Business**

None

### **IX. Adjournment**

The meeting adjourned at 4:00 pm.

Respectively Submitted:

Sheri Decker  
Administrative Assistant  
School of Nursing