

College of Education
Graduate Faculty Meeting
Friday, September 19, 2008
19:30am-12:00pm
College of Education, Room 350

MINUTES

Attendees

Lee Duemer, Doug Hamman, Connie Anderson, JoAnn Klinker, Nora Griffin-Shirley, Shirley Matteson, Stephanie Jones, Reese Todd, Devender Banda, Charles Geer, Walter Smith, Roy Rodriguez, Bret Hendricks, Loretta Bradley, Pat Watson, Jennifer Wilhelm, Mary Frances Agnello, Clint Carpenter, Jerry Parr, Roseanna Davidson, Mary Runnels, Peggy Johnson, Katie Button, Mellinee Lesley, Paige Furgerson, Alfredo Benavides, Barbara Morgan-Fleming, Zenaida Aguirre-Munoz, Dora Salazar, Paul Chamness Miller, Sheryl Santos, Comfort Pratt, Aretha Marbley, Robin Lock, Karen Spears, Amma Akrofi, Loretta Rudd, Susan Myers, Ratna Narayan, Eva Midobuche, Carole Janisch, Doug Simpson

Recorders: Esther Lucey, Kay Gleghorn

Agenda

I. Informational Items

- Handouts sent electronically and provided at meeting on Ethical Principles, Ad Hoc Committee Proposal, Ad Hoc Subcommittee Proposal, Draft Minutes and future meeting dates.
- Dr. Simpson summarized that 6 items reviewed by the subcommittee resulting in Item One as a proposal to the Ad Hoc committee. The Ad Hoc committee recommended acceptance of Item One with amendments and sent the proposal to this meeting. Discussion ensued with the outcome to re-visit this issue under Faculty Interests later in this meeting.
- GA/GPTI issues are a fact as the COE is growing with needs and consequences especially with a limited financial pool. There is a stable amount of funds with an increase in faculty needs. Currently all tenure-track faculty members (with one exception) has access to a graduate assistant due to additional funding. The Graduate School provided extra funds to employ 2.5 students which equates to 5 faculty receiving graduate assistants. Faculty collaboration and Provost funding helped fund the account for a total of 7 faculty

members being assigned a GA. There is a need for the future – a Plan B to be developed that addresses a time when our needs will be greater than our resources. Share your ideas with your department chairs and Dr. Simpson. Let's prioritize needs with the Dean's input on funding.

II. Action Items

A. Draft Minutes

The May 2, 2007 Draft Minutes were sent electronically and provided as a handout today. Aware that editing is needed. This item was tabled for the next meeting.

B. Parliamentarian

Dr. Morgan-Fleming nominated Dr. Griffin-Shirley as parliamentarian.

Seconded by Aretha Marbley.

Motion passed with duties to begin at next meeting.

III. Discussion of Faculty Interests

A. One topic of interest was the setting of the Master's comp exam date. The date is set based upon the Graduate School's deadline for results, the faculty is evaluating time and the processing of the applications.

B. A second topic was the Graduate Certificate (GCRT). How does it work? Is there a process/policy? Dr. Pratt is the ECOE faculty representative to the Graduate Council.

- There is a minimum of 12 to a maximum of 18 credit hours. The student needs to apply to the Graduate School and be admitted to the GCRT program, in addition to any other program (degree or non-degree) to which he or she is currently enrolled.
- The GCRT is awarded by the Graduate School after all courses required by the degree plan are completed and an Intent to Graduate form is submitted.
- The GCRT can be a tool to grow a program.
- Each GCRT program can have its own admission requirements.
- The GCRT program is to be different from a master's degree program. The Graduate School is creating a document which states how this is to be done.
- The COE GAAC needs to approve the new GCRT program proposal and follow a process similar to new course approvals.
- Dr. Griffin-Shirley was a Graduate Council member when the issue of creating graduate certificates first appeared. At that time it was for professional development reasons only. Then as the administration changed, a GCRT can be used to grow programs. There was to be no expense to the University for the Certificate. The certificate is to

consist of approved courses, so no extra courses need be created just for the certificate program.

- The Coordinating Board needs to see that the certificate program is a different program than a degree or certification program.
- Now the Graduate Council will approve new courses specifically created for the certificate program.
- Students cannot get double credit for taking the same courses on a degree plan as on the certificate – at least one course on the certificate plan must be different.
- The Graduate School Council will meet in October with GCRT issues on the Agenda.

C. A third topic of faculty concern, raised by Dr. Rodriguez, involves graduate program expansion/growth. Now there is no mechanism, other than the two scheduled graduate faculty meetings per semester, to discuss the issue. One suggestion was to add this issue to the charge of the GAAC or create a standing committee.

- Dr. Hendricks, as past chair of the GAAC, stated the GAAC does not need an additional charge to the already complex issues it handles.

D. A fourth topic of concern involves the graduate students and graduate assistants. They often feel disempowered. Dr. Hamman recommends an organization to address their issues.

- Dr. Simpson suggested two ways to address this issue: One is the creation of the Education Graduate Student Organization (EGSO) with Dr. Hamman as the faculty advisor. The second way is for Dr. Simpson to meet two or more times yearly to disseminate information and have open-ended discussion in an attempt at clear communication.
- Dr. Marbley raised a graduate student's question of whether or not to provide refreshments during the dissertation defense. Students are not obligated to provide such.
- Dr. Griffin-Shirley questioned how Dr. Hamman plans to include the distance education and part-time students in the EGSO. These students should have the same availability and opportunity for input and an equal voice on graduate issues.
- Dr. Hamman informed everyone that inclusion in the past was partly by a membership fee. The EGSO has been formed this year with a meeting scheduled for September 25.
- Dr. Lan recommended the EGSO register with the SGA (Student Government Association) for assistance with funds and room reservations.

E. A fifth topic of concern was raised by Dr. Wilhelm about acquiring a list of graduate students in each program? Is there a way to do that? Dr. Simpson suggested that data collected at the time of application and admission needed to be updated to facilitate this request.

- Ms. Lucey stated the database is incomplete due to past programs applications not providing a concentration line for that purpose.

F. Dr. Runnels raised the issue of how graduate assistants are assigned to faculty. Comments on the topic included the following:

- Faculty evaluation is used as a recommendation to re-hire a student.
- Past policy appeared to be if you want to keep your GA, you do.
- What if your student wants to be assigned to another faculty member?
- What if a faculty member wants a particular student and the student is assigned or was assigned to a member who requested to keep the student?
- The current process is that the two department chairs review the application pool and review faculty requests.
- It was suggested that a committee be created to study this issue.
- Dr. Hamman suggested that graduate students be on the committee.
- It was decided that the committee would be composed of 2 representatives from each department and 2 graduate students for a total of 6 members.
- Dr. Lan reiterated the fact that the College of Education benefits from Graduate School's funding of graduate assistants.
- Dr. Simpson stated the importance of understanding assistant's needs.
- Dr. Griffin-Shirley offered a motion for the creation of this committee. No motion needed as all agreed to the committee.

G. Dr. Morgan-Fleming requested a survey be created for graduate students to voice their concerns as to what time to meet, what subjects to discuss, anonymity for protected expression.

- Dr. Lan asked if the charge of the committee was to create a policy or to hire students?
- Dr. Simpson replied it is for the expression of creative ideas resulting in a proposal/recommendation of the committee to the Graduate Faculty meeting. The first charge is how to improve the current process.
- Dr. Runnels offered two ideas: First, the current faculty questionnaire does a good job and is a training opportunity for the student. Second, the hiring time of fall versus recruitment issue. If students know in the spring that they are hired for the fall and who they are assigned to maybe they will not go elsewhere.

- Discussion ensued as to whether the chairs, associate dean and Ms. Lucey can meet, formalize the decision and offer GA positions within budgetary constraints.
- Dr. Lan raised the issue of offering the position for 4 years if the funding is stable. The turnover rate per semester could be as small as 3 or 4 graduating of refusing the offer up to 10.
- Dr. Midobuche suggested we provide workshops for the graduate assistants so they can increase their work skills that are lacking as indicated on their application and the faculty evaluation questionnaire.
- Dr. Rudd stated the ATLC (TTU Technology Support) offers free on-line courses for TTU employees to utilize at their own rate.
- Dr. Johnson reminded everyone that under previous administrators graduate students were not hired unless the COE actually had the money and re-hired the student until they graduated.
- Also discussed was the issue of the student's admission to the EDUC after taking two/three years at another college at TTU.

H. The Ad Hoc Doctoral Committee's proposal raised at the beginning of the meeting was re-visited at this time. The proposal will be an Agenda item at the next meeting. The current Ad Hoc Doctoral Committee members will meet to clarify the rationale for the proposal in preparation of the November Graduate Faculty meeting.

I. Dr. Lan provided handouts from the Provost Office regarding a Tenure Academy on November 7, Library room 309.

Dr. Griffin-Shirley motioned to adjourn at 11:50am.
Seconded by Dr. Klinker
Adjourned

Respectfully submitted,

Esther Lucey