

**University of North Texas Health Science Center  
Graduate Council Meeting  
November 13, 2019**

**RECORDING:** Carla Johnson  
**PRESIDING:** Michael Mathis, Ph.D.  
**PRESENT:** Barber, Basu, Berg, Clark, R. Cunningham, Gouloupoulou, Gwartz, Hodge, Krishnamoorthy, Mallet, S. Mathew, Mathis, Menegaz, Patil, Proulx, Simecka, Smith, and Warren  
**ABSENT:** Griffith, Jones, Planz  
**GUESTS:** Ramona Holmes

**MEETING TIME:** 3:00 – 5:05 pm  
**MEETING LOCATION:** CBH - 344

**PRESENT:** Barber, Basu, Berg, Clark, R. Cunningham, Gouloupoulou, Gwartz, Hodge, Krishnamoorthy, Mallet, S. Mathew, Mathis, Menegaz, Patil, Proulx, Simecka, Smith, and Warren

Topic/Agenda Item	Discussion/Conclusion	Action/ Recommendation	Responsible Person(s)
<b>Approval of October 2019 Minutes</b>	Dr. Berg moved to approve the September 2019 minutes. Dr. Basu seconded. <u>Motion carried.</u>	Update website	C. Johnson
<b>Dean's Update</b>	<ul style="list-style-type: none"> <li>• Main Campus – general counsel officer resigned over public offensive remark. This has caused President Williams to turn an eye to diversity initiatives on our campus. Could we be doing a better job? Jessica Proulx brought up Diversity Week. Faculty aren't very diverse (need to work on hiring more diversely). The department chair pool was not very diverse even though we worked very hard to try and diversify the pool, even hiring a search firm with expertise in that area. Working on a communication workshop in the spring semester. GSA working with BGSA to host a panel discussion on what it's like to be a minority on their career path (lunch and learn Q &amp; A).</li> </ul>		
<b>Center for Academic Performance</b>	<ul style="list-style-type: none"> <li>• One presentation left for the semester on 11/26 in collaboration with Care and Civility on Stress Management</li> <li>• Write Here Right Now still on Thursdays for writing and research report from 11-1</li> <li>• Will be meeting with Dr. Berg regarding Core Forum</li> <li>• Dr. Mathis brought up the naming event for the QEP on student wellness which will incorporate some of the CAP activities</li> </ul>		
<b>Library Update</b>	<ul style="list-style-type: none"> <li>• Michelle Whitehead introduced herself as the library representative to Graduate Council</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Working on catalog of services</li> <li>• Offered a session on social media misconceptions specifically for researchers and healthcare providers and invites more input</li> <li>• Looking for RAD volunteers; will be reaching out to GSA for input on the event</li> <li>• Shortening some hours over winter break. Last week before winter break, they will be closing at 6:00 p.m.</li> <li>• Student approached them about the 3-minute thesis idea; wanted input on whether that's going to be a curricular requirement. Three-minute Thesis is an international competition that starts out locally and eventually advance to the international level. Presenter is allowed 1 static slide and three minutes of presentation time. Ms. Holmes recommended that we consider the local competition for Fall 2020. Physiology incorporates 3-minute thesis into their WIPs and they are juried; Anatomy does it once a year with no jury. Ms. Holmes stated that an institutional committee needs to be formed to plan this.</li> </ul>		
<b>GSA Update</b>	<ul style="list-style-type: none"> <li>• GSA Travel Awards are open for January – March travel; deadline is November 29<sup>th</sup></li> <li>• Windbreakers available for sale</li> <li>• Diversity Task Force holding Diversity Week February 17-21. GSA and BGSA hosting the Q &amp; A panel on the importance of diversity in research and healthcare. Need a faculty member from each school.</li> <li>• RAD suggestions – last year's group started and this year's group has picked up the project, specifically centered around the oral presentations. Proposing a maximum of 16 presenters. If more apply for oral presentation, need to have a selection process, giving priority to senior students, etc. Will also be proposing to move the poster presentation to a different date/time altogether so that poster presenters can attend the oral presentations. Also will propose that oral awards only have one award category, not additional categories for institutes/departments.</li> <li>• Spring events will include Outstanding Faculty Seminar and GIST</li> </ul>		

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<b>ETDs and New Repository</b>	Institutional repository for practicum reports, theses and dissertations is moving to a new platform (DSpace) which is used by the Texas Digital Library. This lets us join all the other research universities across the state of Texas. We are only one of two health science centers (UTSW is the other). The change in platform requires a change in the electronic theses/dissertations filing form. These changes were presented to Council. GC needs to decide if we want to move to default of one-year embargo or a default of open access.	Ms. Holmes to bring info back for December meeting.  Add to agenda	Holmes  C. Johnson
<b>Course Inventory</b>	Dr. Berg moved to approve the deletion of BMSC 5101, 5102 and 5103 from the course inventory. Dr. Mallet seconded. <u>Motion carried.</u>  Mrs. Johnson reminded graduate advisors that the course inventory must be finalized for the 2020-21 catalog by the January meeting.	Notify Office of the Registrar  Review course inventory and submit any requests for Graduate Council review no later than January 2, 2020	C. Johnson  Advisors
<b>Responsibilities of Graduate Advisors and Course Directors</b>	Dr. Mathis introduced the documents describing responsibilities of graduate advisors and course directors and asked Council members to provide feedback. Members were asked to bring their feedback to the December meeting.	Agenda item for December; email documents to members  Review documents and bring feedback to next meeting	C. Johnson  Members
<b>Development of Online Courses</b>	Dr. Mathis introduced the topic of converting first-year core courses (specialized and traditional) to online content. He has drafted an incentive plan to recruit faculty to develop online content. These courses would be utilized for the retooled Biotechnology and Clinical Research Management disciplines. He asked for feedback on the plan for the December meeting.	Agenda item for December; email documents to members  Review documents and bring feedback to next meeting	C. Johnson  Members
<b>2020-21 Catalog</b>	Academic Policies – an ad hoc committee was formed to review the current remediation policy. Dr. Berg will chair the committee. Graduate Council members included on the committee are Drs. Cunningham, Hodge, and Mallet. First-year course directors will be invited to participate as well.	Set meeting date and provide committee members with appropriate documentation  Edit catalog	C. Johnson  C. Johnson

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	<p>Dr. Cunningham moved to approve deleting the course deficiencies section from the academic policies section of the catalog. Dr. Hodge seconded. <u>Motion carried.</u></p> <p>Degree Programs – tabled for December meeting due to time considerations</p>		
<b>Announcements</b>	<p>The next meeting is scheduled for December 11, 2019. Agenda items must be submitted in writing for consideration by December 4, 2019.</p>		