

**University of North Texas Health Science Center
Graduate Council Meeting
August 21, 2014**

RECORDING: Carla Lee Johnson

PRESIDING: Meharvan Singh

PRESENT: Basu, Berg, Cammarata, Cross, Cunningham, Gwartz, Johnson, He, Lerma, Patterson, Prokai, Reeves, Shell, Simecka, Singh, Sumien, and Whitehead

ABSENT: Clark, Griffith and Kemp

MEETING TIME: 3:04 PM – 4:35 PM

MEETING LOCATION: CBH - 344

Topic/Agenda Item	Discussion/Conclusion	Action/Recommendation	Responsible Person(s)
Approval of June 2014 Minutes	Dr. Cunningham moved to approve the June 2014 meeting minutes. Dr. Sumien seconded. <u>Motion carried</u> (Unanimous).	Post to GSBS website.	Ms. Johnson
Procedures vs. Policies	<p>Dean Singh defined policies vs. procedures. Policies must be cleared through UNT System legal affairs office, procedures are how a policy is used/enforced.</p> <ul style="list-style-type: none"> - Example: External employment for graduate teaching assistants. We cannot prevent them from working off campus but we can provide guidance on the effect such employment might have on advancement toward degree and require documentation, etc. We can withdraw the assistantship if the student is not fulfilling his/her responsibilities. <p>Dr. Singh reminded graduate advisors that we have requested updated program handbooks by October 1st so that we can check for discrepancies between GSBS policy/procedures and discipline requirements.</p> <p>Remediation procedure – example of a policy that we will be reviewing very soon to refine and add details which will clarify how remediation grades are calculated. The policy will be updated in the overall core syllabus as well as the catalog.</p>	<p>None</p> <p>Submit updated discipline handbooks to Ms. Johnson by October 1, 2014.</p> <p>Include remediation policy review in catalog policies to be reviewed in October.</p>	<p>N/A</p> <p>Graduate Advisors</p> <p>Ms. Johnson</p>
Student Performance Committee	Dr. Singh introduced the topic of creating a Student Performance Committee (SPC) for first-year traditional students. Such a committee exists for the specialized master's programs and has been quite successfully in providing guidance to those students. Students who have advanced past the first year have advisory committees to provide guidance.	Appoint first-year traditional curriculum Student Performance Committee.	Dr. Singh

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	The first-year traditional MS and PhD student do not have such a committee to provide guidance. Dr. Simecka moved to approve the formation of the SPC for first-year traditional MS and PhD students. Dr. Cammarata seconded. <u>Motion carried</u> (Unanimous).		
Inter Professional Education (IPE)	IPE efforts are traditionally focused on how healthcare professionals work together. Graduate education is usually not included. UNTHSC IPE wants to change that. To that end, we have a representative on the IPE committee, Dr. Rhonda Roby. With Dr. Roby's resignation, Dr. Singh has been attending the meetings. Currently, UNTHSC is carving out dates for IPE activities to avoid conflict with curriculum, events, etc.	Participate in IPE activities as appropriate	GSBS faculty and students
Course Inventory	<p>Dr. Reeves moved to approve the changes requested for IPAN 5330 and 5334. Dr. Berg seconded. <u>Motion carried.</u> (Unanimous)</p> <p>Dr. Reeves moved to approve changes requested for IPAN 6330 and 5332. Dr. Berg seconded. <u>Motion carried.</u> (Unanimous)</p> <p>Dr. Reeves moved to approve changes requested for IPAN 5630. Dr. Sumien seconded. <u>Motion carried.</u> (Unanimous)</p> <p>Dr. Reeves moved to approve the request of a new course, Anatomy Journal Club. Dr. Sumien seconded. <u>Motion carried.</u> (Unanimous)</p> <p>Dr. Reeves moved to approve the request of a new course, Anatomy Laboratory Teaching Practicum with changes to the original title and grading formula. Dr. Patterson seconded. <u>Motion carried.</u> (Unanimous)</p>	Update the 2015-16 catalog and notify the registrar's office.	Ms. Johnson

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Course Inventory (continued)	Dr. Berg moved to approve the request of a new course, Fluorescence for Biomedical Science. Dr. Sumien seconded. <u>Motion carried.</u> (Unanimous)		
Graduate Faculty Appointments	<p>Dr. Gwartz moved to approve Jessica Blaylock Harbor, MS, Cathy McNeill, MS, Angela Germany, MS, Natalie Settele, MS, J. Craig Garrison, PhD, April Bell, MS and Steven Q. Davis, MD as temporary graduate faculty. Dr. Simecka seconded. <u>Motion carried.</u> (Unanimous)</p> <p>Dr. Cross moved to approve the requested change from Category II to Category III for Bobby LaRue, PhD. Dr. Sumien seconded. Motion denied. (10 against, 4 abstentions)</p> <p>Dr. Cunningham moved to approve the appointment of Styliana Goulopoulou, PhD to Category III and Keisa Mathis, PhD to Category II. Dr. Basu seconded. <u>Motion carried.</u> (Unanimous)</p> <p>Dr. Basu moved to approve the appointment of Anindita Mukerjee, PhD to Category I. Dr. Cammarata seconded. <u>Motion carried.</u> (Unanimous)</p>	Notify appointees and update graduate faculty roster.	Ms. Griffith
Library Update	<p>Ms. Whitehead announced the following:</p> <ul style="list-style-type: none"> - Access to all 6 American Heart journals has been purchased - Building renovations in process and should be complete by Labor Day - Tom Lyons is the new dissertation/thesis librarian - Completed study on third floor usage, including observational research 	No action required.	

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Library Update (continued)	<ul style="list-style-type: none"> - Wylie annual review is pending. Need feedback on ChemMedChem and Proteomics journals. Dr. Singh referred her to School of Pharmacy and Dr. Prokai, respectively - Dr. Singh asked if there are any library staff trained to assist faculty on preparing publication list for NIH grant. Ms. Whitehead serves in that role. 		
GSA Update	<p>Ms. Lerma updated Council on upcoming GSA events:</p> <ul style="list-style-type: none"> - American Heart Walk 9/13/14. Chipotle fundraiser planned for September 2nd, 5-8 pm, 7th Street location - Walk to End Alzheimer's 10/25/14. Trivia Night fundraiser planned, as well as another Chipotle event. - Dr. Hassan Azzazy, a member of the first GSBS graduating class, has planned a visit to campus and will be meeting with students - Dr. Cammarata suggested GSA investigate the Light the Night for Sight event typically held on the Alcon campus 	No action required.	
Center for Academic Performance	<p>Ms. Kemp was unable to attend the meeting. Ms. Johnson announced the following at her request:</p> <ul style="list-style-type: none"> - Writing samples collected at Camp Carter orientation will be distributed to writing tutors who will provide feedback directly to students - CAP and the International Student Advising office are collaborating to bring ESL improvement opportunities to campus 		
Announcements	<ul style="list-style-type: none"> - Institutional Advancement has secured a \$500K estate gift to benefit GSBS - We have an urgent request for teaching assistants from UNT Dallas 	No action required.	

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Announcements (continued)	<ul style="list-style-type: none"> - The Rachel M. Dauphin Memorial Scholarship has been endowed to award two scholarships annually. The Singh Open golf tournament to receive corporate sponsorship this year - The timeline for the 2015-16 catalog revisions is as follows: Admissions and Academic Policies, October; Disciplines, November; course inventory changes, December 		