

PRAIRIE VIEW A&M UNIVERSITY
Prairie View, TX 77446

GRADUATE COUNCIL MEETING
WILHELMINA F. DELCO BUILDING, ROOM 126
TUESDAY, JANUARY 27, 2009
11:00 A.M.

AGENDA & Minutes

I. Call to Order

The meeting was called to order by Dr. William H. Parker at 11:05 a.m.

II. Approval of Minutes

Dr. Marion Henry requested that minutes from each previous meeting be sent out for review before the Graduate Council meets.

Motion to approve the minutes as written was made by Dr. Betty Adams and seconded by Dr. Marion Henry.

III. Items for Approval

A. *Course Inventory Updates:*

- College of Education (Dr. Lucian Yates, Dean)
- EDUL 7143 Human Resource Management to be changed to EDUL Human Resource Management

Per Dr. Michael McFrazier, request for change appears to be a typographical error on the University's part and may be an "in house" change. Inquiries should be made before sending it to the Coordinating Board. The motion to correct this error was made by Dr. Michael McFrazier and seconded by Dr. Lucian Yates.

B. *Substantive Changes:*

- College of Education (Dr. Lucian Yates, Dean)
- Masters of Arts in Teaching & Moving the Alternative Teacher Certification from Graduate School to the Department of Curriculum and Instruction

Dr. Yates presented several handouts with the proposal for this program. After presenting this proposal to the council several committee members had questions and concerns which Dr. Yates addressed. Dr. Parker then called for a motion to accept. Dr. Betty Adams made the motion with Dr. Diljit Chatha seconding.

- Re-Organizing the Educational Leadership and Counseling Department (ELC) to the Department of Educational Leadership and the Department of Counseling.

Dr. Lucian Yates passed out additional handouts to support this proposal. After presenting this proposal to the council and answering questions concerning the split of the departments, Dr. Parker called for a motion to accept the split. Dr. Betty Adams made the motion to accept with Dr. Kendall Harris seconding.

IV. Requirements and Reminders (Dr. William H. Parker, Dean, Graduate School)

A. Graduate Student Orientation

- Must be held at the beginning of each semester (Fall and Spring)
- Letter must be on file with the Graduate School, signed by the Dean of the College verifying that orientation has been held along with a copy of the agenda attached. Dr. Parker once again emphasized the importance of holding a graduate orientation for each department and providing the Graduate School with signed documentation from each Dean verifying that this event took place. Along with the letter from each Dean a copy of the agenda should always be attached.

B. Graduate Faculty Orientation

- Must be provided for both part-time and full-time faculty each semester (Fall and Spring)
- Letter must be on file with the Graduate Dean, signed by the Dean of the College verifying that orientation has been held along with a copy of the agenda. Dr. Parker reiterated that all graduate faculty should attend orientation for the Fall and Spring Semesters and the proper documentation should be on file with the Graduate School.

C. Graduate Faculty Nomination Forms

- There must be a Graduate Faculty nomination form on file for each faculty member teaching graduate courses (part-time or full-time). Also, a copy of transcripts showing both masters and doctorate degree must be attached. Dr. Parker stated that all faculty teaching graduate courses should have Graduate Faculty Nomination forms on file with the Graduate School. Dr. John Dyck asked how often the nomination form should be filled out; Dr. Parker indicated that the forms should be updated every two years.

- V. **Enrollment Management (Mr. Don Byars, Associate Provost for Enrollment Management)** Mr. Don Byars gave a preliminary enrollment count for the Spring 2009 semester. The numbers being approximately 7500 total enrollment for Spring 2009 vs. 8088 for Spring 2008. Graduate enrollment is down at this time from last spring, but official numbers were not available. Mr. Byars also stated that he feels recruitment is the big key to growing enrollment. Dr. Parker encouraged all in attendance to recruit.
- VI. **Echoes from Academic Affairs (Dr. Michael McFrazier, Associate Provost)** Dr. McFrazier brought handouts to the committee concerning the TAMU System Academic Proposal Requests Planning Guidelines from the Office of the Vice Chancellor for Academic Affairs (VCAA) and briefly described the various timelines. Dr. McFrazier emphasized how hard it would be to get additional programs approved based on these guidelines.
- VII. **Graduate Education Advisory Committee (GEAC) Update (Dr. William H. Parker)** Dr. Parker announced that he had included GEAC Updates in the agenda packet and encouraged all council members to read over and familiarize themselves with these updates.
- VIII. **Other Discussion Items** Dr. Clarissa Booker reinforced the fact that "customer service" is the key to retain students from undergraduate to graduate. In her opinion all meetings, etc. scheduled for the registration and late registration periods should be postponed until registration for undergraduate students had commenced. The best recruitment for graduate students is word of mouth and a good experience as an undergraduate will encourage these students to stay at PVAMU for Graduate studies.
- IX. **Adjournment** The meeting was adjourned at 12:45 p.m.