

**MEETING OF THE GRADUATE ASSEMBLY  
THE UNIVERSITY OF TEXAS AT ARLINGTON**

**DATE:** November 3, 2016  
**TIME:** 2:30 pm  
**PLACE:** San Saba Room, University Center  
**PRESIDING:** Rod Hissong, Presiding Chair

**ATTENDING:** Pranesh Aswath, Bradley Davis, Duane Dimos, Rod Hissong, Raymond Jackson, Hemanshu Jain Kumar, Lauri John, David Keller, Peter Kroll, Andrew Milson, Sophia Passy, Peggy Semingson, Lewis Wasserman, Bijan Youssefzaden

Guest(s): Tammy Shoemaker, Ginger Dickens, Richard Jimmerson, Wendy Casper for Edmund Prater, Brenda Davis, Andy for Rebecca Bichel, Prajal Mishra for Graduate Student Senate

**I. Call to Order**

The meeting of the Graduate Assembly was called to order at 2:30 pm by chair, Dr. Rod Hissong.

**II. Introductions**

Dr. Hissong welcomed guests to the Graduate Assembly.

**III. Consideration of Minutes**

The minutes from the October 6, 2016 Graduate Assembly meeting were unanimously approved.

**IV. Dr. Duane Dimos, Vice President for Research**

Dr. Dimos noted that Pranesh and Joe were working to determine the impact from the changes in the new policy from the Naturalization Services. The change denies admissions to students on probation, provisional status and those not meeting English proficiency. The number of graduate students impacted last term was 92.

**V. Update from Associate Graduate Dean – Dr. Raymond Jackson**

Dr. Jackson noted he had nothing more to add to Dr. Dimos' comments.

**VI. Committee Reports**

**A. Committee on Program Creation – Dr. Peter Knoll, Chair**

No report.

**B. Committee on Program Revision – Dr. Barbara Raudonis, Chair**

No report.

**C. Committee on Graduate Students – Dr. David Keller, Chair**

**1. Definition of Candidacy**

**Definition of milestone examinations and Candidacy-** the Committee on Graduate Students is charged with defining the general purpose and timing what the Catalog describes as Diagnostic and Comprehensive examinations. There appears to be some disagreement across campus on the meaning and timing of what the Catalog describes as Diagnostic and Comprehensive Examinations. This creates a variety of difficulties for the Office of Admission, Registration and Records to know if or when a student has met these milestones, record achievement of these milestones in the students' permanent record, and provide information that will enable better tracking of student progress. Because these examinations are related to when a student might be considered in candidacy for their degree, this committee is also charged with investigating the meaning and significance of the status of being a candidate. (October 6, 2016)

The Committee on Graduate Students reported they are collaborating with the Office of Graduate Studies to seek information from the PhD chairs on methods for obtaining information regarding how PhD candidacy is determined and is recorded in the departments.

**2. Fourth Year Review**

The Graduate Assembly was asked to consider a proposal to require each doctoral student's Dissertation Supervising Committee to conduct an annual review of the progress of the student starting at the end of the student's fourth year of study. The outcome of the review must be reported to the PhD Program Chair, the Department Chair, and the Vice President for Research and Graduate Studies. The charge to the supervising committee is to advise students in regard to their progress and prospects for successful and timely completion of their degrees. (October 6, 2016)

The Committee on Graduate Students returned to the Assembly with additional questions:

- Who are the targeted students?
- Programs work at various times to assess their students. Is there a timeframe for the assessment?

- Can DSPro provide assistance? Who would be the target during the Fourth Year Review?

Dr. Jackson noted the goal is not to burden the faculty, but to identify at risk students to provide intervention for a more timely progress toward degree completion. Triage the student who are at risk now and provide intervention.

Dr. Dimos would like the committee to renew conversations, find clarity, and return the topic to the agenda.

## VII. Old Business

### A. Recommended HOP Revisions

The Assembly unanimously approved the proposed HOP revision with an effective date of fall 2017.

Proposed Change:

B.1. Structure: The Graduate Assembly will consist of elected members, with vote, chosen from among the full members of the Graduate Faculty **that do not hold an administrative office above college/school associate/assistant dean** and from among the graduate students, and ex officio members, without vote. Ex officio members will include the Chancellor, the Executive Vice Chancellor for Academic Affairs, the President, the Provost, the Vice President for Research and the Dean of the Graduate Studies, the academic deans and directors, and the Director of Libraries. The Chair of the Graduate Student Council shall also serve as a voting member of the Graduate Assembly.

Proposed Change:

B.4. Eligibility for Election: Any full member of the Graduate Faculty **that does not hold an administrative office above college/school associate/assistant dean** is eligible to serve on the Graduate Assembly provided that (1) he/she has not served two immediately prior consecutive terms and (2) he/she is not currently serving as representative to Faculty Senate or the Undergraduate Assembly.

Proposed Change:

C.1. Election of Officers: The Graduate Assembly shall elect a chair, chair pro tempore, and a secretary from its voting members.

Elections shall take place in the last meeting **of the spring semester of the**

**second year of the current chair's term.** The term of office shall be for not more than two years but not beyond the termination of his/her membership in the Assembly. To be elected to any office, a member must have completed at least one year of service on the Assembly. No person may serve more than two full terms in succession in any office. Election shall be by majority vote of all members present. The **ex officio representative** of Graduate Studies, **or designate**, shall preside over the election of the chair. A nominee must agree to serve for his/her name to be on the ballot. If a vacancy occurs in the office of chair, the chair pro tem shall fill the unexpired term. If a vacancy occurs in the office of chair pro tem or secretary, the unexpired term shall be filled by special election.

#### **VIII. New Business**

The Graduate Student Senate passed a resolution asking the Computer Science Department to lower the GPA for holding internships from a GPA of 3.5 to 3.0. Dr. Hissong asked that the resolution and justification forwarded to his attention and he will submit to the committee.

RTA (Return to Agenda):  
The Milestone Agreement.

The meeting adjourned at 3:30 pm.

Respectfully Submitted,  
Jennifer Knight  
Executive Assistant  
Office of Graduate Studies