

**University of North Texas Health Science Center
Graduate Council Meeting
March 13, 2014**

RECORDING: Carla Lee Johnson

PRESIDING: Johnny He

PRESENT: Berg, Clark, Cunningham, He, Johnson, Kubelka (for Cisneros), Prokai, Reeves, Roby, Simecka, Snell, Sumien

ABSENT: Basu, Cammarata, Griffith, Gwartz, Kemp, Patterson, Simecka, Singh, Whitehead, Wordinger

MEETING TIME: 3:05 PM – 4:20 PM

MEETING LOCATION: CBH - 344

Topic/Agenda Item	Discussion/Conclusion	Action/Recommendation	Responsible Person(s)
Approval of January 2014 Minutes	Dr. Cunningham moved to approve the January 2014 meeting minutes. Dr. Sumien seconded. <u>Motion carried</u> (Unanimous).	Post to GSBS website.	Mrs. Johnson
Graduate Faculty Appointments	<p>Dr. Roby moved to appoint Gulab Zode, Ph.D. for <i>Category III</i> graduate faculty status. Dr. Reeves seconded. <u>Motion carried</u> (Unanimous).</p> <p>Dr. Clark moved to appoint Aaron Roberts, Ph.D. for temporary graduate faculty status to serve on the committee for Nicholas Lamar. Dr. Cunningham seconded. <u>Motion carried</u> (Unanimous).</p> <p>Dr. Roby moved to appoint Kirk Wilhelmsen, Ph.D. for temporary graduate faculty status to serve on the committee for Jeffrey Mitchel. Dr. Berg seconded. <u>Motion carried</u> (Unanimous).</p>	Notify appointees.	Ms. Griffith
Catalog: Course Inventory	Mrs. Johnson presented a spreadsheet with course inventory changes resulting from the GSBS reorganization. Dr. Cunningham moved to approve the changes as presented. Dr. Berg seconded. <u>Motion carried</u> (Unanimous).	Notify the Office of the Registrar to make the approved changes in the course inventory.	Mrs. Johnson
Catalog: Degree Programs	The Committee Report on Graduate Program Reorganization was distributed to Council members for reference in reviewing the recommended changes to the catalog chapter on degree programs. The chapter was revised to include the changes recommended in the report with suggestions added by Dean Singh.	Incorporate all changes into the 2014-15 Catalog.	Mrs. Johnson

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	<p>Recommendation 1: Require “≥8 SCH” of advanced courses and electives to the General PhD Core Curriculum. The previous edition did not set a minimum number of credits for advanced courses and electives. Dr. Reeves moved to approve the recommendation. Dr. Sumien seconded. <u>Motion carried.</u> (Unanimous).</p> <p>Recommendation 2: Revision of the advisory committee description to read:</p> <p><i>Each student must select an advisory committee. The major professor and/or the graduate advisor assist the student in selecting members to serve on the advisory committee. The committee guides the student in selecting course work appropriate for the degree program, defines research goals, monitors research progress, approves the research proposal, and provides scientific guidance. The advisory committee administers the final examination for the degree.</i></p> <p><i>The major professor serves as chair of the advisory committee. Advisory committees for Master of Science students must include at least two additional UNTHSC graduate faculty members. Qualified individuals may be approved as temporary graduate faculty members for the purpose of adding specific expertise to student committees. The temporary appointment ends with the expert’s service on the committee. Requests for more than one temporary graduate faculty member per committee must be approved by the dean. Furthermore, all students in programs requiring thesis will be assigned a university member (see details below) who ensures that the policies and procedures of the GSBS and UNTHSC are upheld.</i></p> <p><i>Each student is required to meet with his/her advisory committee at least once per academic year.</i></p> <p><i>Students in MS programs that do not require internship practica or thesis projects are not required to designate advisory committees.</i></p> <p>Dr. Clark moved to approve the recommended changes to read</p>		
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	<p>as above. Dr. Reeves seconded. <u>Motion carried</u> (Unanimous).</p> <p>Recommendation 3: Addition of copy to address advisory committees for specialized MS students to read:</p> <p><i>Prior to the beginning of each student's internship practicum experience, the graduate advisor assigns an advisory committee. The committee guides the student to define practicum goals, monitor internship progress, approves the practicum report proposal and provides scientific guidance. The advisory committee administers the final examination for the degree.</i></p> <p><i>The major professor serves as chair of the advisory committee and must be a full-time UNTHSC graduate faculty member. Two additional committee members are required: one UNTHSC graduate faculty member and the on-site practicum mentor who will have temporary graduate faculty membership.</i></p> <p><i>Students in specialized master's programs are not assigned university members.</i></p> <p>Dr. Berg moved to approve the insertion with no changes. Dr. Sumien seconded. <u>Motion carried</u> (Unanimous).</p> <p>Recommendation 4: Dr. Cunningham moved to approve the deletion of the Residency Requirement from the PhD section of the Degree Programs chapter of the catalog. Dr. Berg seconded. <u>Motion carried</u> (Unanimous).</p> <p>Recommendation 5: Revision of the PhD advisory committee description to read:</p> <p><i>Each student must select an advisory committee. The major professor and/or the graduate advisor assist the student in selecting members to serve on the advisory committee. The committee guides the student in selecting course work appropriate for the degree program, defines research goals, monitors research progress, approves the research proposal, and provides scientific guidance.</i></p>		
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	<p><i>The advisory committee administers both the Grant Writing (BMSC 6310) examination. The major professor may attend but cannot participate or vote in the Grant Writing proceedings. The advisory committee in its entirety administers the final examination for the degree.</i></p> <p><i>The major professor serves as chair of the advisory committee. Advisory committees for Doctor of Philosophy students must include at least three additional UNTHSC graduate faculty members. Qualified individuals may be approved as temporary graduate faculty members for the purpose of adding specific expertise to student committees. The temporary appointment ends with the expert's service on the committee. Requests for more than one temporary graduate faculty member per committee must be approved by the dean. Furthermore, all doctoral students will be assigned a university member (see details below) who ensures that the policies and procedures of the GSBS and UNTHSC are upheld.</i></p> <p><i>Each student is required to meet with his/her advisory committee at least once per academic year.</i></p> <p>Dr. Clark moved to approve the section as written above. Dr. Cunningham seconded. <u>Motion carried</u> (Unanimous).</p> <p>Recommendation 6: Dr. Berg moved to approve the description of Advancement to Candidacy for PhD students as follows:</p> <p><i>Doctoral students must complete the following two-part process to be advanced to candidacy. First, a discipline-based oral qualifying examination, designed and administered by a qualifying examination committee, appointed by the discipline's graduate advisor), must be successfully completed within 72 SCH of coursework inclusive of any advanced standing granted for the completion of a master's degree. Second, the student must complete Grant Writing (BMSC 6310). Refer to the Course Descriptions section of this catalog for details on course requirements. The student is advanced to candidacy and must enroll</i></p>		
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	<p><i>in Doctoral Dissertation (BMSC 6395) in the first long semester immediately following successful completion of Grant Writing (BMSC 6310). Disciplines may establish more stringent guidelines or establish earlier deadlines for completing the advancement to candidacy process. A doctoral student whose performance on either the oral qualifying examination or the defense for Grant Writing (BMSC 6310) is most exemplary may be deemed by his/her committee to "pass with distinction."</i></p> <p><i>A doctoral student who has been passed with distinction will receive the following:</i></p> <ul style="list-style-type: none"><i>- Inclusion of the distinction on the transcript</i><i>- Recognition at the annual Graduate School of Biomedical Sciences' Awards Banquet.</i> <p>Dr. Sumien seconded. <u>Motion carried</u> (Unanimously).</p> <p>Recommendation 7. The reorganization committee recommended the addition of a publication requirement for doctoral students. After some discussion, Dr. Clark moved to approve the following insertion:</p> <p><i>Prior to the dissertation defense, the doctoral candidate must have at least one manuscript accepted for publication in a peer-reviewed journal. This manuscript must be derived from the dissertation research and the candidate must be the leading author. The candidate must submit documentation of the manuscript's status with the journal along with the Intent to Defend form that is due 30 days prior to the dissertation defense. Requests for exception to this requirement (e.g., intellectual property considerations) must be submitted to the Graduate Dean for approval. Students who have advanced to candidacy by the end of Summer 2014 are exempt from this requirement.</i></p> <p>Dr. Berg seconded the motion. <u>Motion carried</u> (7 in favor, 2</p>		
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	<p>against).</p> <p>Recommendation 8: Dr. Berg moved to approve the inclusion of the publication requirement in the steps listed for completion of the doctoral degree. Dr. Cunningham seconded. <u>Motion carried</u> (Unanimous).</p> <p>Recommendation 9. Dr. Reeves moved to approve the change in the course description for Grant Writing (BMSC 6310) in accordance with the changes made in the description of the PhD advisory committee. Dr. Berg seconded. <u>Motion carried</u> (Unanimous).</p>		
Library Update	<p>Ms. Whitehead was unable to attend the meeting. She sent her announcements in writing for distribution:</p> <p>1) Based on Dr. Singh’s question about a point of contact in the library for all things PubMed Central Indexing/compliance questions, I confirmed with library administration that the contact person is me. I also met with the Grants office in response to this discussion and Su Cole will direct faculty to contact me with PubMed Central submission questions.</p> <p>2) The journal title Dr. Roby requested at the January meeting, <i>Cell Metabolism</i>, has been ordered. This particular title is through a Denton package (more than anyone cares to know). But, what that means is that the order takes longer to go “live.” We currently have holdings available from 1995 to one year ago and when this new subscription is available, coverage will be current and retroactive for this calendar year starting in January.</p>	No action required.	

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GSA Update	Ms. Snell summarized the GSA's recent volunteer activities which include March Forward with Science, Relay for Life, and Quiz Night (benefitting Relay for Life). She also announced that GSA will once again be sponsoring scholarships to be awarded at the GSBS Awards Banquet. GSA has held its elections for the upcoming academic year.	Forward election results to Mrs. Johnson	Ms. Snell
GSBS Awards Banquet	Mrs. Johnson announced that we GSBS Awards Banquet will be held at Billy Bob's Texas on Wednesday, April 23, 2014, at 6:30 p.m.	Call for departmental awards.	Mrs. Johnson
Criteria for Dean's Awards	The criteria for upcoming Dean's Awards were reviewed. The criteria stand as distributed (no changes were suggested).	Call for nominees Submit nominees for April Graduate Council	Mrs. Johnson Advisors
Sigma Xi Nominations	Sigma Xi nomination criteria was reviewed. Based on the criteria, one nominee was excluded from the distributed list. Dr. Clark moved to approve the nominations of Shreyas Bhawe, Brittney Burnley, Preston Burnley, Brandon Cherry, Dhwanil Dalwadi, Shaletha Holmes, Jacques Nguyen, Ronny Racine, Marjana Sarker, Sarah Schmedes, Akram Sidhu, Rachel Smith, Marc Sprouse, David Warshauer, and Alexandra Witter. Dr. Prokai seconded. <u>Motion carried</u> (Unanimous).	Notify nominator of student excluded from list. Submit nominations to Sigma Xi Committee on Membership. Upon approval, notify nominees.	Mrs. Johnson Mrs. Johnson
Announcements	<ul style="list-style-type: none"> • The next Graduate Council meeting will be April 10, 2014, in CBH-344 • GSBS Awards Banquet, Billy Bob's Texas, April 23, 2014 • Commencement, Will Rogers Auditorium, May 16, 2014 • Fall 2014 New Student Orientation, August 13-15 (August 14 and 15 at YMCA Camp Carter) 		

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