Minutes of the Fourth Meeting of
The Graduate Council 2006-2007

Date and Time: Thursday, December 7, 2006, at 2:30 p.m.
Place: Provost’s Conference Room, 104 Administration
Attendance: Wendell Aycock (presiding), Terry Collins, Pat DeLucia, Nora Griffin-Shirley, Stephen Ekwaro-Osire, Saif-ul Haq, Janice Killian, Gary Harris, Scott Hein, David Lawver, Madonna Miner, Miriam Mulsow, Mike Parkinson, and Comfort Pratt
Ex-officio: Duane Crawford, Ralph Ferguson, Elizabeth Hall, and Zeb Alexander
Guests: Jay Conover, Dale Griffie, Noe Lopez-Benitez, Michael Shin, Fred Suppe, and Mark Webb
Guests: Becky Davidson

The Graduate Council Minutes are available in the Graduate School office and on the Graduate School website at www.depts.ttu.edu/gradschool.

1. Minutes of the second meeting, held on November 2, were approved as distributed.

2. The following students were admitted to candidacy for the doctorate on the recommendation of their departments:

   Jerry Wayne Adams.............................................................Educational Leadership
   Emre O. Akay..................................................................... Business Administration
   Resul Aksoy .......................................................................Mechanical Engineering
   Sean Barth ........................................................................Hospitality Administration
   Ashley R. Basinger........................................................... Agronomy
   Pamela Bryer....................................................................Environmental Toxicology
   Drew Canham...................................................................... Higher Education
   Nilesh Sunil Chitnis ...............................................................Biology
   Chasidy Harp-Woods............................................................Curriculum & Instruction
   Clyde Justice Hicks ............................................................ Higher Education
   Sunghyuck Hong................................................................. Computer Science
   Michelle Kiser ................................................................ Higher Education
   Amy Maynard ...................................................................Higher Education
   Ju-Yu Ho ........................................................................Hospitality Administration
   Miyoung Kang ...................................................................Biology
   Tom Kingery ........................................................................Agricultural Education
   Tosanwummi Maku..............................................................Industrial Engineering
   James McDermott............................................................ Fine Arts – Theatre
   Shelly McGee .................................................................. Mathematics
   Wayne McGee.................................................................. Mathematics
   Bobbi Crill Padgett............................................................Hospitality Administration
   Man-Wai Pang ..................................................................Piano Pedagogy
   Sandra Riegle ....................................................................Curriculum & Instruction
   Emre Selvi ..........................................................................Mechanical Engineering
   Robert Shindell .................................................................... Higher Education
3. Graduate Faculty:

a. The Graduate Council considered and approved 9 applicants for Graduate Faculty. The new members are:

   Thomas Anderes (Education Psychology & Leadership) (Adjunct)
   Kevin Chua (School of Art)
   Michael Finke (Applied and Professional Studies)
   Sandra Huston (Applied and Professional Studies) (Visiting)
   Nataliya Kolesnikova (Nutrition, Hospitality & Restaurant Management)
   Melissa Lomax (Education Psychology & Leadership) (Adjunct)
   Roderick (Rod) Magee, II (Management) (Adjunct)
   Kuhn Park (Architecture)
   John Salter (Applied and Professional Studies)
   Jennifer Snead (English)
   Brian Still (English)
   Elizabeth Trejos (Human Development & Family Studies)
   Kentaro Tsubaki (Architecture)

4. Academic Requests:

a. The following Applications for Course Approval were approved:

   AGRICULTURAL SCIENCES AND NATURAL RESOURCES
   PSS 5371 Dyeing and Finishing of Textiles (3:3:0) (Change in prefix and course number from AGSC 5301)

   PSS 5372 Textile Manufacturing Systems (3:3:0) (Change in prefix and course number from AGSC 5302)

   RAWLS COLLEGE OF BUSINESS
   MGT 5309 HOM IV: Integrated Healthcare Operations (Change in title from HOM IV: Current Aspects in Healthcare; change in description)

   COLLEGE OF EDUCATION
   EDCI 5371 Curriculum and Instruction in Science and Math Education (3:3:0) (Addition)

   EDCI 5372 Assessment Issues in Science and Math Education (3:3:0) (Addition)

   EDLD 5392 Principal Internship in Education (V 3-6) (Change in title from Mid-Management Internship in Education; change in hours from 3:3:0; change in description)

   COLLEGE OF ENGINEERING
   ME 6330 Advanced Topics in Mechanical Engineering (Addition)
b. Concern was voiced regarding faculty teaching in one department and moving to another department and taking the course with them. The concern in doing this was credit hours being lost to students (i.e. if a course is taken from Ag to Plant & Soil, credits are lost in Ag and gained in Plant & Soil) At this time, no insight has been given on how courses are staffed. Will it be a matter of moving people?

c. Scott Hein has made a recommendation to revise the course approval form to have an area where a department can show justification on why the course is being added. Also, with the addition of the course, perhaps a section should be added to show how the course will be staffed by choosing New Faculty, Current, or a transfer between departments. A question was asked about how the chairs are addressing this issue and how they are reviewing this information as the course approvals come in. A Grad Council member does not think you should have to eliminate courses when adding a new, but, there should certainly be justification shown. Comfort Pratt added that some faculty are having to teach courses within departments to keep them. A suggestion towards the justification issue of new courses was to have current faculty approve them and new faculty review them at some point to decide if they are still needed. Nora Griffin-Shirley officially asked for a discussion about the course additions and for every new course, should there be one deleted.

5. Announcements and Other Business

I. Becky Davidson attended the Graduate Council to discuss and propose a new Title Page and submission of Style Guides directly from the Departments (attached handout information included with minutes) Ms. Davidson discussed the following points:

a) Reasons why students might restrict their information:
   - Information included is confidential
   - Creative writers want to publish their own work and do not want info or ideas stolen
   - If the research is original research done by the student

b) Statistics show that electronic theses are read 140% more than paper thesis.

c) Ms. Davidson said that the manual needs to be rewritten because
   - the manual is currently 160 pages long;
   - it is outdated;
   - it can reduce to a 10 or 12 page manual because of electronic submissions.

Preferences and suggestions are requested and should be sent to Becky Davidson

Approved Style Guides will still be suggested by each college. The Graduate School would like to replace the cotton page with the Thesis-Dissertation Signature Form. At this time, faxed signatures are not approved although there is software available to allow someone to sign a PDF document. A suggestion was made to request that Dr. Borrelli consider changing this policy to allow faxed signatures. Official submission is electronically and archive is now microfilm, not paper.
**Concerns:** Video images and music included on theses must be visually & hearing impaired accessible or it is against regulations. Also, charts & graphs must also be accessible to visually impaired persons.

II. Dr. Duane Crawford discussed the admission of international students into programs before taking the GRE/GMAT or TOEFL/IELTS, a joint proposal of the Graduate Council and the Office of International Affairs. The Statement of GRE/GMAT (included in these minutes) was distributed and reviewed by all Graduate Council members.

The proposal is designed to increase the number of international students into graduate programs. Departments may accept this proposal on a voluntary basis. Initially, the student would be required to pass the IEP course before they are able to take course work. The student would still go through the process of a standard admission packet (transcripts, etc.) excluding the GRE scores.

College of Business Administration voiced their decision at Graduate Council stating that language is an issue. Although students would be required to pass the IEP course, language could still be an issue. Oral presentation is an important factor and GMAT scores are very important for consideration.

**Suggestions:**

Texas A&M and North Texas have very successful programs. Investigate their programs and policies.

Because students would be admitted to a program prior to successfully completing the IEP program, would it be possible to make the IEP a program.

If a program wants to participate in this proposal, let the Department petition to use this proposal.

**Concerns:**

If this proposal is used for international students, why wouldn’t U.S. students be considered in this way as well. (i.e. some students do not speak well, some students do not test well)

A motion was made to revise the GRE/GMAT statement. The last sentence in the 1st paragraph and the first sentence in the last paragraph were specific concerns. That motion was seconded.

III. Zeb announced that there will be a Dissertation Camp the first ½ of spring break in Junction and they are looking for faculty volunteers to hear Dissertations and give feed back on them.

Graduate Council adjourned at 3:45 p.m.
Electronic Thesis/Dissertation Submission at TTU

Background

Starting in the Spring of 2005, the Graduate School began requiring that official theses and dissertations be submitted as electronic documents. The library has created a searchable, web-based, database archive to house these documents (http://etd.lib.ttu.edu). The document and its record entry in the database are known as an “ETD,” an electronic thesis/dissertation. The move to an electronic format marks an exciting change in document archiving that puts Texas Tech in the forefront of universities nationwide who are increasingly making student scholarship available to a wider academic audience through the internet. Regionally, Texas Tech is one of only four Big 12 universities currently using an ETD format for housing our students’ work, and one of only 6 to accept electronic submissions (the other three universities accepting electronic submissions have students pay a fee to send the documents directly to UMI).

Advantages of Electronic Submission

- Less expensive storage
- Searchable archive of work
- Possible worldwide accessibility of student scholarship
- Possibility of representing student scholarship in multi-media formats (sound, programming code, video)

How does ETD Submission Change the Way We Operate?

- Formatting and document design with word-processing software
- Students create document with word-processors
- Word processor documents can incorporate professional design features
- The Portable Document Format (PDF) file that the student creates should represent the most attractive and professional presentation of that student’s work possible.
- Need for changes in document and formatting requirements
- Graduate School Thesis/Dissertation manual no longer reflects the capabilities of electronically produced documents
- The current paperwork for Thesis/Dissertation submissions does not reflect the electronic nature of current documents (official, paper title pages)
- The aim is always to make the process more transparent and efficient both for the students and for the Graduate School.
- Accessibility of TTU student scholarship
- 140% increase in the use of these electronic documents by other scholars
- The Graduate School strives to help departments ensure that the documents that appear in the online database represent the highest quality, not only for scholarship but also for document design and readability.
Changes to be Implemented by the Graduate School

**Amend the formatting requirements**

- Replace current manual with a shorter, more focused document.
- TTU departments will specify a preferred style guide for in-text and bibliographic citations.
- A default (Turabian) guide will be specified by the Graduate School.
- A listing of approved styles on the Graduate School website for students to consult.
- See web page sample below.

**Change the Official Title Page process**

- Eliminate the paper title page produced by the Graduate School.
- Replace it with an approval signature form, downloaded and filled out by the student.
- The approval form would be submitted to the Graduate School.
- See attached

**Web listing Sample**

### Approved Style Guides

Following is a list of approved style guides as specified by academic departments at Texas Tech. Please use the specified guide for your field.

Departments may give students more than one option for style guides.

Students who have been instructed to follow a journal’s style guidelines must provide the Graduate School with journal information when drafts are submitted for review.

If no style guide has been specified by your department, you will be required to use Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 6th ed. Chicago and London: University of Chicago Press, 1996.

Graduate School guidelines for page layout supercede any specified style. If neither the approved guide nor the Graduate School address a formatting point, consult Turabian.

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<th>ARTS AND SCIENCES, COLLEGE OF</th>
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