

**Minutes of the Graduate Council
April 22, 2022**

Members in Attendance:

Ali Beskok, Jodi Cooley, Alan Itkin, Adam Jasienski, Elfi Kraka, Renee McDonald, Brian Molanphy, Alexandra E. Pavlakis, Anthony Petrosino, James E. Quick, Dinesh Rajan, Gretchen Smith

Ex officio members: Suku Nair

Members Not in Attendance:

Akihito Kamata, Volkan Otugen, Heather Shaw (ex officio)

Business:

- **Minutes of the March 25 meeting:** Prof. Molanphy had requested an edit to the March 25, 2022, Graduate Council meeting minutes, which were circulated to the committee before the April meeting. Dr. Quick asked for a motion to approve the minutes with Prof. Molanphy's suggested edit. The motion was made, seconded, and unanimously approved.
- **Results of online votes:** Dr. Itkin reviewed the results of online votes by Council members on two items: 1) an edit to the Moody School Administrative Handbook policy on the publication of dissertation defenses and MFA thesis exhibitions, and 2) revisions to two documents intended to accommodate the inclusion of MFA students in the Moody School—the Moody School Administrative Handbook and the Moody School Travel Grant Guidelines (see slides 5-7 and additional documents below).

After discussion, the Council agreed to additional edits to the language in the Administrative Handbook regarding publication of dissertation defenses. The final text to be added to that policy reads: "Students may petition the Dean of the Moody School to limit attendance and announcements to SMU faculty and students. The Moody School Graduate Council will review the petition and make a recommendation to the Dean of the Moody School, who will make the final decision in consultation with the appropriate school dean." All Council members present voted in favor of this change.

After discussion, the Council agreed to make one edit to the proposed text for the Moody School Administrative Handbook on the composition of the MFA Final Review Committee. Originally the text had not specified that these committees be chaired by a tenured or tenure-track faculty member, because fewer tenure-track appointments are being made in Art and Theatre while non-

tenure-track lecturers are being hired in those departments. Council members agreed, however, that, to be consistent with current practice in the MFA programs and with principles related to the different expectations for tenure-track and non-tenure-track faculty members, it made sense to specify that committee chairs must be tenure-track. All Council members present voted in favor of this change, with one exception: Dr. Beskok voted against. Dr. Beskok expressed concern that, in the future, non-tenure track faculty members might need to chair committees and that the current language in the handbook could be an impediment to that change.

- **MFAs in the Moody School:** Prof. Molanphy asked about the status of the proposal for an MFA Health Insurance Program, modeled on the PhD Health Insurance Program, and intended to fully cover the individual premiums of the Student Health Insurance Plan for qualifying MFA students. Dr. Quick said that, unfortunately, the budget proposal for this program was not approved this year. Dr. Quick stated that he would propose that the Moody School provide funds to cover the central contribution for this program for one year, so that the Provost's Office could consider continuing that contribution after that.
- **Fellowship results:** Dr. Itkin went through the results of Moody, Mustang, and University Ph.D. Fellowship offers (see slide 11). Dr. Quick said that it was important for the Council to review these results with an eye to thinking about potential changes to fellowship programs before the next round of fellowship nominations. Dr. Rajan asked whether a follow-up survey could be sent to those who declined the fellowship offers, and Dr. Quick and Dr. Itkin stated that this was already in the works. Dr. McDonald suggested that University PhD Fellowships might receive a higher yield if they were packaged as one fellowship at \$30,000 for five years, rather than a departmental offer and a topping-up award. Dr. Quick agreed with this.
- **Procedures for selecting Graduate Council members and Council composition 2022-2023:** Dr. Itkin went through the current policy in the Administrative Handbook on the composition of the Graduate Council (see slides 13) and stated that an election would be held this summer. Dr. Quick stated that the original policy was an experiment and that the Council might wish to revisit it. Dr. Itkin went through the population of students represented by the Council members by school (slide 14). Dr. Kraka stated that Dedman College faculty felt that including three representatives from each school was not fair for Dedman College students and their programs and that, as it turned out for the current Council, the Dedman I (humanities) division did not have a representative on the Graduate Council. The Council voiced support for staggering Council appointments, with each Council member serving for three years and one from each school rotating off each year. Dr. Pavlakis pointed out that original appointment letters had indicated that those Council members who received the most votes in their schools would be given longer appointments. The Council did not come to a conclusion as to which Council members would rotate off for the coming year or how that decision would be made.
- Meeting adjourned.

Moody School of Graduate and Advanced Studies

Graduate Council Meeting

April 22, 2022, 1-2:30pm, Zoom meeting



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Meeting Agenda

- Minutes of the March 25 meeting
- Results of online votes
- MFA students in the Moody School
- Public dissertation defenses
- Fellowship Results
- Procedures for selecting Graduate Council members and Council composition 2022-2023
- Other items

March Meeting Minutes



Results of Online Votes



Results of Online Votes

Publication of Dissertation Defenses and MFA Thesis Exhibitions: Oral examinations for the Ph.D. degree are open to the public and announced on a University calendar that is publicly available. The completed Dissertation Defense Announcement form, including the date, time, and location of the examination (or, in the case of a virtual examination, a link to register for or attend the examination online), must be submitted to the Moody School of Graduate and Advanced Studies at least 14 days in advance of the scheduled defense. The examination will be announced on the Moody School events calendar as well as in the Moody School newsletter. Additional announcements are at the discretion of the student's dissertation committee, in adherence with relevant departmental policies. The format of the oral examination and the participation of the audience are also at the discretion of the dissertation committee, in adherence with relevant departmental policies. Usually, the examination will include a portion open to the public and a portion that includes only the student and the dissertation committee members. **In extraordinary circumstances, students may petition the Dean of the Moody School to limit attendance and announcements to SMU faculty and students. Petitions will be reviewed by the Moody School Graduate Council.**

The Moody School also publicizes Art M.F.A. thesis exhibitions on the Moody School events calendar and in the Moody School newsletter.

Results of Online Votes

Public Dissertation Defenses and MFA Thesis Exhibitions

- 11 Yes, 1 No, 0 Abstain
- Comment (“No” vote): I would change "extraordinary circumstances" to "the rare event." I can envision something prompting a request for a closed defense (e.g., perhaps a disability of some sort) and labeling it "extraordinary" could be perceived as stigmatizing.
- Comment (“Yes” vote): The last line needs a bit more revision. It is unclear what the council will do after the review. Perhaps something such as the following could be used: "The Moody school graduate council will review the petition and make a recommendation to the Dean of the Moody school, who will make the final decision in consultation with the appropriate school Dean."

Results of Online Votes

MFA Students in the Moody School

- Revised Travel Grant
Policy: <https://smu.box.com/s/8aph5dw37gcebn9m66mk11k2crmrom5b>
- Revised Moody School Administrative Handbook: <https://smu.box.com/s/m8o4wkeztenjx1z1ref1efjc1rgb5b8e>
- 12 Yes, 0 No, 0 Abstain
- Comment (“Yes” vote): The last paragraph on the composition of the MFA final review committee needs some clarification. I see that the only difference between that paragraph and the one on PhD dissertation committee is that the word "full time tenured and tenure track SMU faculty member" is replaced by "full time SMU faculty member". Is there a reason for this distinction?

MFA Students in the Moody School



Public Dissertation Defenses



Fellowship Results



Fellowship Review Process Retrospective Analysis

- **Fellowship Results:**

- **Moody Fellowship (\$30,000 for 5 years):**

- 12 offers made (4 recruitment grant offers, 7 initial, 1 waitlist), 7 accepted
- Yield: 58%

- **Mustang Fellowship (diversity, \$30,000 for 5 years):**

- 5 offers made (all initial offers), 3 accepted
- Yield: 60%

- **University Ph.D. Fellowship (topping up award):**

- 12 offers made (6 initial, 6 waitlist), 2 accepted
- Yield: 17%

Procedures for Selecting Graduate Council Members and Council Composition 2022-2023



Procedures for Selecting Graduate Council Members

- **Current Policy:** Each of the four schools represented on the Council--Dedman, Lyle, Meadows, and Simmons-- has three representatives. Representatives are all tenured or tenure-track faculty members. Two representatives from each school are elected by a vote within the school, and one representative is appointed or elected at the discretion of the school dean. *Adopted by the Graduate Council April 23, 2020.*
- Next vote to be held summer 2022.

Procedures for Selecting Graduate Council Members

Moody School Population:

- Dedman College: 15 PhD programs, 306 PhD students
- Lyle School: 8 PhD programs, 141 PhD students
- Meadows School: 1 PhD program, 2 MFA programs, 12 PhD students, 24 MFA students
- Simmons School: 1 PhD program, 26 PhD students
- Total students (enrolled Spring 2022): 509

Other Items



The Moody School of Graduate and Advanced Studies

Administrative Handbook

The Moody School Administrative Handbook details the School's current administrative processes and interfaces with the other schools. *Updated December 13, 2021*

Procedures for Selecting Graduate Council members: Each of the four schools represented on the Council--Dedman, Lyle, Meadows, and Simmons-- has three representatives. Representatives are all tenured or tenure-track faculty members. Two representatives from each school are elected by a vote within the school, and one representative is appointed or elected at the discretion of the school dean. *Adopted by the Graduate Council April 23, 2020.*

Graduate Council Quorum: An attendance of not less than 50% of the voting members of the Council + one additional member is necessary to establish a quorum for a meeting of the Graduate Council. *Adopted by the Graduate Council February 13, 2020.*

Annual Assessment of Ph.D. and M.F.A. Student Performance and Progress to Degree: The Moody School requires that Ph.D. and M.F.A. programs perform an annual review of each student's progress. Due to differences across fields, individual programs determine how these reviews are performed. *Adopted by the Graduate Council April 23, 2020.*

Review and Approval of Admission to Ph.D. and M.F.A. Programs: The Moody School promptly reviews admission decision to Ph.D. and M.F.A. programs prior to issuance of letters of acceptance to ensure that applicants meet University requirements. Approval by the Moody School is to be completed within five business days of a decision by the admitting Ph.D. or M.F.A. program. However, in cases for which admission has been recommended for an applicant who do not meet University requirements, the Moody School Dean works with the dean of the school in which the applicant's program resides to determine if the applicant's academic promise merits admission. If the deans fail to agree, the Graduate Council acts as final arbiter of the admission decision. *Adopted by the Graduate Council February 13, 2020.*

Ph.D. Dissertation Completion Fellowships: Dissertating students in all Ph.D. programs are eligible for Moody Dissertation Fellowships and Dean's Dissertation Awards. *Adopted by the Graduate Council March 23, 2020.*

University, Mustang and Moody Fellowships: The Graduate Council reviews and awards fellowships for incoming Ph.D. students. *Adopted by the Graduate Council November 5, 2019.*

Working with ISSS to Process International Graduate Student and Postdoc Paperwork:

The Moody School primarily plays an advocacy role on behalf of international graduate students and the programs that enroll them. Schools and departments work with ISSS on this process. The Assistant Dean of the Moody School may be included in communications and asked to provide support for departments and schools in working on time-sensitive issues involving international student paperwork. *Adopted by the Graduate Council March 23, 2020.*

Dissertation Formatting Guidance and Checks for Ph.D. Students: Lyle and Meadows check formatting for their student's dissertations and provide guidance to students on formatting issues. The Moody School reviews formatting for Education Ph.D. students' dissertations using the same standards currently used for Dedman Ph.D. students. The Moody School provides formatting guides that are used by all Ph.D. programs except for those in the Lyle School of Engineering. *Adopted by the Graduate Council March 23, 2020.*

Review of Registrar Forms for Ph.D. and M.F.A. Students: Late add/drop and other Registrar forms that require a "school signature" are approved by the designee of the Dean of the student's home school*. Approval by the Moody School is also required for cases in which the student is a recipient of a fellowship provided by the University or the Moody School. Following approval, forms are forwarded to the Registrar for processing and to the Moody School for the purpose of maintaining records. *Adopted by the Graduate Council May 7, 2021.*

* "Home school" refers to the school that houses the student's department or program.

Approval of Degree Milestones for Ph.D. and M.F.A. Students: Ph.D. candidacy forms are signed by the Director of Graduate Studies or Department Chair, approved by the designee of the Dean of the student's home school, and forwarded to the Moody School, so that the Moody School can add milestones to the student's transcript. Significant degree milestones for M.F.A. students are also forwarded by their program to the Moody School, so that the Moody School can enter them in the students' transcripts. This allows accurate tracking of milestones for data purposes, recognition of Ph.D. students at the Ph.D. candidacy reception, and tracking of progress to degree. Tracking progress to degree allows the Moody School to alert departments/programs when students are close to limits prescribed in the catalog so a timeline extension may be considered. *Adopted by the Graduate Council May 7, 2021.*

Review of Leave Requests for Ph.D. and M.F.A. Students: Leave requests are forwarded by the department/program to the Office of the School Dean and the Moody School for approval. The Office of the School Dean informs the Registrar to have the leave noted in the student's record. Students are asked to discuss the leave with their DGS or Department Chair. The DGS or Department Chair signs the leave request form to indicate that they have discussed the request with the student. Moody School review of these requests is necessary for accurate tracking of eligibility for Ph.D. and M.F.A. Health Insurance and other financial support provided by the Moody School that is dependent on students' time in the program. *Adopted by the Graduate Council March 23, 2020.*

Review of Timeline Extensions for Ph.D. and M.F.A. Students: When a student is nearing the limit set in the catalog for advancement to candidacy or graduation, the department or program may file a petition for an extension (generally a one-year extension) to the timeline. The petition must include a letter of support from the DGS or Department Chair. The dean of the student's home school may either designate a member of their office to review the petition or may ask the Moody School to perform this function. In the former case, the school dean or their designee and the Dean of the Moody School or their designee must both approve the extension request. In the case of disagreement between the two deans, the Provost or their designee makes the final decision regarding approval of the petition. A record of the approval is maintained by both the student's home school and the Moody School. *Adopted by the Graduate Council June 21, 2021.*

Approval of Graduation and Collection of Graduation Surveys: The Moody School is responsible for collecting Survey of Earned Doctorates information. The Moody School develops graduation lists for Ph.D. programs, works with schools and departments to ensure that lists are complete and accurate, and shares lists with the Registrar's Office. Developing graduation lists assists the Moody School in recognizing doctoral graduates in graduation ceremonies. Collecting Survey of Earned Doctorates information allows for accurate tracking of graduation statistics and accurate, uniform responses to Survey of Earned Doctorates requests for information. As resources allow, the Moody School will be responsible for tracking and reporting on Ph.D. and M.F.A. career outcomes. *Adopted by the Graduate Council June 21, 2021.*

Publication of Dissertation Defenses and MFA Thesis Exhibitions: Oral examinations for the Ph.D. degree are open to the public and announced on a University calendar that is publicly available. The completed Dissertation Defense Announcement form, including the date, time, and location of the examination (or, in the case of a virtual examination, a link to register for or attend the examination online), must be submitted to the Moody School of Graduate and Advanced Studies at least 14 days in advance of the scheduled defense. The examination will be announced on the Moody School events calendar as well as in the Moody School newsletter. Additional announcements are at the discretion of the student's dissertation committee, in adherence with relevant departmental policies. The format of the oral examination and the participation of the audience are also at the discretion of the dissertation committee, in adherence with relevant departmental policies. Usually, the examination will include a portion open to the public and a portion that includes only the student and the dissertation committee members. The Moody School also publicizes Art M.F.A. thesis exhibitions on the Moody School events calendar and in the Moody School newsletter. *Adopted by the Graduate Council November 19, 2021.*

Composition of Ph.D. Dissertation Committees: The Moody School requires the following for Ph.D. dissertation committees: If a student has only one dissertation or supervisory committee chair, that person must be a full-time tenured or tenure-track SMU faculty member. In addition, if a student's committee has co-chairs (in accordance with program and school policies), at least one of the co-chairs must be a full-time tenured or tenure-track SMU faculty member. *Adopted by the Graduate Council November 19, 2021.*

Composition of M.F.A. Final Review Committees: The Moody School requires the following for M.F.A. final review committees: If a student has only one committee chair, that person must be a full-time SMU faculty member. In addition, if a student's committee has co-chairs (in accordance with program and school policies), at least one of the co-chairs must be a full-time SMU faculty member.

Graduate Student Travel Grant

Guidelines

1. The maximum amount of a grant is \$750.
2. **Travel grants cannot be awarded retroactively**; proposals must be submitted before travel.
3. Only **one** grant per student per academic year is awarded or funded. Please prioritize your proposals accordingly.
4. Requests with matching funds from other sources have a higher priority.
5. This grant will **only** fund conference travel to present an **accepted** paper, poster, creative project or performance (applications without documentation of acceptance are ineligible for this grant). The paper, poster, creative project, or performance must formally recognize SMU as the venue at which the work was produced.
6. Applications are accepted year-round, and must be submitted at least **10 business days prior to travel (or 10 business days prior to virtual event)**.
7. The proposals should be sponsored by the department chair and the graduate advisor. Department chair and graduate advisor are requested not to sponsor students who could be supported from other sources such as sponsored research grants and contracts.
8. **Before applying for this grant**, notify your department administrator. The department will give you instructions regarding any pre-travel requirements. Procedures vary by school. If you are receiving funding from your department, they may use different procedures for reimbursement than the Moody School of Graduate and Advanced Studies. Please be sure you know your department's requirements before your departure.

Procedure

Using the [application form](#), please attach the following items to your submission in a **PDF only. Incomplete applications will not be considered.** Questions can be emailed to travelgrants@smu.edu.

*Combine the following documents as a **PDF** for your application:*

1. A proposal describing the activity and **how this grant will help** in your program - **limited to one page.**
2. A short vita - **limited to one page.**
3. Completed Travel Grant Form

4. Your abstract submission (accepted by the conference) with proof of acceptance (or other proof of participation in a virtual event).

Application must be submitted at least 10 business days prior to travel (or 10 business days prior to virtual event).