

**Minutes of the Graduate Council
March 25, 2022**

Members in Attendance:

Jodi Cooley, Alan Itkin, Akihito Kamata, Elfi Kraka, Renee McDonald, Brian Molanphy, Alexandra E. Pavlakis, Anthony Petrosino, James E. Quick

Ex officio members: Heather Shaw

Members Not in Attendance:

Ali Beskok, Adam Jasienski, Suku Nair (ex officio), Volkan Otugen, Dinesh Rajan, Gretchen Smith

Business:

- **Minutes of the February 25 meeting:** Dr. Quick asked for a motion to approve the minutes of the February 25, 2022, Graduate Council meeting, which were circulated to the committee before the February meeting. The motion was made, seconded, and unanimously approved.
- **MFA students in the Moody School:** Council members were asked to review two documents with revisions intended to accommodate the inclusion of MFA students in the Moody School—the Moody School Administrative Handbook and the Moody School Travel Grant Guidelines—and provide any requested edits online, so a final version for the Council’s vote could be compiled (see slide 5 below). Updated versions of these documents were reviewed by the Council at the present (March 2022) meeting and additional clarifying edits were made based on Council members’ input. Dr. Quick stated that the versions with these additional edits (see both below) would be shared with the Council after the meeting and an online vote on them held before the next Council meeting.
- **Public dissertation defenses:** At the November Graduate Council meeting, the Council approved a policy to make Ph.D. dissertation defenses public and advertise them on the Moody School’s website and calendar. At the February 2022 meeting, the Council voted to amend this policy to allow petitions for students to opt out of public defense of the dissertation with the stipulation that this would be the last revision made to the policy in response to the concerns raised (see slides 7-8 below). Dr. Itkin went through a revised version of this policy intended to address the concerns raised. Council members requested that the language be modified to be less specific about the situations in which an exception to the requirement that the defense be open to the public could be requested. Dr. Quick agreed and stated that a revised version with this input would be shared with the Council for their vote online after the meeting.

- Fellowship Nomination and selection process:** Dr. Quick stated that the goal of this discussion was to collect input on the processes for nominating applicants for Moody Graduate, Mustang, and University Ph.D. Fellowships and selecting awardees while these were still fresh in Council members' minds. There was still a long time before the next admission and fellowship cycle, so no changes would be made immediately. Dr. Itkin went through the results of fellowship nominations so far and reviewed the nomination and selection processes (slides 11-15). Dr. Kraka suggested that the way nominees are ranked by departments might be hurting the odds of those nominees most suited for a University Ph.D. Fellowship from being awarded a fellowship, since those nominated for the Moody Fellowship will always be ranked #1, with applicants only nominated for a University Ph.D. Fellowship receiving a lower ranking. Prof. Molanphy raised four concerns: 1) committee members might need better instructions about how to evaluate candidates without GRE scores, so that qualified nominees without GRE scores are given equal consideration; 2) departments might be given better instructions for how to tailor the nomination to the criteria of the committee; 3) Reviewers might be given better instructions about how to evaluate the GPA, given the range of schools at which nominees earned their undergraduate degrees; and 4) the ratings of the committee members before the review meeting guides the discussion of the review committee more than discussion of individual nominees' qualifications and therefore the review committee might be given better instructions on using the full range of the 1-5 point scoring system.
- Outstanding Graduate Student Instruction Awards nomination and selection process:** Dr. Sheri Kunovich, Associate Provost for Student Academic Engagement and Success, and Prof. Karen Thomas, Director of the Center for Teaching Excellence, joined the committee to discuss this item. Dr. Itkin reviewed the nomination and selection process for the Outstanding Graduate Student Instruction Awards (slides 17-18). He stated that one recommendation already made by members of the review committee was to award one teaching award to a graduate student whose primary experience was instructor of record for a course and one for a graduate student whose primary experience was as a teaching assistant. Dr. McDonald stated that it was a challenge to compare graduate students serving as instructor of record and those serving as teaching assistant. She and Dr. Itkin agreed that, although it would be advisable to make one award to an instructor of record and one to a teaching assistant, they should both retain the name Outstanding Graduate Student Instruction Award. Dr. Kunovich recommended that additional opportunities be provided for teaching assistants to receive evaluations from faculty members or from students. Committee members recommended that graduate students be provided additional instruction in pedagogy as well as policies and laws that apply to graduate students in teaching roles. Dr. Quick agreed with this. Dr. Kunovich suggested that the rubric used by the committee could be modified for nominated teaching assistants to take into account the limited freedom some teaching assistants have for creativity in the classroom. Dr. Petrosino shared information about a "learning assistant" program that provides additional opportunities and training for graduate students teaching and suggested that this could be adopted at SMU.
- Meeting adjourned.

Moody School of Graduate and Advanced Studies

Graduate Council Meeting

March 25, 2022, 1-2:30pm, Zoom meeting

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Meeting Agenda

- Minutes of the February 25, 2022, meeting
- MFA students in the Moody School
- Public dissertation defenses
- Fellowship nomination and selection process retrospective analysis
- Outstanding Graduate Student Instruction Award nomination and selection process
- Other items

February Meeting Minutes



MFA Students in the Moody School



MFA Students in the Moody School

- At the June 21, 2021, Graduate Council meeting, the Graduate Council approved a motion to include MFA students in the Moody School starting Fall 2022 (vote: 10-0, 2 voting members absent)
- Dean Quick, Alan Itkin, and Meadows Graduate Council representatives (Adam Jasienski, Brian Molanphy, Gretchen Smith) met to work out what policy changes would be needed to accomplish this
- Policy changes were available for the Council's review and comments. No edits were requested.
- Final versions of policy changes are now put before the Graduate Council for your vote:
 - Moody School Administrative Handbook with Edits
 - Moody School Travel Grant Guidelines with Edits

Public Dissertation Defenses



Public Dissertation Defenses

Policy Approved by Graduate Council, 11/19/2021:

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.

Public Dissertation Defenses

A faculty representative of Religious Studies, with the support of faculty members in Anthropology, English, and History, has voiced concerns about this policy:

- Defenses of students whose dissertations are on controversial topics may face disruptions from members of the public who object to their findings
- It creates an additional burden for departments, committee members, and students to plan for and deal with potential disruptions
- Students do not always choose their topics by themselves, and the dissertation is required for graduation (rather than a freely chosen intellectual exercise), so it is not entirely their choice to present this controversial research
- Some other schools do not post dissertation defenses on a public calendar (UPenn, TCU, Northeastern), just advertise them to internal lists
- Most current students matriculated before this policy went into effect

Public Dissertation Defenses

Proposed revision: 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 cases where an open defense would create an exceptional burden or public safety risk, 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.

Fellowship Nomination and Selection Process Retrospective Analysis



Fellowship Review Process Retrospective Analysis

- **Fellowship Results So Far:**

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

- 12 offers made (4 recruitment grant offers, 7 initial, 1 waitlist)
- 7 accepted, 2 declined, 3 no response

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

- 5 offers made (all initial offers)
- 3 accepted, 2 no response

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

- 10 offers made (6 initial, 4 waitlist)
- 0 accepted, 3 declined, 7 no response

Fellowship Review Process Retrospective Analysis

Text questions on the nomination form:

- Why is the student an outstanding candidate? Please include specific examples, including test scores, research experience, etc. as pertinent. Note how this applicant compares to other applicants in your pool.
- How does this student fit into the department's strategic plan for its graduate program? For example, what types of students are you targeting and how will they contribute to the improvement of the department?
- **Mustang Fellowship Specific:** How will this applicant contribute to the diversity of your discipline? Please note: the Mustang Fellowship recognizes diversity broadly defined. You may wish to consider: the applicant's status as a first generation college student, veteran, or member of an underrepresented minority; the applicant's cultural heritage or geographic origins; any other aspects of the applicant's background that is underrepresented in your field.
- **University Ph.D. Fellowship Specific:** Why would a University Ph.D. Fellowship topping up award be helpful in recruiting this applicant? If the departmental stipend is below market rate, please provide specific examples of stipends from programs likely to have also accepted this student. Are any admitted students being offered more funding from the department than this student?

Fellowship Review Process Retrospective Analysis

Category	1	3	5	Candidate's Score
Undergraduate/ Other Graduate Work	<ul style="list-style-type: none"> Undergraduate GPA is above 3.5 overall, with a strong performance in the major (if the same as the graduate program). Undergraduate institution has a strong program in the field. Graduate school GPA, if any, is very strong. 	<ul style="list-style-type: none"> Undergraduate GPA is above 3.2 overall, with a respectable performance in the major (if the same as the graduate program). Undergraduate institution has a solid, if not outstanding, program in the field. Graduate school GPA, if any, is above average. 	<ul style="list-style-type: none"> Undergraduate GPA is at or below 3.0 overall, with an unremarkable performance in the major (if the same as the graduate program). Undergraduate institution is unremarkable in the field. Graduate school GPA, if any, is average. 	1
Background/ Direction in Field	<ul style="list-style-type: none"> Student shows a strong background in the graduate field of study through undergraduate work, professional experience, or additional coursework preparing them for study. The personal statement shows a good grasp of their area of focus and clearly indicates why SMU is a good fit for them. Student has research experience or a clear sense of future research areas of focus. 	<ul style="list-style-type: none"> Student has some background in the graduate field of study through undergraduate work, professional experience, or additional coursework preparing them for study. The personal statement describes their area of focus and can link their work with SMU's program offerings. Student has limited research experience or some sense of future research areas of focus. 	<ul style="list-style-type: none"> Student has little to no experience in the graduate field of study through undergraduate work, professional experience, or additional coursework preparing them for study. The personal statement has vague statements indicating an interest in the field with little concrete direction. Student has no research experience or no sense of future research areas of focus. 	1
Internal/External Recommendations	<ul style="list-style-type: none"> Recommendations are effusive and offer concrete examples of the student's strengths and achievements. The SMU department clearly articulates why the student is outstanding in the field, why the funds are necessary, and how the student fits into the department's strategic plan. 	<ul style="list-style-type: none"> Recommendations are positive and offer some indications of the student's strengths and achievements. The SMU department provides some explanation for why the student is outstanding in the field, why the funds are necessary, and/or how the student fits into the department's strategic plan. 	<ul style="list-style-type: none"> Recommendations are vague and offer little concrete reasons of support. The SMU department does not articulate why the student is outstanding in the field, why the funds are necessary, or how the student fits into the department's strategic plan. 	1
Test Scores	<ul style="list-style-type: none"> GRE scores are above the departmental average for the applicable category (verbal/quantitative). GRE scores for the non-dominant category are respectable. TOEFL scores, if applicable, are above 100. 	<ul style="list-style-type: none"> GRE scores are around the departmental average for the applicable category (verbal/quantitative). GRE scores for the non-dominant category are unremarkable. TOEFL scores, if applicable, are above 86. 	<ul style="list-style-type: none"> GRE scores are below the departmental average for the applicable category (verbal/quantitative). GRE scores for the non-dominant category are very low. TOEFL scores, if applicable, are 85 or below. 	5
Diversity (Mustang Fellowship only; this category carries weight equivalent to the other fields combined)	<ul style="list-style-type: none"> The student's essay makes a very strong case for their contribution to graduate program diversity at SMU The department's nomination clearly describes how the applicant's background is underrepresented in their discipline The student's application reveals clear markers of diversity and/or commitment to enhancing the diversity of their discipline 	<ul style="list-style-type: none"> The student's essay makes a reasonable case that they would make some contribution to graduate program diversity at SMU The department's nomination indicates that the applicant's background is somewhat underrepresented in the discipline The student's application includes some markers of diversity and/or commitment to enhancing the diversity of their discipline 	<ul style="list-style-type: none"> The student's essay does not make a credible case that they would contribute to graduate program diversity at SMU The department's nomination does not clearly indicate how the applicant's background is underrepresented in the discipline The student's application does not include markers of diversity and/or commitment to enhancing the diversity of their discipline 	5

Fellowship Review Process Retrospective Analysis

For Nominees <u>with</u> Test Scores:	Computed score for University Ph.D./Moody Fellowships:	2
	Computed score for Mustang Fellowship:	3.5
For Nominees <u>without</u> Test Scores:	Computed score for University Ph.D./Moody Fellowships:	1
	Computed score for Mustang Fellowship:	3
Your Final Score:	University Ph.D./Moody Fellowships:	2
	Mustang Fellowship:	3

Fellowship Review Process Retrospective Analysis

Instructions provided at February 2022 fellowship review meeting:

- We will make a certain number of initial offers for each fellowship and also maintain a waitlist, in case a lower than expected number of initial offers are accepted.
- We plan to make:
 - 7 initial offers for Moody Fellowships (4 additional Moody Fellowships were offered through the Ph.D. Recruitment Grant program)
 - 5 initial offers for Mustang Fellowships
 - 5 initial offers for University Ph.D. Fellowships
- Beyond those numbers, the committee needs to provide:
 - A ranking of up to 3 additional nominees for the waitlist
- Proposed plan for this meeting:
 - Start with Moody, then Mustang, then University Ph.D.
 - Put a certain number for each fellowship in the “safe zone,” based on their average committee rating on the review forms, start discussion past this “safe zone” cutoff:
 - For Moody, top 5 would be in the safe zone; For Mustang, top 3; For University Ph.D., top 3

Outstanding Graduate Student Instruction Award Nomination and Selection Process



Outstanding Graduate Student Instruction Awards

- Two awards, each including a \$1,000 prize, will be made annually.
- Departments (or programs not in a specific dept.) may nominate **one** graduate student.
- Nominations to be submitted by department chair or graduate program director by **Jan. 31**
- One letter of nomination from the department chair, graduate program director, or other faculty member with knowledge of the graduate student's teaching accomplishments
- The nominee's CV
- The nominee's teaching evaluations for all classes taught at SMU
- A brief statement (no more than 1,000 words) by the nominee about their teaching experience, including:
 - How have you demonstrated effectiveness in helping students to achieve the learning outcomes of the courses in which you have taught?
 - What innovative materials or techniques have you developed and integrated into your teaching?
 - How have you created an inclusive environment for the students you have taught?

Outstanding Graduate Student Instruction Awards

Category	1	3	5	Nominee's Score
Teaching Effectiveness	Nomination materials provide strong evidence that the nominee has been effective in helping students achieve learning outcomes in classes taught	Nomination materials provide some evidence that the nominee has been effective in helping students achieve learning outcomes in classes taught	Nomination materials do not provide significant evidence that the nominee has been effective in helping students achieve learning outcomes in classes taught	
Teaching Innovation	Nomination materials provide strong evidence that the nominee has developed and applied innovative teaching methods and/or course materials	Nomination materials provide some evidence that the nominee has developed and applied innovative teaching methods and/or course materials	Nomination materials do not provide significant evidence that the nominee has developed and applied innovative teaching methods and/or course materials	
Equity and Inclusiveness	Nomination materials provide strong evidence that the nominee has created an inclusive environment for students in their classes	Nomination materials provide some evidence that the nominee has created an inclusive environment for students in their classes	Nomination materials do not provide significant evidence that the nominee has created an inclusive environment for students in their classes	
Teaching Engagement	Nomination materials provide strong evidence that the nominee has seized opportunities to develop their own pedagogy outside of their assigned teaching and/or to enhance pedagogy in their department or field	Nomination materials provide some evidence that the nominee has seized opportunities to develop their own pedagogy outside of their assigned teaching and/or to enhance pedagogy in their department or field	Nomination materials do not provide significant evidence that the nominee has seized opportunities to develop their own pedagogy outside of their assigned teaching and/or to enhance pedagogy in their department or field	
			Nominee's Avg. Score:	#DIV/0!
			Nominee's Final Score (select from menu)	1

Other Items



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).

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.