

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

Minutes, Meeting 445

November 3, 2017

2:00 p.m., 261 University Center

PRESENT: R. Kreuz (CAS), H. Kurtz (CHEM), D. Peksen (POLS), J. Scraba (ENGL), T. Miller (FCBE), A. Okunade (ECON), M. Logan (CCFA), S. Brown (THEA), J. Goldsmith (COMM), E. Rakow (EDU), R. Meier (ENGR), A. Curry (BIOM), Brad Harrell (NURS), T. Ryan (KWS), L. Weiss (SHS), M. Levy (SPH), J. Gikas (U. COLL), C. Chapell (U. COLL), J. Berman (FS), H. Mahbulbul (GSA), J. Dhaliwal (GS), R. Poston (GS), J. Kierulff (GS), L. Griggs (GS).

ABSENT: A. Hussey (ECON)(proxy = A. Okunade), L. MacGillivray (ICL)(proxy = E. Rakow), D. Strohmer (CEPR)(proxy = E. Rakow), A. Robinson (EECE), S. Lee (NURS), L. Mendel (SCSD),

GUESTS: Eugene Buder, SCSD;

J. Dhaliwal opened the meeting at 2:04 p.m. when a quorum was attained.

445.1: C. Chapel moved (2/E. Rakow) to approve the minutes from the last UCGS meeting held on October 6, 2017. The motion was carried by a show of hands.

445.2: R. Poston informed the council about the current tactics being used to grow enrollments for fall 2018. J. Dhaliwal noted that one in five students at the University of Memphis is a graduate student. He would like to grow that ratio to one in four students being at the graduate level. A. Okunade suggested the University of Memphis look at having a satellite campus near LeMoyne-Owen College.

445.3: J. Kierulff provided the council with an update on Decision Desk. He informed the council that the implementation of Decision Desk has been halted because the company is no longer in business. The Graduate School is currently talking to other centralized application system vendors. J. Dhaliwal emphasized that the Graduate School is completely determined to have a new application system in place by next fall.

445.4: L. Griggs provided the council with an update regarding the Graduate School Information Fair that was held at the Lambuth Campus on November 2, 2017. Seven programs from the University of Memphis attended the event. L. Griggs noted that Vice Provost Niles Reddick did an excellent job marketing the event on campus and in the Jackson area. Although more people attended the event than last year, L. Griggs will be working with Vice Provost Reddick to determine a better approach to recruitment at

Lambuth. J. Dhaliwal informed the council that Vice Provost Reddick will be attending the February meeting of the UCGS.

445.5: J. Dhaliwal urged the council members to be aware of their competitors, both locally and nationally. He informed the council that the University of Mississippi is advertising their DeSoto campus heavily. The University of Arkansas has applied to THEC to offer their MBA program in Millington. J. Dhaliwal reminded the council of the UM Global campaign for fully online programs. He suggested that those with fully online programs work with the UM Global office on marketing their programs.

445.6: R. Poston informed the council of the decision reached by the Comprehensive Exam Task Force regarding the requirement of a written and oral comprehensive exam. The task force examined how programs across campus are practicing the current requirement, which says a student “must” take both the written and oral components of the comprehensive exam. It was determined that many programs are not requiring both components be completed. Therefore, to allow maximum flexibility the task force recommended that the language be changed from saying, “This examination **must** contain both written and oral components” to saying, “This examination **will normally** contain both written and oral components.” There was a lot of discussion regarding this issue and it was ultimately decided to have the issue go back to the task force for further consideration.

445.7: R. Poston provided the council with an update on the progress of the Fresh Start Implementation task force. The Graduate School is working with the Registrar’s Office on implementing this new policy.

445.8: M. Kyle informed the council that after December 1, 2017 the 2017-2018 Graduate Catalog will be locked. This means that any edits that need to be made to this version of the catalog must be submitted to M. Kyle before December 1, 2017.

445.9: M. Kyle announced that the Graduate School’s website had been reorganized. She demonstrated where to find faculty resources and information pertaining to the UCGS.

445.10: J. Dhaliwal informed the council that the annual curricular “trriage” meetings will be taking place on November 7 – 8, 2017.

445.11: J. Dhaliwal asked the council to review the deadlines listed on the meeting agenda.

445.12: R. Poston informed the council that the Tennessee Conference of Graduate School’s Master’s Thesis Award nominations are due to the Graduate School by November 27, 2017. She also asked that anyone willing to serve on a selection committee email her.

445.13: J. Dhaliwal provided the council with a brief update from the Dean’s Council. He noted that the Board of Trustees would like to see standardized program descriptions in the catalog with more information regarding employment. J. Dhaliwal

agreed to provide an example of a good program description that fits the Board of Trustee's needs.

445.14: The Graduate School has a new Graduation Analyst. Ms. Michelle Stout retired on October 31, 2017. Her replacement, Ms. Jennifer Beech, will join the Graduate School staff on November 13, 2017.

445.15: L. Weiss moved (2/E. Rakow) to approve the five courses presented to the council to be loaded for the spring 2018 semester. The motion was carried by a show of hands.

There being no further business to discuss the meeting was adjourned at 3:09 p.m.

Minutes respectfully submitted by M. Kyle.