

**MINUTES
COLLEGE OF ARTS AND SCIENCES
COUNCIL FOR RESEARCH AND GRADUATE STUDIES**

MEETING: February 5, 2018

MEMBERS PRESENT: R. Cohen, M. Conroy, E. Delavega, T. Dooley, E. Groenendyk, J. Haddock, K. Hicks, S. Keith, A. Mickelson (proxy for ESCI), C. Powell, S. Roakes, T. Roche, J. Scraba, X. Shen, P. Simone, O. Skalli, D. Unowsky

MEMBERS ABSENT: M. Garzon, G. Peterson

Dr. Kreuz welcomed three new members to the Graduate Council: Drs. Omar Skalli (BIOL), John Haddock (MATH), and Xiao Shen (PHYS).

1. Approval of the minutes from the November 13, 2017 meeting. No corrections were offered. Motion to approve was made by Dr. Simone. It was seconded by Dr. Groenendyk.

Dr. Kreuz urged the Council members to note the upcoming deadlines and events on the agenda, and in particular, that the deadline to apply for spring graduation and to submit candidacy forms had been the previous Friday.

Dr. Kreuz made stressed that graduate coordinators and faculty need to sign Graduate School paperwork legibly. The College needs to verify that forms are being signed by the appropriate individuals, and that can only be done if they can be read. When in doubt, Dr. Kreuz asked that individuals print their name next to their signature. Ms. Tardugno informed the Council that she would contact the department in question to see if someone could recognize any illegible signatures. If this cannot be done, the paperwork will be sent back to the department, no matter when it is due.

2. Clearing advising holds. Dr. Kreuz reminded the Council that the Graduate School granted advisors in departments the power to clear advising holds, but some departments are still contacting the Graduate School for this. Each department should have a faculty or staff member who has approved to do this. If a department doesn't have a designated person yet, they should let Dr. Kreuz and Ms. Tardugno know as soon as possible. In response to a question, it was clarified that advising holds are applied automatically when a student's GPA drops below a 3.0.

3. Graduate faculty applications. Dr. Kreuz reported that he and Ms. Tardugno are dealing with a number of issues regarding graduate faculty status applications:

- a. Some students are submitting them on behalf of their advisors;
- b. Applications require a proper justification (which can be brief):
 - i. graduate committees the faculty member will be serving on
 - ii. graduate courses that the faculty member plan to teach
- c. The same is true for renewals; specify committees and courses taught in the last 6-year cycle

There continues to be two ways of submitting these applications: via paper forms or online. It turns out that the online system doesn't require a UUID or a valid University of Memphis e-mail address, so non-U of M individuals who want to serve on committees can also apply online.

Dr. Unowksy mentioned that some students are taking online courses only and that the graduate faculty in the department do not teach many online courses. This creates a problem when these students need to identify a committee chair. Dr. Kreuz asked him to send an e-mail describing the problem so that he can take this up with the Graduate School.

4. Report from the February College Directors and Graduate Council meetings

Dr. Kreuz shared with the Council a number of topics that had been announced or discussed at these meetings:

(a) PhD in Urban Affairs. This new degree program was approved by the CAS Graduate Council in October 2016 and by the University Council in December 2016. However, it got caught up in the transition from TBR to THEC, and new paperwork had to be submitted. It went back before the University Council last Friday (again) and was approved (again).

(b) Graduate catalog. The transition to the new Acalog version of the online catalog is complete. Hopefully, Council members have looked over their department's listings for any issues. If there are any remaining problems or questions, Mary Kyle asked that they be sent to her by February 14. She hopes to release the 2018-19 catalog in mid-February (this would be the earliest release in many years). Please note that even though curriculum changes are now being considered on a rolling basis, the catalog itself will still be revised just once a year.

(c) New graduate application system chosen. With the demise of Decision Desk, the Graduate School has moved quickly to find a replacement, and a new system has been chosen. The U of M will adopt a system called UniCAS, which is produced by a company called Liason. It's the market leader and is already used by entire disciplines, such as nursing and communication sciences and disorders. (They were also our first choice last time around, but Decision Desk was chosen because their bid was the lowest cost.) The Graduate School was able to bypass the bid process this time by piggy-backing on the UT Health Sciences contract. Implementation has already begun, and Jim Kierulff is "very confident" it will go live this summer, since the hardest part of the transition has already been worked out. As with Decision Desk, the new system will be rolled out in stages, by department. Therefore, through the summer, the university will continue to use Banner and DRF. The new system will be in place for Fall 18 applications.

(d) UMRF Ventures. This was set up last year as a subsidiary corporation of the University of Memphis Research Foundation, with FedEx as its first customer. There is now in place a FedEx call center employing 46 undergraduate and graduate students. This will be expanded with the creation of an IT command center in May. This would involve employees monitoring screens and conducting analytics using a program called Splunk. There will be 30 positions for graduate students. Please note that these aren't GA funds; the positions could be used as a recruiting tool for students without assistantships and may work best for master's students (although all

graduate students, with the exception of international students, are eligible). Because they're being hired for a specific position, such students would pay in-state tuition rates. These positions will be well paid (\$25/hour), offer flexible hours (10-20 per week would be typical). Multi-year contracts are possible. Although Dr. Dhaliwal expressed a preference for STEM graduate students, any students with some quantitative skills could apply. If Council members want more information or have some students in mind for this, they should contact Tom Kadien at tomkdn56@umrfventures.com. He is the CEO of UMRF Ventures.

Looking ahead, there will be even more hiring. A second call center will be online at Lambuth later this month. In addition, the Defense Audit building on the Park Ave. campus is being renovated and will house 350 undergraduate workers this fall (who will be paid at least \$15/hour).

(e) Dissertation submission process changes. Dr. Kreuz reminded Council members that he chaired a task force during summer 2015 to overhaul the antiquated submission process, which involved students burning their dissertations onto CDs. The task force made a series of modernization recommendations to the Graduate Council, and they were approved in October 2015. However, the Graduate School decided to hold off on implementation until a new graduation analyst was in place. This has now happened; Jennifer Beech replaced Michelle Stout in the fall. Going forward, dissertations will be uploaded directly to ProQuest.

The changes will go into effect at the end of this week. The Graduate School's Web site will be updated by the end of February to reflect the new submission process which will be in place for the spring submissions and May graduation.

Changes to the *thesis* submission process will follow this summer.

Announcements

Doctor of Social Work. Council members were reminded that a DSW program was approved by the CAS Council last October and by the University Council last December. However, Dean Nenon has tabled this proposal at the present time because the proposed cost structure doesn't work. Social Work will need to restructure the costs or have part of it funded centrally before the College can move ahead with this.

Enrollments. Graduate enrollments have increased by 6% over the past two years and are up 3.5% for this spring. The Graduate School currently has about 1,400 applications for next year, which is about the same as last year.

5. New business

- a. new course proposal: POLS 7205 (Seminar in Local Politics).** Dr. Groenendyk provided a summary of the proposal and answered questions.
A motion to approve was made by Dr. Roche and was seconded by Dr. Hicks.
- b. UMDegree.** Currently the MSW and MBA programs make use of UMDegree, which allows students to track their progress toward completing their degree requirements. Recently, Public Administration expressed interest in adopting UMDegree for their

master's program. Dr. Kreuz said that he would take this up with the Graduate School, but that he first wanted to check and see if there is interest from any other graduate programs. He said that it may be good for the Council members to go back to their departments and discuss this with their chairs and colleagues.

Dr. Kreuz pointed out a couple of complicating factors: Karen Thurmond, who is now retired, set this up for Social Work and the Business School, but any wider-scale adoption would require resources from the Graduate School, which may not be forthcoming. There may also be issues with how many programs can use UMDegree based on the current license.

Dr. Kreuz said this would be an agenda item for the next Council meeting, and that Council members should let him know at that time if their department is interested in implementing this.

- c. **Request for Expired Course Grade Removal.** This motion originated from Social Work. The CAS Council approved it in March 2017, and it was approved by the University Council in May. The Graduate School has now a form for this, and Dr. Kreuz passed out a hard copy as an example.

Dr. Simone asked if the credit by exam online form was active yet. Dr. Kreuz said that he would check on this with the Graduate School.

Dr. Kreuz asked if there was any other new business for the Council, and hearing none, called for a motion to adjourn. Dr. Simone made the motion, which was seconded by Dr. Keith.

Minutes prepared by Victoria Tardugno from notes supplied by Dr. Kreuz