

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

MEETING: March 12, 2018

MEMBERS PRESENT: A. Antipova, R. Cohen, M. Conroy, E. Delavega, T. Dooley, M. Garzon, K. Hicks, G. Peterson, C. Powell, S. Roakes, T. Roche, J. Scraba, P. Simone, O. Skalli

MEMBERS ABSENT: J. Haddock, D. Unowsky

Dr. Kreuz welcomed new Council member Dr. Antipova, representing Earth Sciences.

Dr. Kreuz welcomed three proxies: Dr. Stanley (representing Political Science), Dr. McCutcheon (representing Criminology and Criminal Justice), and Dr. Mensah (representing Physics and Materials Science).

**1. Approval of minutes from the February 5<sup>th</sup>, 2018 meeting.** Dr. Kreuz asked for any additions or corrections and none were offered. A motion to approve was made by Dr. Roakes and seconded by Dr. Peterson.

**2. UMDegree for graduate programs.** At the last meeting, Dr. Kreuz mentioned that Public Administration had expressed interest in adopting UMDegree to help their students track completion of their degree requirements. He had asked the Council members to talk with their colleagues to see if other programs would like to adopt UMDegree.

The following departments expressed interest: Biology, Chemistry, Criminology and Criminal Justice, English, Psychology, Physics and Materials Science, and Sociology.

Dr. Delavega will demonstrate the MSW UMDegree implementation to Psychology on March 29. Psychology has invited other departments to join this meeting if they are interested.

**3. Morton Thesis and Dissertation Award eligibility.** Due to some confusion during the current award cycle, Dr. Kreuz wanted to clarify the current eligibility rules for the Morton awards. In both cases, the award is made to students who have proposed their projects *but who have not yet defended*. (The award is designed to provide material support to complete the project.) The Graduate School's Web page is vague about this, and Dr. Kreuz said he will ask them to clarify the eligibility language on their site. The timing of the award presents difficulties because not all students follow a traditional sequence in which they propose in the fall and graduate in the spring. Dr. Kreuz will talk to Lakesha Herring to get more clarity about the eligibility requirements for next year's awards cycle, and to make sure they are criteria are spelled out on the Web.

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

**(a) Honors College recruitment.** Dr. Kreuz reported that Melinda Jones spoke at the College Directors meeting. She encouraged the college directors to consider the university's own Honors

students as targets for graduate recruitment. (There are currently over 1,800 students in the Honors College, including over 400 juniors and nearly 500 seniors.) Dr. Jones would be happy to make available program brochures or business cards in the Honors Hall for interested students. Dr. Simone expressed concern about the Van Vleet because of a preference to award it to those who are not currently University of Memphis students. Dr. Kreuz replied that he would speak to the Graduate School about this.

Dr. Garzon asked if there was a way we could do something for the University of Memphis honors students to encourage them to join our graduate programs.

**(b) Graduate School deadline for candidacy forms.** Dr. Kreuz reported that Jennifer Beech, the new graduation analyst, has noticed that there is no stated deadline for candidacy forms on the Web site. She proposed a one-week period following the Colleges' deadline for Fall and Spring, and a two-day period for Summer, and the College Directors agreed to this.

**(c) Policy change: international students to be allowed into non-degree programs.** Dr. Kreuz reported that currently, international students are not allowed to take classes at the University of Memphis as non-degree students. A change to the Catalog would allow:

“International students matriculated into academic programs at other educational institutions in the US to be admitted as non-degree students. International students who receive an I-20 from the University of Memphis, however, can only be admitted as degree seeking.”

The University Graduate Council will vote on this change at its April meeting.

**(d) Graduate application software system (UniCAS) update.** Dr. Kreuz reported on the current implementation status. According to Dr. Kierulff, the requirements for this product have been finalized, and an “integration vendor” (Axiom) has been hired to facilitate interactions between UniCAS and Banner. The first draft of the site will be completed in a few weeks, and then Dr. Kierulff will set up appointments with individual departments. It should go live in time for the Fall 2018 admission season.

**(e) UMRF Ventures update.** Dr. Kreuz reported that Keith Sisson, formerly of the University College, is now the Managing Director of UMRF Ventures, and he made a brief presentation to the University Council. The new FedEx command center, employing forty STEM graduate students, is on track to launch on May 15. The Park Avenue campus call center, which will employ 350 undergraduates, will open later this year. Dr. Kreuz encouraged the Council members to send Dr. Sisson the names of students who might be eligible for funding via this route.

**(f) Student Research forum.** Dr. Kreuz noted that the research forum on March 26 requires judges. He asked the Council members to encourage their colleagues to volunteer for this. They can send their names to Mary Kyle, as well as the disciplines in which they feel competent to serve as judges.

**(g) New dissertation submission process on the Web.** Dr. Kreuz said that the new submission process he mentioned at the last meeting is now in effect, and the Graduate School's Web site has been updated to reflect this. The process of uploading dissertations directly to ProQuest has been tested and is working.

**(h) Graduate faculty status task force.** Dr. Poston has been comparing our process to other universities and has determined that ours is relatively cumbersome. She will chair a task force over the summer to solicit changes, with recommendations to follow in the fall.

It was pointed out that this system is still useful for vetting adjunct faculty.

Dr. Garzon said that it should be the departments that are vetting individuals to teach graduate courses and to serve on committees, as opposed to the College and Graduate School.

### **Other announcements.**

**Graduate School Information Fair.** Dr. Kreuz said that table staffers from each department will be needed for the event on March 21. This year, it is being held in the Rose Theater lobby. Because of space limitations, Arts & Sciences will be assigned only 10 tables, so departments will need to share them. As a result, only one staffer will be needed from each department, for two hours (12-2). The staffer can be a faculty member or a graduate student. Dr. Kreuz asked the Council members to send Ms. Tardugno their department's staffer name(s) by March 15.

**Reminder about deadline for offers with funding.** Dr. Kreuz reminded the Council members that the Council of Graduate Schools has a resolution specifying an April 15 deadline for offers of graduate admission with funding. The university is a signatory to this resolution, and the departments need to honor this.

**5. New business.** Dr. Kreuz asked if there was any new business for the Council. There was none.

**Council meeting times.** Dr. Kreuz asked whether, starting in the fall, it would be beneficial to change the meeting time of the Council. He explained that changing the day of the week would be problematic, but that the meeting time could be altered. He acknowledged that many Council members have family responsibilities by mid-afternoon, and that an earlier time might be more convenient for those who have schoolchildren.

Dr. Antipova expressed a preference for a later meeting time, but there was little support for this suggestion.

Dr. Kreuz asked the Council members to give the matter some thought and said that it would be discussed at the next meeting.

**Travel enrichment reminder.** Ms. Tardugno reminded the Council members that the Travel Enrichment deadline was March 14 and that the application portal on the Web site had been open for the previous month.

**Curriculog.** Ms. Tardugno reviewed the new curriculum and curriculum proposal systems, Acalog and Curriculog. She said that the Graduate School hopes to have these systems in place for Fall 2018. She said that she will help everyone to get set up with the Curriculog system and

will show them how to complete the forms. This can be done at one of the Council meetings or she can visit the departments for one-on-one training.

**Adjournment.** Dr. Roche made a motion to adjourn the meeting, which was seconded by Dr. Simone.

*Minutes prepared by Victoria Tardugno based on notes supplied by Dr. Kreuz*