

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

MEETING: May 7, 2018

MEMBERS PRESENT: R. Cohen, M. Conroy, T. Dooley, M. Garzon, E. Groenendyk, J. Haddock, K. Hicks, S. Keith, S. Roakes, T. Roche, J. Scraba, X. Shen, P. Simone, O. Skalli, D. Unowsky

MEMBERS ABSENT: none

Dr. Kreuz welcomed four proxies: Cherry Malone (representing SWRK), Arleen Hill (representing ESCI), Eric Daub (representing CERI), and Sage Graham (representing ENGL).

**1. Approval of minutes from the April 2, 2018 meeting.** Dr. Kreuz asked for any additions or corrections and none were offered. A motion to approve was made by Dr. Simone and was seconded by Dr. Roche.

**2. Report from the April College Directors and May University Council meetings:**

- a. Marketing graduate programs at home football and basketball games.** Dr. Kreuz sent out a notice about this to the Council and the College chairs last Wednesday. Unexpectedly, there was a lot of interest in this opportunity. As of the previous, all the home football games, with the exception of the September 1 game against Mercer, had been spoken for. For those who missed out, there will also be twenty or so home basketball games available as well, but the schedule won't be released until August. Dr. Kreuz will send it out to the Council when he receives it. Dr. Simone indicated that Chemistry is interested in participating.
- b. Rollout of SSC Campus for graduate students.** This is an advising scheduling tool that is being used by the undergraduate programs and the Graduate School is phasing this in as well. They're starting with the MBA program in Fogelman and the University College. It's not clear when they'll get to CAS. Dr. Peterson reported that she is familiar with this tool on the undergraduate side. She informed the Council that a great deal of statistical data can be obtained from it, and that it can be used detect and head off student problems.
- c. UniCAS update and rollout status.** Dr. Kreuz reported that Dr. Kierulff provided an update on this. Dr. Kierulff reported that everything is on track for a release at the end of June. Training for the back-end part of UniCAS (the part that the departments will be working with) is called WebAdmit. Training for WebAdmit will be conducted in May and June and will also be available on the Web. The sandbox mode, which is currently online, will remain available for anyone who wants to play in it. Please contact Dr. Kierulff for the URL.  
Some of the Council attended the demonstration given by Liaison on April 25 in the University Center. Meetings are now being scheduled with individual departments

concerning quadrant 4 (the customizable part that's unique for each program). Dr Kreuz asked if any Council members had been contacted about the quadrant 4 setup and/or met with Dr. Kierulff. No one had.

The information in UniCAS is based on what was submitted by each department for Decision Desk, which means that programs approved after that time will need to be added.

Some disciplines, such as Communication Sciences and Disorders, have their own separate CASEs that can be integrated with UniCAS. Dr. Kreuz asked if any of the council's disciplines have a nationwide CAS in which they would like to participate. The university is being provided with three integrations for free as part of our contract, and Dr. Kreuz asked Council members to let him and Dr. Kierulff know if any departments are interested in this possibility.

**d. New programs and certificates** were approved at last Friday's meeting:

1) *Doctor of Physical Therapy* (School of Health Studies). This program will be housed on the Lambuth campus (one of the old dorms is being renovated for this purpose).

2) *Augmentative and alternative communication certificate* (CSD). This certificate will utilize courses that already exist in Communication Sciences and Disorders, Psychology, and Special Education, as well as two new courses that were also approved (ASL and Neurological Basis of Communication).

3) *Certificate in campus and corporate public health and safety* (School of Public Health). This certificate was initiated by the Provost and will cater to HR and corporate students. It's an online program with four courses. One of their menu electives is a Social Work course.

**e. Not voted on.** A proposed Doctor of Philosophy in Health Sciences (School of Health Studies) was scheduled for a vote, but Biology let Dr. Kreuz know they had concerns about redundancies in the proposed concentrations for integrative physiology and performance biomechanics with existing concentrations in Biology. As a result, the proposal was pulled from the agenda. Health Studies and Biology will have to put their heads together and resolve these concerns over the summer.

**f. Enrollment.** Lemmie Griggs provided an enrollment update. Both applications and enrollments are down slightly, year-over-year. The Graduate School will be sending out monthly welcome e-mails in May, June, and July. Dr. Kreuz encouraged each of the Council members to send any newsletters or other online news to their admitted students to encourage them to stay in touch and to show up in the fall.

**g. Professional development seminars.** The Graduate School held a number of professional development seminars during the year. These are attracting about 20-25 students each, and the last one, on grant writing, had about 30. For those who can't

attend, the seminars are available for viewing online. Graduate students who attend at least five of these workshops will receive a certificate of completion in professional development, and also a stole to wear at graduation.

- h. Open House.** There will be a Graduate School Admissions Open House held on May 22 and May 23 from 8:30 to 6:00 in room 201 of the FIT. Dr. Kreuz asked the Council to let any prospective graduate applicants know about this.
  - i. Query from the Graduate School.** Dr. Kreuz asked whether any graduate programs conduct exit surveys. The representatives from Physics, Computer Science and Clinical Psychology indicated that they conduct surveys and/or exit interviews. Dr. Kreuz requested that Physics and Clinical Psychology send him the surveys that they use.
- 3. UMdegree for graduate programs.** Given the large number of new projects rolling out this year and next, especially UniCAS and Curriculog, the Dean has decided to hold off on trying to implement UMdegree for graduate programs for about a year. Dr. Kreuz has learned that Ryan Crews will be developing degree plans for the College of Communication and Fine Arts over the summer.
- 4. Verifying student grades and GPAs: Best practices?** A Council member contacted Dr. Kreuz a few weeks ago to say they had just found out that one of their graduate students had received a failing grade during the fall term. The registrar doesn't notify advisors when this happens. Dr. Kreuz asked what procedures the graduate coordinators use to monitor and check student grades. Dr. Simone said that he contacts the student's instructors and sometimes he will check on a student mid-semester. Dr. Roche says that he looks at the student's transcripts before the advising meeting and sometimes discussion of students occurs during faculty meetings during the semester. Dr. Roakes reported that they check during advising and also look at the transcripts. It is a manual process for everyone involved. Dr. Skalli asked if there is a notification for whether a student is on probation. This situation does trigger an academic hold and the student cannot register for courses.
- 5. Curriculog schedule for the summer/fall.** Ms. Tardugno reminded everyone that the deadline for curriculum changes will be Friday, September 28 by 4:30 PM, and no later. The Graduate School is not going to be ready, university-wide, to accept documentation through Curriculog. Dr. Kreuz, Dr. Tollefsen and Ms. Tardugno have decided that they will nevertheless submit undergraduate and graduate forms through Curriculog in addition to the paper forms. This will allow any kinks to be worked out at the department and College levels before the Graduate School is involved next year. Currently the only forms going through Curriculog are 4/6000 (Special Topics and Undergraduate Special Topics). Ms. Tardugno will be working on the forms over the summer so that they are ready for the Fall 2018 semester.

The College of Arts and Sciences has been the primary unit involved in Curriculog testing. Other colleges have staff involved but not to the extent of the Arts and Sciences. Ms. Tardugno will conduct training during a meeting at the beginning of the fall term. Ms. Tardugno is trying to duplicate, as closely as possible, the forms from the paper-based system in the digital system. When Council members submit their forms, they are asked to keep in

mind that Banner cannot process prerequisites that state “X course and permission of instructor.” Such a statement can appear in the catalog but it is up to advisors to make sure that students have completed the prerequisites for such courses. It is permissible to list course prerequisites, *or* to indicate “permission of instructor is required,” but not both.

**6. New business.** There was no new business.

At the previous meeting, the Council voted to change the start time of the fall Council meetings from 3:00 to 3:30, primarily to accommodate the request of a Council member who, Dr. Kreuz has learned, will not be returning to the Council next year. That being the case, Dr. Kreuz conducted a final vote on the issue. The choices were: (1) 3:00 (14 votes), (2) 3:30 – no votes, and (3) don’t care (6 votes). Therefore, the final decision was to not change the meeting time and to keep it at 3:00 PM.

Dr. Cohen asked about formatting for theses and dissertations. Dr. Kreuz informed him that what appears on the Graduate school Web site constitutes the current guidelines.

Dr. Garzon asked about the part-time master’s committee meeting materials. Ms. Tardugno stated that she sent an email last Friday to Drs. Dooley, Delavega, Garzon, and Unowsky with a link to the applications. The deadline for submitting rankings is May 14th.

**7. Departing Council members.** Dr. Kreuz recognized Dr. Haddock (MATH), who has been filling in for Dr. Triggiani during the spring term and thanked him for his service. Dr. Antipova (ERSC) will be replaced by Dr. Mickelson, who has served on the Council previously.

Dr. Kreuz thanked the Council for their hard work during the year. He encouraged them to have a restful and/or productive summer and reminded them that the first meeting of the fall term would be September 10. They were told that, should any questions or issues arise between now and then, he and Ms. Tardugno will be available and happy to assist them.

**8. Adjournment.** Dr. Peterson 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.*