

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

MEETING: November 12, 2018

MEMBERS PRESENT: R. Cohen, E. Delavega, M. Garzon, E. Groenendyk, A. Hill, W. James, F. Nogueira, C. Powell, S. Roakes, T. Roche, X. Shen, P. Simone, M. Trapp, D. Unowsky

MEMBERS ABSENT: T. Dooley, S. Keith, J. Scraba, O. Skalli, R. Triggiani

PROXIES: D. McKenna (BIOL), J. McCutcheon (CJUS), J. Haddock (MATH), S. Ellis (ENGL)

1. Approval of the minutes from the September 10 Graduate Council meeting

There were no corrections or additions to the minutes. Dr. Trapp moved to approve, and Dr. Delavega seconded. All voted in favor.

2. Report from the College Director's meeting (October 24) and the University Graduate Council meeting (November 2)

a) UniCAS update

As of the November 2 meeting, Dr. Poston said that the system would go live in about two to three weeks. Assistance with UniCAS is available from the Graduate school; there are several GAs with whom departments can make appointments. This should be in place for students applying for the Fall 2019 semester. In theory the system could be live for applications for the Spring 2019 semester, but that is not certain. Dr. Kreuz suggested that departments continue using the prior application systems until further notice.

b) New Graduate Faculty Status online form

The new application is now live. The forms now go from the chair to the associate deans. The forms can be kicked back and resubmitted (as opposed to starting all over). The adjunct teaching category has been eliminated. Dr. Unowsky has asked to have the link sent to the Council. He also asked if someone could submit the application for individuals not employed by the university. Ms. Tardugno told him this is possible.

c) Grade appeal and retention policies committee

Dr. Poston has decided to form a University Graduate Council task force to review the policies that CAS approved last month. Dr. Kreuz was asked to chair the committee. The other members are associate deans Larry Weiss (Health Studies), Ryan Fisher (CCFA),

Colin Chapell (University College), Brad Harrell (an elected representative from Nursing), and Dr. Poston.

3. Curriculum triage meeting

The meeting with Dr. Poston and Mary Kyle to discuss course overlap and duplication has been rescheduled for tomorrow (November 12). Dr. Kreuz has reviewed the other college proposals. Dr. Powell has requested that Geophysics courses be sent to CERI. Dr. Garzon and Dr. Haddock requested that their departments be sent the Geophysics and Data Science course proposal.

4. New business

a) Graduate scholarship pilot program

This has been created to attract tuition-paying students, who seem more likely to matriculate if tuition is reduced through a scholarship. Social Work was asked to serve as a pilot program, and their proposal is seen as a model for how this should be done. They received \$20k and the University is making an additional \$80k available for other programs to bid for. The dean believes that one or two more CAS departments might be able to get funding for their tuition-paying graduate students. Dr. Delavega (Social Work) described how they created their proposal and how it is working for them. These scholarships are for new, full time, out of state students. Students receiving scholarships will be sent their tuition bill and then the University will credit the students' accounts. It was asked whether this also applies to international student, but Dr. Delavega did not know. Dr. Kreuz will send out the proposal that Social Work submitted to be used as a guide.

b) Graduate faculty status updates and handouts

Ms. Tardugno provided each department with a list of current Graduate Faculty status members:

https://www.memphis.edu/gradschool/resources/graduate_faculty/gradfaculty.php

The names highlighted in orange expire at the end of 2018. The names highlighted in yellow have already expired. Ms. Tardugno will request that anyone for whom the College has not received a renewal application by the Graduate School's deadline (December 3rd) be deleted from the page. Ms. Tardugno also explained that the members' adjunct teaching status was supposed to continue until they expire. She is working on communicating with Lakesha Herring in the Graduate School as to why that status has been removed. If a department has changes that need to be made they should let Ms. Tardugno know.

The Graduate Faculty Status task force is still holding meetings. Dr. Kreuz asked the Council members to let him know if they had any suggestions to help improve this process.

c) December meeting

Dr. Kreuz will send out a call for business in three weeks. If there is no new business for the December meeting, it will be canceled.

2. Adjournment

Dr. Shen moved to approve. The motion was seconded by Dr. Roche, and all were in favor.

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