

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

MEETING: September 10, 2018

MEMBERS PRESENT: E. Delavega, T. Dooley, M. Garzon, E. Groenendyk, K. Hicks, W. James, S. Keith, F. Nogueira, C. Powell, S. Roakes, T. Roche, J. Scraba, X. Shen, P. Simone, O. Skalli, R. Triggiani

MEMBERS ABSENT: R. Cohen (proxy: R. Floyd), A. Mickelson (proxy: A. Hill), D. Unowsky (proxy: A. Daily)

GUESTS: none

Introduction of R. Kreuz and T. Tardugno.

1. Introduction of new Council members

R. Kreuz welcomed new and returning council members: F. Nogueira (WLL), R. Triggiani (MATH) and W. James (SOCl).

2. Approval of minutes from the May 2018 meeting

P. Simone made a motion to approve the minutes. O. Skalli seconded the motion. All were in favor.

3. Review of the Council's purpose, schedule and procedures

R. Kreuz: the Council serves as the liaison between the College's departments and the Graduate School. It is also the conduit between the departments and the Dean's office.

R. Kreuz chairs the Council and serve as the Director of Graduate Studies for the College. He represents the College at the monthly College Directors meeting. This is a meeting with the Graduate School and the other ten College Directors. He also represents the College at the monthly University's Council for Graduate Studies meetings. This meeting is composed of the college directors and 13 other faculty elected by their colleges. As the largest College, CAS has three elected members (one from each division of the College), who serve three-year terms. Our current members are: Jeff Scraba (ENGL), Henry Kurtz (CHEM), and Dursun Peksen (POLs).

Council meetings will always start promptly at 3:00 pm so that they end by 4:00 pm. Meetings are held monthly (usually the first Monday) when there is new business or significant announcements. At the September meetings, Council members are appointed to the Council's subcommittees. All subcommittee meetings will also be held on Mondays at 3:00 pm in Scates

105A. At October meetings, curriculum revisions are discussed and approved. This meeting starts at 2:30 to accommodate the agenda.

The agenda for the next meeting will be distributed electronically (along with any documents) one week before each meeting. The minutes for each meeting will be taken by T. Tardugno, edited by R. Kreuz, and distributed for approval at the following meeting.

Robert's Rules of Order are observed by the Council. The chair, R. Kreuz, will make decisions about whether procedure is being followed. A quorum is required for all votes, which is two-thirds, or 13 of the 19 Council members. Members must be recognized by the chair before they can speak to an issue. Motions require a second before they can be debated. No member can speak twice to the same issue until everyone else wishing to speak has had a chance to do so. The chair reserves the right to postpone, limit or cut off debate, or table motions. Contentious or complex issues may be referred to a subcommittee appointed by the chair. Motions pass by simple majority of members present. As the chair, R. Kreuz is an *ex officio* member, which means that he doesn't vote except to break ties.

It is very important that members who cannot attend send proxies from their department. If a Council member is absent from three meetings in an academic year, that member will be excused from the Council, and the department forfeits representation for the remainder of the academic year. Proxies can serve in place of absent members and can vote. Absent Council members should alert T. Tardugno before the meeting that the department will be represented by a proxy.

R. Kreuz asked the members to review the upcoming deadlines and events at the top of the agenda.

4. Formation of 2018-19 Council subcommittees

R. Kreuz: each Council member serves on one (or sometimes two) subcommittees. Subcommittee meetings are always held at 3:00 on Mondays (same as Council meetings). Except for the travel enrichment committee, each subcommittee has only one meeting. Travel enrichment has meetings in October, March, and late July/early August.

Council subcommittees are chaired by one of the College's three associate deans: Deb Tollefson (PHIL) chairs the Undergraduate Council and is the humanities liaison. Abby Parrill (CHEM) assists with research initiatives and is the natural sciences liaison. R. Kreuz (PSYC) is the social sciences liaison.

There are five subcommittees with 20 slots and there are 19 representatives on the Council. An additional complication is that there are six slots for humanities representatives, but only four representatives on the Council. This means that two of the humanities representatives have to pull double duty.

The Council members were assigned to committees for the 18-19 academic year.

It was pointed out that the meeting dates on the handout were for the wrong year. T. Tardugno will correct this and send out a list with the correct dates before the next Council meeting.

5. Report on the College Directors meeting and the University Graduate Council meeting (29 August and 7 September)

a) Over the summer, Robin Poston was appointed as interim dean of the Graduate School.

b) Enrollment update: as of last Friday (September 7th) graduate enrollment was up 3.1% (double last year's 1.5%). There are 4,102 graduate students enrolled, an increase of 155.

c) UniCAS-Banner integration delay: the firm contracted to integrate UniCAS and Banner had an employee leave the company. That person was the U of M integration manager and it left the process in disarray. They are starting over from scratch on integration. Jim Kierulff believes everything will be finished by late October. This means that the Banner application system remains in place until then. Departments should continue using their old application systems until further notice. The system will definitely be in place for applications for Fall 2019, and the goal is to have it in place for Spring 2019.

d) Graduate faculty status is being overhauled by a standing committee. It is led by R. Meier, Director of Graduate Programs in Engineering. The goal is to streamline and reduce number of categories. The first step being taken is the elimination of adjunct teaching status, since it's redundant with SACS guidelines for instructors. This was approved at September 7 meeting. The faculty currently in that category will change to a new category when it is time for renewal.

P. Simone pointed out that the graduate coordinators have been cut out of this process with the online form and requested that they be looped back in. T. Tardugno let everyone know that she has been in contact with the individual who created the DocuSign form. She has brought this to his attention and he is working on it.

e) The master's degree candidacy form is now live online (DocuSign)

f) The graduate grade change form went live over the summer. It may still need improvement, so let R. Kreuz and the Graduate School know if there are any problems.

6. Information Fair table staffing (September 27)

T. Tardugno sent out a request for staffer names last week. Lists are due to the Graduate School on Friday. These can be faculty or graduate students.

7. New business

a) Proposed changes to the Graduate School grade appeal procedure:
a change to step 1 (change to role of department chair);
a change to step 4 (allow attendance via technology). This will be voted on in October.

- b) Proposed changes to the Graduate School retention appeal procedure:
a change to step 2 (college director decides whether student's appeal has merit);
a change to step 3 (eliminate appeal to the dean of the college).

These proposed changes will be voted on in October. There was discussion on how to handle this at the departmental level.

R. Kreuz asked if there was any new business to be brought before the Council. There was none.

8. Curriculog changes

T. Tardugno gave a demonstration on how to complete a New Course Form in Curriculog.

Login: Memphis.curriculog.com; username: U of M email address; password: pleaseletmein; signature PIN: 1234 or 2468. If a member does not have access or has forgotten their password or signature PIN, let her know. Passwords can be changed after logging in, but the signature PIN cannot be changed. The PIN can be looked up under "my settings." The PIN is taking place of signatures. She mentioned to make sure to use the help icon.

To start a new proposal form: click on the "+ New Proposal button". She will send out an email with step-by-step instructions.

She informed the Council that 4/6 courses would be proposed on the undergraduate level. She will email everyone step-by-step instructions.

9. Adjournment

P. Simone made a motion to adjourn the meeting, which was seconded by S. Roakes.

Minutes prepared by T. Tardugno based on notes supplied by R. Kreuz.