

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

MEETING: March 03, 2025

MEMBERS PRESENT: P. Alcalde, K. Bowers, E. Choi, A. Daily, D. Downey, W. Duffy, S. George, A. Mickelson, E. Nelson, M. Perez, G. Peterson, H. Sable, C. Santo, X. Shen, D. Smith, S. Stanley, T. Brewster, D. Venugopal, G. Washington

MEMBERS ABSENT: J. McCutcheon

PROXIES: Burt Burraston (CJUS)

PRESIDING: R. Kreuz

1. Approval of the minutes from the February 3, 2025 Council meeting

G. Peterson motioned to approve the minutes. A. Daily seconded the motion, and all voted in favor.

2. Update from Dean Tollefsen

Dean Tollefsen discussed credential evaluations. [The slides from her presentation will be sent to all Council members.]

3. Curriculog: Update and planning for the fall

S. Warren reminded the Council members about the following:

- a) The review copy of the catalog is expected soon. Review your fall submission sections and courses very carefully as this will be the time to make corrections and give clarifications. If in your review, something new is noticed, make a note of that for the next submission cycle.
- b) Now is the time to start planning for the 26-27 catalog submission cycle. Include your department's academic advisors in these discussions, as they will know what courses are being substituted frequently, if a catalog entry could use clarification for students, etc. For program revisions, the track changed word document can be started now. It will be required for the proposal. You will be notified when the 2026-27 proposal forms are available.
- c) New staggered submission process: The Registrar catalog group has changed their procedure. Proposals are now fully processed on a month-by-month basis, as they are approved by the UCGS.

When planning proposals, be mindful of program revisions that involve new courses. The new course must be submitted and approved prior to the program revision so the new course can be fully processed and ready for the revision. This also applies to course revisions that change the course number.

4. Report from the February 7 UCGS and February 26 College Director meetings

R. Kreuz reported on the following topics:

a) Minimum Requirements for graduate certificates

The graduate catalog doesn't specify the minimum number of hours for a certificate or the minimum admission requirements. At its next meeting, the UCGS will be asked to vote on a proposal to add the following to the catalog:

The minimum admission requirement for non-degree seeking students is a baccalaureate degree.

Typically, a graduate certificate required 12-15 hours of coursework, although some programs may require more.

A maximum of 3 credit hours can be from transfer credit or prior learning (of any form). Departments may have more stringent restrictions on transfer and prior learning credit.

The maximum number of credits that can be shared between two graduate certificates is 3 credits. Some programs prohibit credit sharing between certificates.

To receive the certificate, the student must have a certificate GPA of 3.0 (calculated based on courses required for the certificate). Grades of D or F are not accepted for any graduate certificate credit, but these grades will be computed in the GPA. No more than seven hours of C (C+, C, C-) will be counted toward certificate requirements.

b) Fall on-ground recruitment fair

The traditionally held on-ground graduate recruitment fair hosted by the Graduate School has had decreasing numbers of interested students and low attendance. It was agreed that this event will no longer be held.

5. Dissertation completion grants

The Graduate School has instituted a new grant program to assist late-stage doctoral student in completing their degrees. The ideal applicant is someone for whom this funding would allow full-time work on their dissertation over the

summer, and hopefully to defend by the end of the summer or during the fall term.

In this first year of the program, the Graduate School offered ten awards of \$5,000 each. 34 applications were received from across the university, and twenty of them came from CAS students.

The eleven college directors served as the judges, and evaluated the applicants on a variety of criteria, such as whether the award would materially assist the student in completing and how close they are to finishing. Also considered was how impactful the student's nominator believed the research to be. Finally, the committee considered the clarity of the student's two-page project description and the specificity of their summer plan for completion.

Tenn awardees and five alternates (in case awardees cannot accept the grant for some reason) were chosen. CAS got seven of the ten awards. The specific mechanism for making the awards is pending, as the Graduate School wants these grants coded as research expenditures, and specific criteria must be met for this.

6. New Business

R. Kreuz reported on the following issue:

Van Vleet Memorial Doctoral awards

It's been determined that the Van Vleet fellowships are out of compliance with the original donor agreement, which was executed in 1964. In the original agreement, only five departments were explicitly included, the awardees had to be Tennessee residents, GRE scores were required, and the award was for \$10,000. The agreement cannot be changed without the approval of the state, because the funds are not in a Foundation account.

The Graduate School received more than 20 Van Vleet nominations this year, but nothing can be awarded until this matter is resolved. In addition, the two students who currently receive Van Vleets will have to be moved to support from the Graduate School, and this is a large and unanticipated expense.

Adjournment: A. Daily motioned to adjourn. C. Santo seconded the motion, and all voted in favor.

Minutes prepared by S. Warren from notes provided by R. Kreuz and a recording of the meeting; edited by R. Kreuz