

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 422

September 5, 2014

2:00 p.m., 363 University Center

PRESENT: R. Kreuz (CAS), S. Neely-Barnes (SWRK), J. Scraba (ENGL), L. Brooks (FCBE), Q. Chu (FIN), D. Sherrell (MSCM), M. Logan (CCFA), A. de Velasco (COMM), M. O'Nele (THEA), V. Morris (CEHHS), J. Byford (ICL), L. Weiss (HSS), W. Haggard (ENGR), R. Meier (CIVIL ENGR), C. Preza (EECE), L. Jarmulowicz (SCSD), D. Wark (SCSD), G. Shiba (NURSE), M. Levy (SPH), B. Akey (UNIV COLLEGE), J. Berman (Faculty Senate), K. Duckett (GSA), B. Park (Library), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: G. Emmert (CHEM)(proxy=R. Kreuz)

GUESTS: K. Berisso (ENGR TECH)

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J. Dhaliwal opened the meeting at 2:04 p.m. when a quorum was attained. He welcomed everyone in attendance.

422.1: L. Weiss moved (2/D. Wark) to approve the minutes from meeting #421, held May 2, 2014. The motion was carried by voice vote.

422.2: J. Dhaliwal introduced the Graduate School staff present at the meeting. He then asked all of the members to go around the room and traduce themselves.

422.3J. Dhaliwal informed the council that Graduate Student Association president, K. Duckett, was running late due to the GSA meeting that had been held at 1:00 p.m. that afternoon.

422.4: J. Dhaliwal informed the council that the College Directors have formed a sub-committee to evaluate the roles of the graduate school. He noted that in the past twenty years the graduate school has grown to almost four thousand students, making it the largest in the region. We will need a motion to adopt these new roles at our next meeting. J. Dhaliwal thanked the sub-committee for their work and asked the council to consider what the role of the Graduate School will be. S. Neely-Barnes remarked that recruitment should be added to the list of roles. J. Dhaliwal agreed, saying that if one out of every five students is a graduate student and we are supposed to grow our enrollment then part of the recruitment budget should go towards graduate recruitment.

M. Logan asked what the Graduate School as an administrative unit should do that we don't do now or cannot do at the departmental level. J. Dhaliwal noted that recruitment at the undergraduate level is very centralized, which is not the case with graduate level recruitment. Much of the recruitment at the PhD level is up to faculty. Recruiting Master's students is different from recruiting doctoral students. J. Dhaliwal asked the council to consider the following questions: What should the graduate level recruitment structure look like? What should be centralized and what should be decentralized? T. de Velasco said we should increase our access to underrepresented groups. J. Dhaliwal asked T. de Velasco to draft a statement about this and send it to him. B. Park said we should make sure students have adequate resources to reach graduate level education. J. Dhaliwal asked B. Park to draft a statement about this and send it to him.

422.5: J. Dhaliwal informed the council that the College Directors have also formed a sub-committee to revise the UCGS by-laws, as they have not been updated since 2007.

422.3: K. Duckett arrived and introduced herself to the council and explained the roles and responsibilities of the Graduate Student Association. She informed the council that the GSA requires two representatives from every College and School. When there are not two volunteers the Associate Deans nominate students to serve on the GSA. The following Colleges and Schools need to submit two names to K. Duckett before next month: the School of Communication Sciences and Disorders, the College of Engineering, the School of Nursing, the School of Public Health, and the University College. The College of Communication and Fine Arts needs to submit the name of one nominee. J. Dhaliwal noted that he wants the GSA to become more engaged with the community around us. For instance, the GSA should let Governor Haslam know that he is harming the best and brightest future leaders by not accepting federal funding.

422.20: J. Dhaliwal informed the council that less than half of PhD students end up with careers in academia. In order to address the needs of the half that pursue professional careers other institutions have begun offering non-credit professional development courses. Please take the message back to your Colleges and Schools that we need more professional development training. One way the Graduate School will address the need for more professional development training will be by working with the GSA to provide monthly seminars.

422.6: J. Dhaliwal announced that the 2014-2015 UCGS meeting schedule has been distributed in hardcopy and electronically. Also, outlook meeting invitations have been sent to the council members.

422.7: J. Dhaliwal announced that the 2014-2015 Graduate School calendar has been published online. M. Kyle demonstrated where to locate the calendar on the Graduate School website.

422.8: J. Dhaliwal announced that all curricular revisions are due to the Graduate School by October 17, 2014. He instructed the council members to look at the catalog very closely, reviewing it line-by-line and indicating all edits via track changes. Curricular revisions must be approved first at the departmental level, then by the College or School's council, and finally by the UCGS. J. Dhaliwal noted that moratorium on new academic program proposals should be lifted by the end of the year, if not then by next spring. We will proceed as usual with the creation and approval of academic program proposals so that our materials are ready to be submitted to TBR as soon as the moratorium has been lifted.

422.9: J. Dhaliwal provided the council with an enrollment update. Graduate enrollment is down by about two hundred students. Considering the Graduate Assistant budget cuts our numbers are not as low as we had anticipated. We lost roughly 50-60 Graduate Assistants. Also our number of non-degree seeking students has continued to decline due to the changes in procuring a teaching license in Tennessee.

422.10: J. Dhaliwal informed the council that there would be some changes made to the Graduate Admissions office. The admissions counselors are being divided up by department and College. This will allow each program to have liaison in the admissions office. We want to increase engagement between the programs and the admissions office. J. Dhaliwal asked that the admissions counselors be invited when programs meet. He also noted that we will be increasing communication between the programs and the admissions office, especially regarding incomplete applications. L. Griggs will let every program know who their admissions counselor is once the list has been finalized. S. Neely-Barnes said that the department of Social Work has issues with students not applying to both the Graduate School and the department. Students also have trouble finding the departmental application. M. Logan noted she has the opposite problem, where students cannot find the Graduate School application. J. Dhaliwal asked that everyone please email the Graduate School with suggestions and concerns. Also, if you need data please let us know and we will get it you.

422.9 (cont.): Non-degree program numbers are also down because the incentive of a pay raise no longer exists for teachers that get their Master's degree. J. Dhaliwal informed the council that our degree program enrollment figures look good. He reinforced President Rudd's message that we want to focus our efforts on areas with tuition paying students. Now that there is no longer a Central Pool the Colleges and Schools have the money now and how they decide to allocate it will impact their success. It will be very empowering at the local level. D. Sherrell inquired into whether or not the President intends to continue cutting the Graduate Assistant budget. J. Dhaliwal said that he had not heard of any further cuts being made to the Graduate Assistant budget. However, budget allocations are based on fall enrollments so decisions have not been made yet, but will be coming soon. J. Dhaliwal asked the council for their

feedback and reviews of the budget reallocation process from last year. What criteria should be used when allocating funds? Many council members advocated starting the process earlier and using a broader base of criteria. J. Dhaliwal assured the council that we will revisit how we did it last year and how we can improve the process.

422.11: Since many graduate studies coordinators and program leaders do not know about the graduation requirements and policies the Graduate School will be holding training sessions. J. Kierulff informed the council that we welcome their input and would like to know where training is needed. J. Dhaliwal noted that the small percentage of graduate students with issues are dominating our time because they come to the Graduate School when they should be seeking help at the departmental level first. A student with an issue should first go to their advisor, then their College Director, and finally the Graduate School office. J. Dhaliwal asked how we could better educate our students of this process. He also stated that we are looking at other institutions and how they function to learn what other things we should be doing.

422.12: J. Dhaliwal announced that the Graduate School will be hosting a Recruitment Fair on November 12, 2014 in the University Center Ballroom. Unlike previous Recruitment Fairs we have invited other institutions to participate in this event. By opening our Recruitment Fair up to other schools we increase our visibility and increase our marketing budget through registration fees. M. Kyle informed the council that she will be attending the Christian Brothers University Graduate School Fair and the Rhodes College Graduate School Expo on September 25, 2014. D. Wark noted that individual Colleges and Schools can attend these events as well. M. Logan requested more information about these two fairs. M. Levy inquired about increasing the marketing of our online programs. J. Dhaliwal responded that we try not to separate online versus on campus programs. We market our programs for the degree that will be earned rather than the mode in which they are offered. This marketing strategy worked well for the MBA program.

422.13: M. Kyle informed the council that students are turning in the thesis/dissertation final defense results form when they should be submitting the thesis/dissertation proposal defense form. Please help our students to understand when each form is to be submitted.

422.14: J. Dhaliwal informed the council that faculty members should not be contacting the IT department about opening and closing online courses. These requests must come from the Dean or Associate Dean.

422.15 and 422.16: J. Dhaliwal announced that we are trying to personalize graduate programs and we wanted to know more about our successful graduate students. M. Kyle is collecting stories about outstanding students and alumni. We also want to create

a webpage to highlight successful PhD students from the last twenty years. Our hope is that the media will pick up these stories.

422.17: J. Kierulff informed the council that there is a nine billion dollar market that we need to tap into. This market consists of international students that encounter issues taking the TOEFL test. We would like to provide English skills to international students so that they can pass the TOEFL by offering 6-7 IEI sessions. We want to be able to conditionally admit students to programs so that once they complete the IEI sessions they get fully admitted. M. Levy asked who she should contact when she has an international student interested in this option. J. Kierulff told her to apply to IEI and the program. J. Byford asked if this conditional admission is applicable to online programs. J. Kierulff responded that it is not. Q. Chu asked what criteria IEI uses. J. Kierulff said he would find out and let the council know.

422.18: J. Dhaliwal asked the council for their feedback on the budget reallocation process from last year, urging them to have an open discussion about decentralization and how it has impacted them and their programs. C. Preza stated that the timing was problematic, as they received their information so late that they couldn't make offers in time. J. Dhaliwal agreed that we must start the process earlier in the year. D. Wark noted that decentralization was not the issue; rather the issue was having fewer dollars to send. J. Dhaliwal asked the council to go back and look at the proposals and determine if your programs followed what was proposed and if it worked. M. Logan stated that we need more precise information. The amount of money we were allocated did not separate out what had historically come from the Central Pool and what came from other sources of money. M. Logan said that we need the Office of Business and Finance to help us identify where the sources of money are coming from. W. Haggard stated that their financial officer didn't get the final figures until after March. He advocated that the process become more proactive and streamlined. J. Scraba noted that there was a great deal of confusion over what the final figure meant. He said that his department is still resolving issues stemming from this confusion, as they received a different amount of money that they were told they would get. J. Dhaliwal told J. Scraba he would follow up on this issue.

422.19: Due to the fact that some graduate studies coordinators are well prepared while others are not the Graduate School is instituting training sessions. These training sessions will help the graduate studies coordinators better understand their role. We need to push up their base level of skills and prepare them better. Please encourage your graduate studies coordinators to attend and seek out this training.

422.20: J. Dhaliwal reiterated the message he delivered earlier in the meeting: that we will be offering professional development training for those graduate students who do not plan on pursuing a career in academia. V. Morris inquired what the Graduate School plans to do to address the needs of the half of graduate students that do intend

to teach. T. de Velasco stated that there used to be a series of workshops available to help graduate students with their teaching skills. J. Dhaliwal noted that while the Graduate School hosts an annual Teaching Effectiveness Workshop for Graduate Teaching Assistants there is more that we could be doing centrally to address the needs of these students. S. Neely-Barnes said that she would like to see more teaching tips and resources being offered on the Graduate School website. J. Dhaliwal agreed that he would like to see more avenues for graduate students to improve their teaching skills. L. Weiss noted that one of the most effective methods of providing these skills is through internal mentors at the departmental level. He said we should focus on taking care of business at the program level rather than looking for a centralized solution. G. Shiba asked how many students actually take advantage of the resources that are offered now. Perhaps students should be obligated to attend either professional development or teaching effectiveness seminars. K. Berisso noted that when attended workshops that were centrally hosted he found that the material being presented wasn't relative to what he taught or how he taught. C. Preza said that they do not have money in their budget to get speakers for departmental seminars. M. Levy informed the council that when the School of Public Health is hiring faculty they invite their PhD students to attend. J. Scraba advocated a compulsory mentoring program where faculty volunteer to serve as mentors. J. Dhaliwal asked the College Directors to broach this topic at their college level meetings.

422.21: J. Dhaliwal informed the council that we are looking into providing students with incentives for applying for grants and fellowships.

422.22: Currently there is not a mechanism in place for monitoring Graduate Assistants that enroll in more hours than the amount they have been allotted. We need to determine a way to require payment so that the program does not end up paying for these extra hours. M. Logan noted that in terms of technology there is no way to catch students that enroll in more hours than they were allotted in their contract. J. Kierulff stated that he will distribute an Argose report that should help us identify these course overloads. Please let him know if you find this report useful in identifying overloads.

422.23: J. Dhaliwal informed the council that the Graduate School is still investigating various avenues for providing our graduate students with health insurance. Many of our peer institutions already offer health insurance to their graduate students. J. Dhaliwal assured the council that we will continue to carry on a dialogue on this issue while exploring our options. While this is a very complex issue the main question is how we will pay for health insurance for graduate students. With our current financial situation we do not want to take any money from the Graduate Assistant budget.

M. Levy brought forth an issue that the faculty is concerned about regarding a new policy on online courses. The School of Public Health faculty are concerned with the

new policy that M50 and 410 sections of an online course can no longer be combined. This places a great burden on faculty. They are hoping this new policy can be reversed.

J. Berman informed the council that for the few years the Faculty Senate has been speaking to President Rudd about their role in the approval of all curricular changes at the undergraduate and graduate level. Now that we are looking at the role of the graduate school and revising the University Council by-laws we should consider how we can handle curricular revisions to better include the faculty senate. J. Dhaliwal noted that the other than the College Directors, the council consists of elected faculty members. J. Berman replied that while they may have been elected the Faculty Senate did not elect them. J. Dhaliwal suggested that we have the names of the elected faculty members submitted to the Faculty Senate for final approval. J. Berman argued that the approval of curricular revisions is one of the few powers that the Faculty Senate has and the members of the Faculty Senate feel they are not in control of the approval of these changes. The council members discussed various solutions to this problem but a resolution was not reached.

M. Levy announced that the kickoff for Memphis Healthy U and Midday Moves is Monday, Sept. 15th at noon at the Alumni Mall. President Rudd will provide welcoming remarks, followed by fun fitness activities. She also announced that Tiger Blue Goes Green 2014 on October 7th will feature a contest to showcase eco-responsible research conducted by University of Memphis faculty and students. Prizes will be awarded for the top three faculty researchers and the top three student researchers. Details are provided in the attached submission form, with entries due October 1st. She distributed flyers for both announcements.

There being no further business to discuss the meeting was adjourned at 4:08 p.m.

Minutes respectfully submitted by Mary Kyle.