

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 423

October 3, 2014

2:00 p.m., 363 University Center

PRESENT: R. Kreuz (CAS), G. Emmert (CHEM), 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), K. Berisso (ENGR TECH), L. Jarmulowicz (SCSD), D. Wark (SCSD), G. Shiba (NURSE), J. Berman (Faculty Senate), K. Duckett (GSA), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: B. Akey (UNIV COLLEGE), B. Park (Library), M. Levy (SPH)

GUESTS: David Klieger, ETS; Lisa Goins, IEI; Keith Sisson, University College

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J. Dhaliwal called the meeting to order at 2:05 p.m. when a quorum was attained.

423.1: G. Emmert moved (2/D. Sherrell) to approve the minutes from meeting #422, held on September 5, 2014. The motion was carried by voice vote.

423.2: J. Dhaliwal introduces Mr. David Klieger, here to present the Personal Potential Index (PPI) Evaluation Report. Mr. Klieger presented the council with a brief overview of the PPI and the research findings. He thanked the council for the opportunity to present the PPI research.

423.3: J. Dhaliwal introduced Ms. Lisa Goins. Ms. Goins presented the council with information on the Intensive English for Internationals program. The IEI program is a non-credit intensive English language study for university-bound students who wish to become proficient in English. Classes are small and designed to develop communication and academic skills in English through speaking, listening, reading, and writing. If you have prospective students in other countries that have trouble learning English we want to get them to come to the University of Memphis, rather than sending them somewhere else to learn English. The Graduate School wants to offer conditional admission into graduate programs for students that enroll in and successfully complete the IEI program.

L. Weiss inquired if conditionally admitted students are eligible for assistantships. Ms. Goins replied that they are not because they are not yet graduate students. L. Brooks informed the council that he has had good results sending students to the IEI program.

J. Dhaliwal strongly encouraged the council members to review the information distributed and consider adding language regarding conditional admissions to the programs' catalogs. M. Logan asked if there would be a blanket statement added to the main Graduate Catalog. S. Neely-Barnes agreed that we need a general statement in the catalog regarding the IEI program and conditional admission. J. Dhaliwal replied that we will provide this information on the Graduate School website, but regarding the catalog it will be up to the individual programs to include this information.

423.4: Based on feedback from the last meeting and additional feedback the Graduate School has received the Role of the Graduate School document has been updated. Item twelve was added in order to make an explicit statement about increasing diversity. Subsequently the Graduate School heard from B. Park regarding item thirteen, advocating for adequate library and other research resources. J. Berman informed us that faculty senate has requested the approval of this document be held until the next meeting because the faculty senate would like to give feedback. S. Neely-Barnes moved (2/M. Logan) to discuss the roles document. The council members discussed the clarity of item twelve and determined it should read, "Promote the diversity of our student population and making graduate study accessible."

J. Dhaliwal asked if there was any discussion of item thirteen needed. J. Berman noted that the term "advocate" seems odd for the role of the Graduate School. J. Dhaliwal explained that this term is used a lot in documents provided by the Council of Graduate Studies regarding the role of the Graduate School. J. Berman suggested that the term "advocate" be replaced with "promote."

L. Weiss made an objection to the whole process that was taking place. He argued that this is the wrong way to come up with such a document. J. Dhaliwal suggested that we take this back to the sub-committee. J. Berman informed the council that the faculty senate wants to evaluate the current document, as they have not yet reviewed the Role of the Graduate School. If we have the sub-committee change it the Faculty Senate will be evaluating an obsolete document. M. Logan noted that an earlier draft of this document was distributed to the council. L. Weiss asked if there is a time limit on approving this document. J. Dhaliwal responded that there is not a time limit on approving this document. L. Weiss moved (2/D. Wark) to table this discussion until next meeting. J. Dhaliwal asked the council members to send any language to add or edit to him or M. Kyle.

423.5: J. Dhaliwal informed the council that the UCGS by-laws have not been updated since 2007. Therefore a sub-committee met and made recommendations on how to update the by-laws. It was determined that given the growth of the School of Nursing and the University College both should be given one elected faculty seat on the UCGS. The policy regarding who will chair the meeting when the Dean of the Graduate School

is absent was updated to say that the chair shall fall respectively to the Graduate Directors beginning with the College Director who has served on the council the longest. The third recommendation made by the sub-committee is to extend the length of the term served from two years to three years. Lastly, "Article IX" was added to precisely articulate the role of the Faculty Senate in regards to curricular changes. It provides the Faculty Senate with two weeks to review the curricular revisions before the December curricular review. The language of "Article IX" was adopted from the results of a meeting between Cathy Serex and Faculty Senate President, Reginald Green.

J. Dhaliwal informed the council that we need 2/3rds of UCGS members to approve the updates to the by-laws. J. Berman noted that Reginald Green did not indicate that we were changing the by-laws in this way. G. Emmert asked what kind of feedback will be provided by the faculty senate. J. Dhaliwal replied that the faculty senate will provide the same kind of feedback we are used to receiving from UCGS members. G. Emmert noted that this seems redundant. J. Berman reminded the council that the constitution of the Faculty Senate gives the faculty senate responsibility for approving curricular changes. J. Berman's role is to communicate the opinion of the faculty senate to the UCGS. J. Dhaliwal noted that curricular revisions are approved or denied at the UCGS meeting. He recommends that the constitution of the faculty senate be updated to explicitly include graduate education, as it now refers mostly to general education requirements.

G. Emmert stated that he could see problems that were resolved in triage be brought before the council again by the faculty senate representative. He is concerned about it impeding the efficient operation of this committee. J. Berman informed the council that the faculty senate is more concerned with the role of the faculty senate in regards to the election of the UCGS members. J. Dhaliwal reminded the council that the UCGS is the highest level organization that makes recommendations to Provost and President. Difference between the faculty senate and the UCGS is that UCGS members must have Graduate Faculty Status and faculty senate members do not. G. Emmert requested that he go on record saying J. Berman is, "a great guy and asset to UCGS." S. Neely-Barnes asked if we are going to vote on each change to the by-laws individually and when will we vote. J. Dhaliwal replied that we will vote at the next meeting, unless more changes are made after this meeting. We will vote on individual items.

423.6: J. Kierulff reviewed the proposed agenda for the program leaders training session and the issues that will be presented to the group. J. Kierulff noted that this is likely one of three sessions that will address various issues. He asked that if anyone has any issues they would like to see addressed to please let him know. G. Shiba suggested that late withdraws be added to the agenda. J. Dhaliwal informed the council that beginning next month the Graduate School wants this training to be mandatory for all new graduate studies coordinators.

423.7: J. Dhaliwal presented information about Graduate Program Growth Strategies to the council. He noted that one trend will be a continued decline in graduate level enrollment. Therefore, we will all need to work harder to grow graduate enrollments. J. Dhaliwal informed the council that the Graduate School is looking at the top 15 programs to make sure we serve them better. For instance, the way the graduate admissions counselors are organized is being altered. Applications will be divided by program instead of alphabetically. Please invite your graduate admissions liaison to any administrative staff meetings. The goal is for the two application process to be seamless, so that there isn't any confusion about the process.

D. Wark noted that duplicative letters may be sent out based on the communication plan distributed by L. Griggs. D. Wark doesn't want students to be bogged down with duplicative information. L. Griggs replied that the communication plan aims to keep students engaged in what's going on at the university in general, rather than provide specific program information. L. Griggs agreed that he should work with the individual programs to ensure that the letters are not redundant. D. Wark requested that L. Griggs provide the programs with some templates so they know what the letters say and can edit their own communication plans accordingly. J. Kierulff noted that the Graduate School wants input from various programs so that we have a unified effort. J. Dhaliwal informed the council that once students have been admitted we want the programs to constantly communicate with them. One way to keep yield rates up is to engage with these students in order to get them enrolled.

C. Preza noted that the College of Engineering was not assigned an admissions liaison. L. Griggs apologized for this oversight and informed C. Preza that Cynthia Hightower will be the liaison for the College of Engineering.

423.9: J. Dhaliwal informed the council that the Graduate School is considering the adoption of two new policies regarding the extension of degree completion and a student petition for a leave of absence. We want your feedback on implementing such policies. J. Kierulff noted that many universities have leave of absence policies in order to accommodate students in the military, medical emergencies, and other life interrupting events.

C. Preza asked if the leave of absence would mean the continuous enrollment policy doesn't apply. J. Kierulff responded that the continuous enrollment policy would be halted.

L. Weiss stated that he thinks the adoption of a leave of absence policy is a wonderful idea. G. Emmert noted that simply having the leave of absence form lets students be aware that this is an option. J. Dhaliwal stated that on the flipside we don't want to make it too easy on a student to stop the clock.

C. Preza asked if the petition for a leave of absence form is ready to go or if it is just a draft. J. Dhaliwal responded that it is just a draft. We want your feedback before the document is formalized. T. DeVelasco inquired about the chain of command. J. Kierulff replied that the thesis/dissertation chair is the first person to initiate the process.

Form 2 – petition to extend degree completion deadline and course expiration timeline. J. Kierulff reviewed the second form regarding the petition to extend degree completion deadline and course expiration timeline. He informed the council that the Graduate School has a student that is 14-15 years in the process of completing her degree because she has been in and out of the hospital having multiple surgeries. How do we address the fact that when she graduates two years of her coursework will be outdated and obsolete? This form would allow a student to acknowledge the limitations of their PhD with the obsolete information and graduate anyway. G. Emmert asked if before this form the student got caught up in a “snowball” effect and didn’t graduate. J. Kierulff replied that this is correct. The form provides students in such extreme circumstances a means of graduating.

423.8: J. Dhaliwal informed the council that he will be writing to all the College Directors shortly in order to assemble a committee on interdisciplinary graduate programs. This committee will be asked to look into the future to come up with a list of programs that the Graduate School needs to grow. They will identify the kind of degree programs that cross boundaries and grow interdisciplinary roots across campus. Toward the end of the academic year this committee will come back to the council with a report regarding this issue.

423.10: J. Kierulff informed the council that the Graduate School wants to increase the quality of service provided to non-degree students. Currently, when a non-degree student needs assistance with advising or registration they come to the Graduate School. However, there are hundreds of enrolled non-degree students and the Graduate School office does not have the ability to provide all of these students with the kind of help they need. The University College offered to take responsibility for the advising of these students. Another option is to send these students to individual programs based on their interests.

L. Weiss asked if this marks a change in the philosophy of the Graduate School. He stated that he was under the impression that we want to de-emphasize the ability to be a non-degree seeking student. J. Kierulff responded that this is not a change in philosophy. Our goal is still to get them enrolled in a degree program. However, we still need to serve their needs while they are non-degree seeking. J. Dhaliwal noted that this needs to be nuanced by program, as it may be beneficial to allow non-degree students to enroll in classes to get a feel for what the degree program is like. He recommends that programs add a simple line to their graduate catalog to directly

address non degree students. "If you are interested in enrolling in courses as a non-degree seeking student please contact XXXX."

J. Dhaliwal informed the council that the Graduate School wants their help marketing our graduate certificate programs. We all need to work hard to increase enrollment in these certificate programs. He reminded the council that as of this fall graduate certificate students are now eligible for financial aid.

K. Berisso noted that he was surprised to learn that we have have non-degree seeking students at the Graduate level. C. Preza asked who pays for these students. J. Kierulff responded that non-degree students pay for themselves. J. Dhaliwal noted that many non-degree students were teachers, but now that the incentive to get your masters has been eliminated and Teach for America can license teachers our non-degree teacher population has vastly declined. L. Griggs added that often the non-degree students are students that have applied for a specific program but were denied admission. These aren't terrible students but they do need a little more education before they are fully prepared for a graduate degree program. Enrolling as a non-degree student lets them become proficient enough to qualify for admission into the program.

G. Shiba stated that the School of Nursing would like to advise all non-degree students interested in Nursing. She said they would be happy to advise these students and will add something to their catalog to inform non-degree students who to contact. J. Dhaliwal asked the council to please take this idea back to all of their program leaders for consideration.

423.11: J. Dhaliwal reviewed the central pool decentralization and requested feedback. He noted that the university has had a lot of change recently regarding budget allocations. J. Dhaliwal asked if we should review the GA budget allocation process this year or defer until next year. The College Directors suggested that we not review or change the system this year. L. Weiss noted that in regards to interdisciplinary programs we need to determine how funds will be allocated. J. Dhaliwal responded that the President's position is to promote interdisciplinary programs and therefor such budget allocations will be factored into new SRI system. It was decided to wait and review the GA budget allocation process in a year.

423.12: J. Dhaliwal announced that there will be a Graduate School Recruitment fair on November 12, 2014. He reminded the council that they need to have their faculty and students ready to service the fair attendees.

423.13: J. Dhaliwal reminded the council that all curricular revisions are due to M. Kyle on October 17, 2014. He asked the council members to take the issues previously discussed back to their committees to be included in their Graduate Catalog track changes.

423.14: J. Dhaliwal addressed how to monitor if a GA is enrolled in more courses than they were allotted. He noted that program leaders must be more careful in advising students. Also, the program leaders will need to review an Argose report to monitor enrollment.

423.15: J. Dhaliwal addressed marketing grad cert programs earlier in the meeting.

J. Dhaliwal announced that twitter and Facebook are up and running for the Graduate School! He encouraged everyone to "like" the Graduate School page on Facebook and to follow the Graduate School twitter feed. He noted that the first tweet went out today about doctoral students, which links to the Graduate School webpage about their dissertation. The Graduate School wants to showcase this to community. J. Dhaliwal asked that each time someone defends a dissertation the program send this information to M. Kyle.

There being no further business to discuss the meeting was adjourned at 3:57 p.m.

Minutes respectfully submitted by Mary Kyle.