

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 424

November 11, 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), B. Krishnan (FCBE), M. Logan (CCFA), A. de Velasco (COMM), M. O'Nele (THEA), C. Preza (EECE), K. Berisso (ENGR TECH), G. Shiba (NURSE), M. Levy (SPH), B. Akey (UNIV COLLEGE), J. Berman (Faculty Senate), K. Duckett (GSA), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: V. Morris (CEHHS)(proxy: B. Akey), J. Byford (ICL)(proxy: M. Logan), L. Weiss (HSS), W. Haggard (ENGR)(proxy: C. Preza), R. Meier (CIVIL ENGR)(proxy: C. Preza), L. Jarmulowicz (SCSD), D. Wark (SCSD)(proxy: R. Kreuz), B. Park (Library)

GUESTS:

---

J. Dhaliwal opened the meeting at 2:06 p.m. when a quorum was attained.

J. Berman noted that he has to leave at 2:40 because the Faculty Senate will be meeting.

424.1: G Emmert moved (2/G. Shiba) to approve the minutes from meeting #423, held on October 3, 2014. The vote was carried by voice vote.

424.4: J. Berman provided background information regarding the role of the Faculty Senate in the curriculum revisions. Two meetings ago the UCGS discussed how Faculty Senate review of the curricular materials might be procedurally accomplished. J. Berman took this information back to the Faculty Senate. The Faculty Senate Academic Policies committee was interested in coming up with refinements of our suggestions. They developed four motions and specified how these motions would be included in the by laws and roles. All four motions were unanimously approved by Academic Policies committee and endorsed by the Faculty Senate.

There was much discussion among the UCGS members regarding the four motions. Members were concerned about the proposed four Faculty Senate

members to serve on the UCGS and which colleges and schools they would come from. This is a concern because the current membership is distributed proportionally among the nine colleges and schools. M. Logan advocated that the Faculty Senate define where the four members will come from, making sure their membership is diverse. Members also expressed concerns regarding the proposed Faculty Senate recommendations regarding curricular revisions possibly slowing down a process that is on a tight timeline. J. Berman stated that he would be happy to take the suggestions from the UCGS back to the Faculty Senate for review.

J. Dhaliwal summarized the discussion of the four motions. MOTION #1: The Faculty Senate needs to decide on the balance of membership and representation on the UCGS, as there should not be four members from the Faculty Senate coming from one college. He also clarified that the majority of this council is not comprised of administrators, as asserted earlier in the discussion. MOTION #2: The UCGS needs more information from the Faculty Senate regarding what is meant by supervising the election of all UCGS members. J. Dhaliwal stated that this is a college and school based process, governed by their own individual policies. MOTION #3: J. Dhaliwal noted that the Constitution of the Faculty Senate currently does not make a direct reference to graduate programs. This is because it was approved at a time when there weren't many graduate programs. J. Dhaliwal asked the UCGS members to please provide J. Berman with as much feedback as possible on the exact wording and improvements to the motions between now and the next meeting. He stated that he appreciates the hard work of J. Berman and the Faculty Senate members. J. Berman responded that the Faculty Senate is appreciative of the openness of the UCGS to their input. J. Dhaliwal reminded the members that all UCGS meetings are open to all faculty members. Also, two-thirds of the voting members must vote to approve any revisions to the UCGS By-laws.

424.2: J. Dhaliwal reminded the council that thirteen points regarding the role of the Graduate School were placed on table at the last meeting. Therefore, the council can vote to approve the document at this meeting. J. Berman pointed out that one of the proposed motions of the Faculty Senate impacts the content of this document. G. Emmert asked if there was a pressing need to approve the document immediately. J. Dhaliwal responded that it can wait if necessary. J. Berman (2/M. O'Nele) moved to table the vote on the "Role of the Graduate School" document until next meeting. The motion was approved.

424.3: J. Dhaliwal inquired if the council was ready to approve the revised UCGS By-Laws as presented at the previous UCGS meeting. S. Neely-Barnes (2/M. Levy)

moved to open discussion on the revised UCGS By-laws. M. O'Nele asked if the council will vote on these revised items all together or individually. J. Dhaliwal replied that the council can vote on all of the items at once. J. Berman stated that he must speak against the motion, especially given the Faculty Senate discussions about changes to the By-laws. S. Neely-Barnes informed the council that she does not support the addition of Article 9 to the By-laws. She withdrew her previous motion. Subsequently, M. Levy withdrew her second to that motion. J. Berman made a motion (2/M. Logan) that this discussion be tabled until the next UCGS meeting in order to give the Faculty Senate time to review. The motioned was approved. S. Neely-Barnes noted that she would rather vote on the revised items individually rather than move to approve the document as a whole.

424.5: J. Dhaliwal asked for feedback on the two program leader training sessions hosted by the Graduate School. G. Emmert responded that he heard very positive things about it and that the trainings were "very beneficial." He commends the Graduate School for their hard work. J. Dhaliwal reminded the council that the Graduate School plans to offer this training every semester. He also noted that from now on, when a new person is appointed as a Graduate Studies Coordinator the Graduate School needs to be notified. The Graduate School staff will spend a half day training them. The next session will involve the UCGS members in order to facilitate the sharing of best practices in managing a graduate program, especially regarding strategic enrollment management. The Graduate School will be reaching out to various UCGS members for their participation. T. DeVelasco suggested that the Graduate School make it clear that administrative staff is welcome to these training sessions.

424.6: J. Dhaliwal announced that an Interdisciplinary Graduate Programs committee has been set up. The various deans were consulted regarding membership. The committee will meet November 24, 2014. The chairs of the committee are Susan Neely Barnes and Mark Gillenson. They will survey our region about the workforce needs of our region, as well as the national landscape. They will report back to this council in the spring.

424.7: J. Kierulff informed the council that the two forms discussed at the previous meeting are ready for review. G Emmert (2/G. Shiba) to discuss and vote to approve the Petition to Extend Degree Completion Deadline and Course Expiration Deadline form. The motion was carried by voice vote. M. Logan thanked the committee members for their help.

Next the council addressed the Student Petition for a Leave of Absence form.

S. Neely-Barnes asked why this petition for a leave of absence is necessary as opposed to what the Graduate School is already doing. J. Kierulff replied that there isn't a formalized procedure right now for students in need of a leave of absence. Currently if a student is, for example, deployed to Iraq they have to remain continuously enrolled and pay for credit. The Graduate School wants to provide a better option. J. Dhaliwal stated that he is concerned that if such a leave of absence is too easily available we will have students taking advantage of it. However, he does not want the Graduate School staff bogged down by the exceptions to rule.

S. Neely-Barnes suggested that the advisor's signature be included on form. J. Kierulff agreed to add "or advisor" to signature line one. J. Dhaliwal requested that the council please email him and J. Kierulff with feedback. S. Neely-Barnes asked if the Graduate School needs to approve this petition, or if the Graduate School can just be informed of the lower level decisions. M. Logan noted that having dealt with some issues in this area its good to have different levels of review and approval.

424.8: J. Dhaliwal announced that the Graduate School Recruitment Fair is tomorrow, November 12, 2014 from 1:00 until 6:00 p.m. in the University Center Ballroom. He encouraged the council members to take flyers and post them all over campus. J. Dhaliwal noted that there have been ads in the Commercial Appeal for the past three days. He also noted that we will have food for table staffers. There are six other institutions coming that paid \$350.00 to participate. G. Emmert stated we should charge even more, as the Chemistry Department paid \$500 to participate in a fair recently.

424.9: J. Dhaliwal informed the council that curricular triage meetings have begun. He noted that there were not a lot of new programs being proposed. J. Dhaliwal and M. Kyle are meeting with all the Associate Deans because many of them are new to the process. On track to have everything finalized and ready to be distributed by November 24, 2014. B. Krishnan asked if once the changes and programs are approved if departments can start marketing them. J. Dhaliwal replied that it depends on the type of change, as some require TBR approval. Please let M. Kyle know who needs to access to um drive to review the curricular materials.

424.10: J. Dhaliwal announced that a new set of forms and new program approval process has been proposed by TBR. The new process and forms haven't been finalized yet. They were given to the Provosts for review and

feedback. J. Dhaliwal noted that he was told the moratorium will be lifted in April 2015.

424.11: J. Dhaliwal announced that the marketing of graduate certificate programs is a priority for this year. This is because many certificates were approved about three to four years ago, meaning soon they will fall on the low producing list. Please encourage all program leaders to get their departments to really consider marketing these certificate programs. J. Dhaliwal noted that they should stress the message that financial aid can now be awarded.

424.12: J. Dhaliwal asked the council to review the email from Jeannie Smith regarding the taxation of Graduate Assistant stipends and fee waivers. He shared this email in order to clarify the tax implications when considering the compensation of GAs. He asked that this information be shared with all people making admissions and GA hiring decisions. C. Preza asked when this flexible model will be available. J. Dhaliwal replied that the university is aiming for fall 2015.

424.13: J. Dhaliwal announced that TCGS Thesis award nominations need to be submitted to the Graduate School by November 24, 2014. All nominee information should be sent to [marykyle@memphis.edu](mailto:marykyle@memphis.edu). Please note that the nominee must be able to attend the Graduate Education Week event at the Legislative Plaza on February 25, 2014.

424.14: J. Dhaliwal announced that the 2015 Graduate Education Week in Tennessee dates have been set for February 23 – 27, 2015. M. Kyle noted that Graduate Education Week will be held earlier this year in an attempt to have more impactful visit to the Capitol. J. Dhaliwal stated that he is determining how many people we can take to Nashville this year. He would like to have more people attend this year than in years past. He noted that we have to be the advocates for Graduate Education with our legislators.

424.15: J. Dhaliwal announced that the Graduate Education Week event at the legislative plaza will take place on February 25, 2015. M. Kyle informed the council that we need a student representative to attend this event. Please submit nomination information to [marykyle@memphis.edu](mailto:marykyle@memphis.edu).

424.16: M. Kyle informed the council that the annual Student Research Forum is currently being scheduled. Once a date has been set an announcement will be made. M. Kyle noted that we will need a student presenter for this event. Please submit nomination information to [marykyle@memphis.edu](mailto:marykyle@memphis.edu).

424.17: J. Dhaliwal informed the council that TBR wants us to consider converting robust concentrations to degrees. He is seeking clarification as to precisely what this means. He will have more information to share next month.

424.18: J. Dhaliwal announced that there is a TBR grant to fund online courses. Dan Lattimore's group funded the development of a lot of online courses about four to five years ago. Therefore, it's time to start thinking about updating the courses before they become outdated. J. Dhaliwal noted that online material doesn't change unless someone explicitly sits down to change it. M. Levy asked how much funding would be available. J. Dhaliwal stated that he was not sure, but that an announcement will come out soon.

424.19: J. Dhaliwal informed the council that TBR has funds available for mobile/emerging technologies. The system wide chancellor for emerging technologies is willing to fund the testing of these new products in graduate programs. Please send J. Dhaliwal a half-page proposal if you have a way to use these new technologies in your graduate programs to improve teaching effectiveness. He also noted that if your device isn't on the list to please let us know about it.

424.20: J. Dhaliwal asked the council members if they want hardcopies of the meeting materials or simply the electronic versions. M. Logan suggested that the Graduate School send out an email inquiring who wants hardcopies. G Shiba noted that she would like to have the agenda in hardcopy. M. Kyle said she will send out a survey regarding the meeting material distribution preferences.

424.21: M. Levy announced that the School of Public Health is hosting an interdisciplinary case competition on identifying a solution to public health problems that deal with the community. J. Dhaliwal asked the council to encourage their students to participate.

424.22: J. Dhaliwal joked that the Graduate School is annoying IT with its desire to modernize. J. Kierulff informed the council that the Graduate School is in discussions with Royal Apps about developing a new application. Currently the Graduate School application hosted on banner is clunky and inefficient. Undergraduate Admissions has shifted from banner to Royal Apps and it has increased their efficiencies. Royal Apps provides a lot of flexibility in the application that banner does not. J. Dhaliwal noted that the Graduate School has not made a decision yet, as we are still gathering information. Royal Apps has two prongs – the application (backend) and marketing. The Graduate

School can't afford the marketing prong so we are focusing on the backend. However, with two or three programs the Graduate School will employ their marketing tactics.

M. Levy asked if the Royal Apps application would replace the banner application. J. Kierulff responded that it would replace the banner application. However, Royal Apps only handles the application side of a prospective student, not the registrar's side. B. Akey echoed support for use of Royall Apps, stating that it can be customized to address everyone's needs. T. DeVelasco asked if the long term goal of employing Royal Apps is to eliminate the dual application process. J. Kierulff responded affirmatively. T. DeVelasco noted that it costs programs money to have this dual application process, money that could be better used elsewhere and that he is very enthusiastic about this idea. J. Dhaliwal reminded everyone that the Graduate School has not made a decision yet. He also informed the council that the Graduate School is working on making the faculty status application process electronic.

424.24: J. Dhaliwal shared a survey from the Council of Graduate Schools regarding International Admissions and enrollment. In terms of new non-citizens coming to the University of Memphis, our numbers went down from fall 2013 to fall 2014. A total of 10% of graduate students are international students. We are looking into determining how many international students are given Graduate Assistantships.

J. Dhaliwal told the council that he appreciates all of their hard work. He also asked that they please carefully consider J. Berman's recommendations.

There being no further business to discuss the meeting was adjourned at 3:42 p.m.

Minutes respectfully submitted by Mary Kyle.