

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 433

February 5, 2016

2:00 p.m., 260 University Center

PRESENT: R. Kreuz (CAS), R. Dupont (CJUS), G. Emmert (CHEM), L. Brooks (FCBE), Q. Chu (FIR), A. Okunade (ECON), M. Logan (CCFA), T. de Velasco (COMM), S. Lease (EDU), W. Haggard (ENGR), R. Meier (CIVL), C. Preza (EECE), D. WARK (SCSD), G. Shiba (NURSE), M. Levy (SPH), B. Akey (UCOLL), K. Sisson (UCOLL), J. Berman (FS), K. Duckett (GSA), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School)

ABSENT: J. Scraba (ENGL), D. Strohmer (CEPR), G. Myatt (ART)(proxy=M. Logan), J. Byford (ICL), L. Weiss (SHS)(proxy=D. Wark), S. Lee (NURSE),

GUESTS: Hsueh Yeh (CEPR), Philip Pavlik (PSYC)

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J. Dhaliwal opened the meeting at 2:03 p.m. when a quorum was attained.

**433.1:** G. Emmert moved (2/D. Wark) to approve the minutes from the last UCGS meeting held on December 11, 2015. The motion was carried by voice vote.

**433.2:** Unfortunately, President Rudd was unable to attend the meeting due to illness.

**433.3:** J. Dhaliwal announced that the Department of Psychology did a pilot program with GradSchoolMatch.com, which went very well. Later in the meeting, Dr. Pavlik from the Department of Psychology will give a presentation on GradSchoolMatch.com.

**433.4:** J. Dhaliwal informed the council that he will set up a subcommittee to determine the appropriate solution to Faculty Senate representation on the UCGS. R. Meier thoughtfully crafted two different options for adjusting the representation of UCGS members. J. Dhaliwal thanked R. Meier for his insight and noted that the subcommittee would consider these suggestions and come back with a larger proposal. J. Berman stated that it was nice to see a proposed solution that is moving toward more faculty involvement. J. Dhaliwal suggested to J. Berman that the Faculty Senate set up an innovation committee about pedagogy in order to bring ideas to the UCGS to help move the university forward, into a new era.

**433.5:** R. Meier moved (2/M. Levy) to approve the proposal for a new Graduate Certificate program in Freight Transportation. R. Meier noted that the certificate consists of all existing courses, which are taught at night in order to encourage and accommodate working professionals. He also informed the council that the demand for such a program will be high because of the healthy freight transportation industry in Memphis. The motion was carried by voice vote.

**433.6:** J. Dhaliwal informed the council that L. Weiss was unable to present the proposed Graduate Certificate program in Faith and Health due to an emergency. Therefore, J. Dhaliwal presented the council with the details of the certificate proposal. He also noted that M. Levy, S. Lease, and Rick Bloomer met previously about this certificate program to resolve any issues. M. Levy moved (2/D. Wark) to approve the proposal for a new Graduate Certificate program in Faith and Health. M. Logan noted that new courses were being proposed, but the council did not have the appropriate paperwork to consider such courses. There was concern expressed about using new courses instead of existing courses. R. Dupont moved (2/M. Logan) to table the vote on the Faith and Health certificate until a later time. It was agreed that the council would take a vote on the proposal via email.

**433.7:** J. Dhaliwal asked the council for their feedback regarding the implementation of UNIV 7700, a zero credit hour course intended to track internships and other external student activities. The question was posed, "How do we get students to register for UNIV 7700?" B. Akey noted that functionally the course should be "wide open" in that there should not be any permits on the course. J. Dhaliwal stated that the Provost can send an email to students every semester, but that the program leaders on the front lines must champion this issue and encourage students to register. D. Wark requested some sort of guidance regarding approving or not approving certain activities. B. Akey informed the council that the correlation undergraduate level course had not yet been approved. He also noted that Banner has a social activity component we may be able to utilize. J. Dhaliwal stated that he would follow up with the Provost regarding the correlating undergraduate course.

**433.8:** M. Kyle announced that the online 2016-2017 Graduate Catalog will go live the week of March 7, 2016. An email will be sent out to announce when the new catalog has been published.

**433.9:** J. Dhaliwal announced that the spring 2016 Graduate School Recruitment Fair will be held during Graduate Education Week in Tennessee. The fair will be on February 25, 2016 from 3:00 p.m. until 7:00 p.m. in the University Center Ballroom. M. Kyle informed the council that she needs the names of all table staffers by February 12, 2016.

**433.10:** J. Dhaliwal announced that the annual Student Research Forum will be held on March 28, 2016 from 10:00 a.m. until 12:30 p.m. in the University Center Ballroom. He asked the council members to encourage their students to participate. He also noted that we need a diverse selection of judges for this event. Please encourage your faculty, emeritus faculty, and alumni to serve as judges.

**433.11:** J. Dhaliwal informed the council that once the SRI budget model is fully implemented the UCGS will have a bigger budgetary role. However, the details of that role have not yet been completely flushed out. He encouraged the council members to reach out to peer institutions that have implemented the SRI budget model to see how it worked for them.

**433.12:** J. Dhaliwal asked the council to send him suggestions for topics or potential speakers for the Professional Development Seminars hosted by the GSA. He noted that the UT Health Science Center and St. Jude are planning on bring the Psi PhD group to the University of Memphis to speak about how to prepare for the professional world. This event is tentatively scheduled for May 9 or May 10, 2016.

**433.13:** J. Kierulff announced that the automation of the Graduate Faculty Status application process is complete. The procedures for completing the application have been posted online ([http://www.memphis.edu/gradschool/faculty\\_staff/gfs\\_app\\_instructions.php](http://www.memphis.edu/gradschool/faculty_staff/gfs_app_instructions.php)). The hardcopy of the application will remain online for people applying for Graduate Faculty Status that do not have a University of Memphis email address.

**433.14:** J. Kierulff announced that the RFP for the new application system has gone out. Therefore the Graduate School expects to have a decision made early next month on which application system will be selected.

**433.16:** J. Dhaliwal announced that the next Program Leader Training will be about the new application systems and its implementation.

**433.15:** J. Dhaliwal requested that the council members encourage their students to apply for the various fellowships offered by the Graduate School. He informed them to contact Ms. Lakesha Herring with any questions (901.678.4212).

**433.3:** Dr. Pavlik provided the council with a presentation on GradSchoolMatch.com. He noted that he found the pilot program useful because their number of applications increased from one last year to fourteen this year. He also stated that administration of the program is not too burdensome. Most importantly, this program allows the user to start a dialogue

and personal relationship with prospective students. J. Dhaliwal asked the council to let him know if they are interested in exploring this option.

**433.17:** J. Dhaliwal informed the council that the target date for the new University of Memphis Board is February 1, 2017. Therefore, the fall 2016 curricular cycle may change. The UCGS will keep to the same timeframe, but will determine which items should be submitted to TBR and which items should be held back until our new board is implemented. J. Dhaliwal noted that he is excited about the prospect of updating our curricular procedures to allow more flexibility and innovation.

**433.18:** Q. Chu moved (R. Kreuz) to approve the motion to extend thesis committee chairmanship to emeritus faculty. The motion was carried by voice vote.

There being no further business to discuss the meeting was adjourned at 3:17 p.m.

Minutes respectfully submitted by Mary Kyle.