

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 435

May 6, 2016

2:00 p.m., 261 University Center

PRESENT: R. Kreuz (CAS), R. Dupont (CJUS), G. Emmert (CHEM), J. Scraba (ENGL), L. Brooks (FCBE), Q. Chu (FIR), A. Okunade (ECON), M. Logan (CCFA), T. de Velasco (COMM), Y. Hsueh (CEPR), R. Meier (CIVL), C. Preza (EECE), D. WARK (SCSD), L. Weiss (SHS), S. Lee (NURSE), G. Shiba (NURSE), B. Akey (UCOLL), K. Sisson (UCOLL), J. Berman (FS), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School)

ABSENT: G. Myatt (ART), S. Lease (EDU), J. Byford (ICL), W. Haggard (ENGR)(proxy=R. Meier), M. Levy (SPH)(proxy=S. Lee), K. Duckett (GSA)

GUESTS: Ernest Rakow, College of Education, Melinda Jones, Honors College

J. Dhaliwal opened the meeting at 2:00 p.m. when a quorum was attained.

453.1: R. Meier moved (2/L. Weiss) to approve the minutes from the last UCGS meeting held on March 4, 2016. The motion was carried by voice vote.

435.2: J. Dhaliwal announced that in April 2017 the University of Memphis will host the National Conference of Undergraduate Research (NCUR). This will present a great opportunity to market our graduate programs to bright undergraduate students from all over the country. J. Dhaliwal introduced our guest, Dr. Melinda Jones, to provide more information about NCUR. Dr. Jones provided the council with an overview of the conference. She informed the council that approximately 4,400 high ability students will attend this conference. She agreed with J. Dhaliwal that this will be an excellent opportunity to recruit these students. There will be a Graduate School fair, as well as open houses that showcase various departments. Dr. Jones noted that abstract reviewers are needed. She also explained that we will have the contact information for all of the students attending the conference. This will allow us to reach out to students prior to their arrival. The exact dates of the event are April 6, 7, and 8, 2017. Dr. Jones explained that there are still a lot of logistical issues to resolved, such as shuttling the students to and from their hotels. There was discussion about the particulars of the event. J. Dhaliwal summarized the key things to remember about NUCR. First, the NCUR committee needs your help with reviewing abstracts. Secondly, departments should be planning to host open houses. Lastly, the Graduate School Recruitment Fair will be hosted in conjunction with the NCUR fair. He

reiterated that NCUR is a great opportunity to showcase our graduate programs and recruit high-ability students.

435.3: J. Dhaliwal announced that Graduate Student Orientation will be held on August 16, from 10:00 AM - 2:00 PM, in the University Center Ballroom.

435.4: J. Dhaliwal announced that the Teaching Effectiveness Workshop for Graduate Teaching Assistants will be held on August 19, from 8:00 AM - 12:00 PM, in the University Center Memphis Room (340). He noted that graduate assistants that aren't teaching are still welcome to attend.

435.5: J. Dhaliwal announced that the Fall Graduate School Recruitment and Information Fair will be held on September 22, from 3:00 PM – 7:00 PM, in the University Center Ballroom. M. Kyle noted that other academic institutions will be invited to participate.

435.6: J. Kierulff provided the council with an update on the Professional Development Seminars that the Graduate School hosted during the last academic year. He noted that the Graduate School and Graduate Student Association are determining the schedule of events for the next academic year over the summer.

435.7: J. Dhaliwal made a motion of thanks to K. Duckett for her excellent tenure as the Graduate Student Association (GSA) President. Next, he reviewed the main responsibilities of the GSA President and asked the council to send the Graduate School their recommendations for the new GSA President. He also noted that on the new board there will be one student representative. It has been discussed that this representative be the GSA President. J. Berman noted that the student member of the board will not have a vote.

435.8: J. Dhaliwal informed the council members that everyone needs to be focusing on yield management planning. Once a student has been admitted it is crucial that we reach out to them in as many ways as possible to get them to enroll. J. Dhaliwal stated that the next graduate studies coordinator training will focus solely on yield management. Also, the College Directors will be submitting yield management plans to the Graduate School. J. Dhaliwal stressed that if any departments want or need the help of the Graduate School to please let him know.

435.9: J. Dhaliwal announced that Decision Desk has been selected as the new application system for the Graduate School. Currently the contract is being finalized.

435.10: J. Dhaliwal informed the council members not to worry about their graduate assistant budgets.

435.11: J. Dhaliwal informed the council members that the Graduate School is here to help any department with their marketing of graduate programs. T. de Velasco inquired if the Graduate School had been given a marketing budget. J. Dhaliwal responded that the Graduate School still does not have a marketing budget. However, that does not mean the Graduate School cannot assist individual departments. J. Dhaliwal reminded the council that this is our trial year using external recruiters to attract tuition paying students, preferably from out of state. He told the council members to let him know if they would like a copy of the contract we have with these recruiters.

435.12: J. Dhaliwal asked the council members to please review the Graduate School calendar that is posted online and to make sure that students are aware of all deadlines. L. Weiss asked if the deadlines for the curricular revisions are being moved. J. Dhaliwal responded that the deadlines will most likely change, but the Graduate School is sorting out the details.

435.14: J. Dhaliwal provided the council an overview of the enrollment tracking data that he worked with OIR to develop. He encouraged the council members to look at this information daily, as growing enrollment is critical. He noted that this report is a powerful managerial tool for enrollment management.

435.13: J. Dhaliwal informed the council members that the Graduate Admissions team is reaching out to students with incomplete applications. He explained that it would be beneficial if the graduate studies coordinators did the same thing.

J. Dhaliwal informed the council that the THEX minority scholars program has additional funds. Therefore, there is one additional scholarship we can award. The nominee must be a Tennessee resident and an incoming PhD student in the STEM areas.

J. Dhaliwal provided the council with an update regarding the issue of Faculty Senate representation on the UCGS. He reminded the council that we had agreed to form a subcommittee. However, this plan was put on hold due to an agreement at the Provost and Presidents level. Also, he was unable to find a chair for this committee. J. Dhaliwal would like once again to solicit volunteers to serve on this committee. R. Meier agreed to serve on the subcommittee, as did J. Berman.

J. Dhaliwal asked all those members that are cycling off to please stand. The council applauded them for their efforts and contributions while serving on the UCGS.

There being no further business to discuss the meeting was adjourned at 2:48 p.m.

Minutes respectfully submitted by Mary Kyle.