

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 438

November 4, 2016

2:00 p.m., Methodist Theatre, FedEx Institute of Technology

PRESENT: R. Kreuz (CAS), H. Kurtz (CHEM), J. Scraba (ENGL), L. Brooks (FCBE), A. Hussey (ECON), A. Okunade (ECON), G. Myatt (ART), S. Lease (EDU), L. MacGillivray (ICL), W. Haggard (ENGR), A. Robinson (EECE), L. Mendel (SCSD), S. Lee (NURSE), T. Ryan (KWS), M. Levy (SPH), T. Johnson (UCOLL), J. Berman (FS), Y. Kanamori (GSA), J. Dhaliwal (Graduate School), J. Kierulff (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: R. Dupont (CJUS)(proxy=H. Kurtz), J. Page (CCFA), T. de Velasco (COMM), D. Strohmer (CEPR)(proxy=S. Lease), R. Meier (CIVL)(proxy=W. Haggard), G. Shiba (NURSE), L. Weiss (SHS)(proxy=T. Ryan), C. Chapell (UCOLL)

GUESTS:

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

**438.1:** A. Okunade moved (2/S. Lease) to approve the minutes from the last UCGS meeting held on October 7, 2016. The motion was carried by voice vote.

**438.2:** J. Dhaliwal provided the council with an update on the Graduate School's progress implementing Decision Desk. He encouraged the council members to have their faculty and staff test their applications. He noted that if a department wants to wait to use decisions desk the Graduate School will work with them. In the meantime J. Dhaliwal urged the council members to get the message out that our old application system is still functional.

**438.3:** J. Dhaliwal informed the council that the Graduate Catalog needs to be updated to clarify how much transfer credit is allowed for graduate certificate programs. L. MacGillivray moved (2/H. Kurtz) to allow for discussion of the addition of language to the catalog. There was much discussion about the particular statement that should be added to the catalog. Therefore a sub-committee was formed, consisted of A. Okunade, S. Lease, L. MacGillivray, and H. Kurtz. The sub-committee will meet and determine the best way to proceed.

**438.4:** J. Dhaliwal informed the council that the Graduate School is working with the Registrar's office to identify areas where oversight by the Graduate School adds no value.

**438.5:** J. Dhaliwal reminded the council that the Graduate School is trying to work with all of the various departments to optimize enrollment. He asked the council members to identify those departments that want to grow and to get them excited about the importance of graduate enrollment. The Graduate School is here to help and support programs in their enrollment management efforts.

**438.6:** J. Dhaliwal reviewed the THEC policy revisions. He noted that many institutions recommended that changes go through the institutional boards before going to THEC for approval. The deadline for feedback on these policy revisions is November 21, 2016. THEC will vote on these policy revisions at their January 2017 meeting.

**438.7:** J. Dhaliwal informed the council that the Graduate School is planning a marketing program to help people understand more about what a graduate certificate is and why it is beneficial to obtain one. He encouraged the council members to be imaginative in how they used their certificate programs.

**438.8:** J. Dhaliwal announced that curricular review triage meetings will be held November 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>.

**438.9:** J. Dhaliwal announced that defended thesis and dissertations are due to Michelle Stout on November 11, 2016.

**438.10:** J. Dhaliwal announced that the Final PDF version of thesis or dissertation must be submitted to the ETD systems by 12:00 p.m. on November 23, 2016.

**438.11:** J. Dhaliwal announced that Comprehensive exam results due to Michelle Stout November 28, 2016.

**438.12:** J. Dhaliwal announced that GA contracts for spring semester due November 28, 2016.

**438.13:** J. Dhaliwal informed the council that Graduate Education Week in Tennessee will be February 6 – 10, 2017. This year the TCGS will be making a harder push to get the Governor to allocate funds for graduate education as a part of his education legacy. All of the council members are invited to join the Graduate School in Nashville on February 7 and February 8. Also, please be thinking of a student that can represent the University of Memphis Graduate School on capitol hill.

**438.14:** J. Dhaliwal announced that the Student Research Forum will be held on March 27, 2017 from 10:00 AM until 1:00 PM in the University Center Ballroom. The graduate school will need people to volunteer as judges. Please send the names of all volunteers to J. Kierulff ([jkerulff@memphis.edu](mailto:jkerulff@memphis.edu)).

438.15: J. Dhaliwal reminded the council members that the National Conference on Undergraduate Research will be held on the University of Memphis campus April 6 – 8, 2017. There will be a two day graduate school/career fair on April 6 & 7, from 12:00 – 5:00 PM each day. Also, programs that wish to place an ad in the NCUR program should visit the following webpage: [http://www.memphis.edu/ncur/program\\_ads/index.php](http://www.memphis.edu/ncur/program_ads/index.php).

**438.16:** M. Kyle announced that the publishing date for the 2017-2018 graduate catalog has been pushed back from February 1, 2017 to the end of March 2017. This is due to the implementation of Acalog, the university's new catalog management software.

There being no further business to discuss the meeting was adjourned at 3:00 p.m.

Minutes respectfully submitted by Mary Kyle.