

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

Minutes, Meeting 447

February 2, 2018

2:00 p.m., 261 University Center

PRESENT: R. Kreuz (CAS), D. Peksen (POLS), J. Scraba (ENGL), T. Miller (FCBE), A. Okunade (ECON), M. Logan (CCFA), E. Rakow (EDU), L. MacGillivray (ICL), D. Strohmer (CEPR), R. Meier (ENGR), A. Curry (BIOM), A. Robinson (EECE), S. Lee (NURS), Brad Harrell (NURS), T. Ryan (KWS), L. Mendel (SCSD), L. Weiss (SHS), J. Gikas (U. COLL), C. Chapell (U. COLL), J. Berman (FS), J. Dhaliwal (GS), R. Poston (GS), J. Kierulff (GS), L. Griggs (GS).

ABSENT: H. Kurtz (CHEM)(proxy= R. Kreuz), A. Hussey (ECON)(proxy= A. Okunade), S. Brown (THEA), J. Goldsmith (COMM), M. Levy (SPH)(proxy= R. Fisher), H. Mahbubul (GSA)

GUESTS: Dr. Niles Reddick, Lambuth; Dr. Charlie Santo, SUAPP; Ms. Jennifer Beech, Graduate School;

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

J. Dhaliwal introduced the new Associate Dean of the College of Communication and Fine Arts, Ryan Fisher.

**447.1:** E. Rakow moved (2/L. Weiss) to approve the minutes from the last UCGS meeting held on December 1, 2017. The motion was carried by voice vote.

**447.2:** J. Dhaliwal introduced Lambuth Vice Provost, Dr. Niles Reddick. Dr. Reddick thanked the council for asking him to attend the meeting. He invited anyone that has yet to see the Lambuth campus to come to Jackson for a tour. Dr. Reddick reviewed the graduate programs currently offered at the Lambuth campus. He also mentioned pockets of strength in the Jackson area, such as manufacturing and healthcare industries.

**447.3:** J. Dhaliwal informed the council that the proposed interdisciplinary PhD degree in Urban Affairs had been revised and required the approval of the UCGS. R. Kreuz introduced the author of the proposal, Dr. Charlie Santo. Dr. Santo provided the council with some background information regarding the proposal. C. Chapell moved (2/R. Kreuz) to approve the proposal for a PhD degree in Urban Affairs. The motion was approved by a show of hands.

**447.4:** J. Dhaliwal informed the council that the role of the Graduation Analyst is being modernized. Ms. Jennifer Beech reviewed the changes to the submission process for

dissertations. She noted the elimination of the submission of a compact disc by having students add their documents to ProQuest. R. Poston informed the council that the Graduate School has reviewed the list of action items produced by the ETD Task Force. J. Dhaliwal asked the council to provide feedback on the new submission process within a week.

**447.5:** J. Dhaliwal presented the council with information about opportunities for graduate students. He informed the council that the Governor approved the first installment of the RISE program, which allots five million dollars to the University of Memphis. J. Dhaliwal said he is hopeful this will result in more graduate assistantship funds, particularly for STEM graduate students. UMRF Ventures presents another opportunity for graduate students looking to work while in school. The call center allows students to work on campus in a white collar environment while earning a living wage of \$15.00/hour. The call center initially employed 21 students and has grown to employ 46. UMRF Ventures is planning a call center at the Lambuth campus. Also, an IT command center is slated to open in fall of 2018. J. Dhaliwal encouraged the council to use these well-paying job opportunities as a recruitment tool.

**447.6:** J. Dhaliwal reminded the council that the Graduate School has been searching for a new centralized application system since Decision Desk went out of business last year. J. Kierulff informed the council that a contract has been signed with Liason for their united application system called UniCAS. The Graduate School aims to go live with the implementation of UniCAS in the summer of 2018.

**447.7:** J. Dhaliwal thanked the council for their hard work managing enrollments. L. Griggs informed the council that enrollments are up 3.3% for the spring 2018 semester. He thanked the council for their hard work. L. Griggs noted that fall application rates are down, so the Graduate School is working on ways to generate more applications. J. Dhaliwal encouraged the council members to become familiar with the enrollment data dashboard so that they can monitor enrollments regularly.

**447.8:** J. Dhaliwal informed the council that the information regarding the Graduate School scholarships and fellowships was in their packet of meeting materials. He noted that the Graduate School will need members of the council to serve on selection committees.

**447.9:** M. Kyle announced that the 2018-2019 Graduate Catalog will be published by the middle of February. An announcement will go out once the catalog is online.

**447.10:** M. Kyle announced that Graduate Education Week in Tennessee will be February 26 – March 2, 2018. On February 26 the Graduate School and GSA will host a series of lightning talks featuring graduate students speaking about why they love their majors. This event is from 3:30 – 5:30 PM in the FedEx Institute of Technology, fishbowl room. On February 28 the Tennessee Conference of Graduate Schools will host a Day on the Hill at the capitol in Nashville. Unlike previous years the Graduate School does not have the opportunity to take a graduate student with them to Nashville this year. However, one graduate student will be featured in the materials handed out to the

legislators during the Day on the Hill event. Please send nominations to [marykyle@memphis.edu](mailto:marykyle@memphis.edu).

**447.12:** J. Dhaliwal informed the council that the 30<sup>th</sup> annual Student Research Forum is being held March 26, 2018 in the UC Ballroom. M. Kyle noted that the Graduate School needs to identify a student speaker by March 12, 2018. J. Kierulff reminded the council that the Graduate School needs their help finding people to volunteer to serve as judges for the event.

**447.11:** J. Dhaliwal announced that the spring Graduate School Information Fair will be held on March 21, 2018. M. Kyle noted that this year the spring fair will be held in conjunction with the Career Day being held for Senior Week. Unlike the fall fair, this event is not open to outside institutions. J. Dhaliwal reminded the council that 70% of graduate students are our own undergraduate students. Therefore, it's important that we hold this event to educate the undergraduate population on our vast array of programs.

**447.13:** R. Poston thanked the members of the Fresh Start – GPA Policy Revision subcommittee for their hard work. The council was presented with a form that will be used when a student wishes to remove a grade from their transcript once the course has expired. J. Berman requested that this form be in a fillable pdf format.

There being no further business to discuss the meeting was adjourned at 3:10 p.m.

Minutes respectfully submitted by M. Kyle.